YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Arts College Malkapur Akola**
• Name of the Head of the institution	**Dr. Gitali Sharad Pande**
• Designation	**Principal (In-Charge)**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**07242259435**
• Mobile No:	**9923636564**
• Registered e-mail	**arts.60@rediffmail.com**
• Alternate e-mail	**pravinpugale@gmail.com**
• Address	**VHB Colony, Near Railway Gate,Malkapur Akola Tq & Dist Akola Maharashtra**
• City/Town	**Akola**
• State/UT	**Maharashtra**
• Pin Code	**444004**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Grants-in aid**

• Name of the Affiliating University	**Sant Gadge Baba Amravati University Amravati**
• Name of the IQAC Coordinator	**Mr. Pravin Prakashrao Ugale**
• Phone No.	**07498740657**
• Alternate phone No.	**9423051944**
• Mobile	**7709770255**
• IQAC e-mail address	**pravinpugale@gmail.com**
• Alternate e-mail address	**ugalepravinp@gamil.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://artscollegeakola.in/AQAR/1649652455.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://artscollegeakola.in/Academic/1647074033.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.01**	**2017**	**27/11/2017**	**26/11/2022**

6.Date of Establishment of IQAC	**01/03/2017**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**No**
• Upload latest notification of formation of IQAC	No File Uploaded
9.No. of IQAC meetings held during the year	**02**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

• If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

*Proposal of 2 (f) to UGC *Get Permanent Affiliation from Sant Gadge Baba Amravati University *Application for Research Centre for Music subject

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Use ICT in teaching	**most of the teacher use ICT for their teaching**

13.Whether the AQAR was placed before statutory body?

No

• Name of the statutory body

Name	Date of meeting(s)
College	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**13/01/2022**

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**02**

File Description	Documents
Data Template	

2.Student	
2.1 Number of students during the year	**164**

File Description	Documents
Data Template	

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**100**

File Description	Documents
Data Template	

2.3 Number of outgoing/ final year students during the year	**30**

File Description	Documents
Data Template	

3.Academic	
3.1 Number of full time teachers during the year	**08**

File Description	Documents
Data Template	

3.2	**04**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**07**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**000**
4.3 Total number of computers on campus for academic purposes	**11**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery by following the academic calendar provided by Sant Gadge Baba Amravati University Amravati. The faculty analyses the needs of the students before the commencement of every semester and plans the curriculum as prescribed by the University of Sant Gadge Baba Amravati University Amravati in such a way that it includes different activities related to the designed syllabus. The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, debates, academic tests, etc. the students are being given practical insight into the curriculum that helps them to develop their higher order cognitive skills. The periodic tutorial, MCQs examinations are conducted and during classroom teaching teacher measures students through oral questioning in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in remedial classes. Teachers put in all

efforts to ensure quality and enhance academic growth. Practical, theoretical & oral examinations are conducted to judge the understanding of the students. The new examination (online) pattern introduced by affiliating university is being strictly adopted by the college. The effective delivery of the curriculum includes a wide variety of steps like work culture, supervision and revision through periodic meetings with the principal and faculty. The college has taken the following initiatives for effective curriculum planning, development and deliverance: CBCS model as per the University norms is in operation. To prepare a planned work schedule with a consideration of due weightage for each paper and number of hours allotted as per University guidelines. Updating the library with books of the changed syllabi every year. Laboratories are upgraded annually as per requirement of the curriculum. Online seminars, debates, quiz competitions and workshops are being organized. Skill-oriented trainings are organized for the students to enhancing their skills and access to jobs in national/international job markets.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is affiliated to Sant Gadge Baba Amravati University Amravati and implements the curriculum prepared by the BoS of S.G.B.A.University. The institute has developed a structured and documented process for implementing the curriculum. It is as follows: • Before the commencement of the semester, the faculty members prepare an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, and other co-curricular and extra-curricular activities. • HoD prepares the class timetable and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. It is also published on the parent university website. • Concern faculty meets the students after the last University examination, reviews the semester completed, and discusses with them about the next semester. They incorporate the suggestions and prepare the course plan and distributes them to the students. • Faculty members revise the

courses outcomes of their courses, and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure achievement of the COs. Faculty members also prepare assignments in advance. They also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners • IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional

ethics. Issues related with environment and sustainability are integrated into courses like Environmental studies which is prescribed by the parent university in second year of B.A. (Sem IV). Courses that teach human values in its curricula are Political science, History,Marathi, English, and literatures. Professional ethics are integrated in the subject like English, and B.F.D Course. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. Institute promotes environmental protection through tree plantation and other sustainable development programs in every year. Institute organizes various environment related programs including tree plantation, cleanliness, plastic free drive etc. Classroom interactions of students-teachers are organized to create awareness about nature, environment and sustainability. World Ozone Day, World Earth day, World Environment Day etc. are organized in the college every year. The college has taken active participation in Swachch Bharat Abhiyan and Swachhta Pakhwada Programmes started by the government. The college takes efforts for integration of ethical and human values through extra-curricular activities. Programs conducted under English, Marathi, Music and Political science department help to inculcate human values among students. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Voter's Awareness Program, Gita Classes for nearby citizens, etc. are organized from time to time. Major gender issues are focused and addressed through different activities in the college. Library serves common sitting arrangement for girls and boys to inculcate gender equality among them. Students are actively participated as Covid Yoddha during Covid pandemic. Institute oraganized Mind Empowerment Programme(Manshakti Vikas)for the development of faculty.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0	

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

00	

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://artscollegeakola.in/NAAC/1647688978.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

600

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

144

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our institute is surrounded by rural area and eighty percentage of students come from working class, MIDC working family and farmers family.In college, students are admitted from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. The students are counseled, guided and oriented at the time of admission to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the college prospectus which is provided to the students before the beginning of academic sessions. At the beginning of each course teachers asses the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also repeated for slow learners and late admissions. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available in college to clear the doubts and counsel the students even on a one to one basis. Advanced learners are encouraged to become class mentors.

File Description	Documents
Link for additional Information	[NIL](#)
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
164	08

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Arts College Malkapur Akola always encourage student-centric learning through various methods such as brain storming group discussions, quiz competitions and presentations in participative learning. Regular participative activities viz., group discussions, field visits, educational tours, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. Students are given individual class assignments for focusing on self-study and to encourage independent learning. Different student support facilities are available in the college like Library, ICT Room, Ph.D. Research Study Room, OHP based classrooms. Students are trained for Basic Life skills such as First Aid, Self Defense, Swach Bharat and Personal Hygiene and Sanitation. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and activities. The objective of student-centred activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or viewing the material. Students are taken for tours to the sites of interest in order to get familiar with the field/natural conditions but this year due to pandemic, tour is postponed. These activities play an integral role in allowing a switch over from absorption of information while learning during academic sessions and creating a safe space to relax, interact, collaborate, and think out of the box to nurture their talent and leadership capabilities. To increase the concentration in various activities, the college has framed many committees and clubs including the Cultural Committee, Sports Committee, Career counseling cell, the literary study club. Exhibition is organized, where students exhibit talent in variety of area, to foster spirit of togetherness and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1s8bhUeRHmeXVSRfIsGlgenKVOKD4Kvkg/view?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT technology to improve the teaching and learning process. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, Whatts App group, Telegram, Zoom and Google classrooms, Facebook Page of the institute, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. Jio-wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Xeroxing facility is also available in the library. ICT Room is also equipped with computers and Wi-Fi facility to encourage learning. Syllabus and study materials are also made available on the college whatsapps respective subject groups and the website of the affiliating university.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/13F_TMkQ3ETMA04QvkNWCSxPq_EMYn1bb/view?usp=sharing

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

08	

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

08	

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

06	

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

8

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Inter assessments and internal practical tests are conducted at appropriate time with respect to calendar of examinations fixed by the Sant Gadge Baba Amravati University Amravati. Date sheets and notifications of internal assessment is circulated in classrooms, displayed on notice boards and uploaded on official website of the college. The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised. If any tabulation error is found, necessary corrections are duly made by the concerned and correct information is passed to the university accordingly.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Most of the grievances related to the examination are received after declaration of results by the Parent University. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the convener of examination committee. Each and every staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective quarters. Where ever necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to Coordinator Examination for speedy Redressal of the issue. The close and continuous communication is maintained by the institute Coordinator

Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any. As per internal practical tests are concerned, if any student pin points any academic discrepancy viz a viz conduct of tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institute has well defined learning outcomes. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization and provide the quality education for the development and better future of downtrodden, poor and needy one. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://artscollegeakola.in/NAAC/1647075760.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The

evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (written examination /practical examination) depending upon course type is also used for the process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

29

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://jasper-laravel.s3.ap-south-1.amazonaws.com/temp/SGBAU/ba-and-bcom-tr-1647689272140306292127.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://artscollegeakola.in/NAAC/1647688978.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

07

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College regularly conducts the extension activities in the nearby villages forweaker sections of the societies. These programmes aim to connect the Higher Education Institutions with the society. This will transform the outlook of the students and inculcate leadership qualities in the youth. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future. Such citizens help in Nation building. The institute could not conduct the activities as where planned due to pandemic, but some extension activities conducted in the academic year 2020 are as under;

1. During the peak pandemic period (March-August 2020), Two Students

of the institute serve as CovidYodhha for Covid patients.

2. Tree Plantation Programme is conducted by the institute at college campus area.

3. Institute celebrated world Yoga Day and organized one day training programme.

4. Faculty and selected students participate in Swachata Janjagruti Programme.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

04

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

19

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01	

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Advisory Committee after reviewing course requirements, working condition of the existing equipment. The Time Table committee plans ahead for all requirements regarding the availability class rooms, laboratories, furniture and other equipment's. Whenever need arises to augment infrastructure in terms of classroom, library books etc.

Distinguished features of the College:

The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like use of power point presentations, OHP projectors, online teaching apps like Zoom, Google Meet etc. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extra- curricular activities, parent teacher meetings, Training classes etc.It is used as an

examination centre for college internal and external examinations. The college has upgraded IT infrastructure in view of the recent developments and change in technology to meet the teaching – learning requirements. Institute have ramp faciliy for Divyang students. Seperate arrengement for Ph.D. sudents in library is available as per the application of Ph.D centre for Music subjectand university recognition committee visited college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NIL](#)

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extracurricular activities. This ensures a holistic development and an all-rounded personality. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various level of competition including intra college events. All the Participants are awarded with participation certificates.

Separate Gym: College has facility of gym for the students.

Indoor and Outdoor Sport Facility: Students have facility to play sports like Cricket, Kho-kho, Volleyball, Chase, and Carom.

Open Ground: College has an adequate playground and it is surrounded plants, trees with lot to greenery.

Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers – Suhasini Padole.

Cultural activities: The College believes in all-round development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. This year due to

`corona pendamic,college organises all the online cultural programme.`

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NIL](#)

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

`03`

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

`03`

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NIL](#)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

`NIL`

File Description	Documents
Upload any additional information	`No File Uploaded`
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	`No File Uploaded`

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college is using LIB software and library is partially automated. Library provide OPAC device to students and faculty members to have access books by subject, Author, Accession no and title. The total numbers of books in library are about 1851 and number of visitors per day is 10-20. The library has browsing centre, Xeroz facility, reading room for users and separate reading room for Ph.D research scholars. The library has also guidance and counselling cell.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://docs.google.com/document/d/1oQbqUAgzi0SzjpbttuX0Uc5ojEVTx0O310IefoXZVf8/edit?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

20633

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure was upgraded when special financial assistance was accorded to the college in 2020. The OHP Projector, Printers, high configuration PCs were already installed in the college. Classrooms equipped with OHP projector and speakers were installed. The whole college has been made wi-fi enabled. Internet and wifi facility is available in separate ICT room.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>NIL</u>

4.3.2 - Number of Computers

11

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	`D. 10 - 5MBPS`

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

175480

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipment's are as under:

Building Infrastructure:

Being an affiliated institution, a constant effort is made to

provide safe and secure space for equipment's and tools. There is a college development and construction committee to look after the maintenance, repair and constructional work related to the building and campus. Construction, repair and maintenance of the college building and physical infrastructure like water facility, power supply and maintenance of campus is looked after by this committee. All work is done under the supervision of Management and Principal. The maintenance and up gradation work related to construction and electricity, agencies like M.S.E.B., Nandvanshi and Associates etc. The minor faults related to the electricity and repairing of building are attended and repaired by the local electrician, hired technician, carpenters etc. For the maintenance of toilets and service areas local sweepers have been engaged for cleaning the toilets, washrooms, and buildings.

Laboratory, Equipments and Machines:

College maintains stock registers for keeping the list of utensils of Home-economics department, equipments and Musial instruments used in Music department. Maintains consumption register regularly to keep account of the used material and non-functional miscellaneous items etc. Physical verification of equipments and machines is carried out to record the functional and non functional equipments from time to time. The minor faults of equipments (if any) are attended and repaired by the concerned department staff or hired technician whenever necessary.

Computer and IT infrastructure:

Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items under the supervision of College Development Committee. Maintenance and up gradation is looked after at college level and concerned technicians are hired whenever necessary.

Furniture related items:

There is a college development and construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure. The committee brings the requirements regarding minor repair work into the notice of the worthy principal and certifies after the work is completed.

Maintenance of Library/ Library Materials:

Accession and withdrawal/ dead stock registers are regularly

maintained to keep the record of updated and dead stock accessions. The college also engages local employees for dusting and cleaning the library.

Sports Equipments:

The stock register regularly maintains and records the equipments and materials related to the sports. The dead stock register is also maintained to keep record of functional/ working and non-functional items.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://artscollegeakola.in/NAAC/1643625719.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

64

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0	

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	[NIL](#)
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

10

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

10

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

05

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college encourages students to have student representative for every semester. These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who orders the convener of Respective committee to handle that in a nice way. The percentage of completion of syllabus sought by the Sant Gadge Baba Amravati University before commencement of examination is verified from these students' representatives. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

Students are represented various commitees like College Development Committee, Alumi Committee, Study Forum of all subjects,etc.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

This year we registered Alumni Association under Maharashtra Government Institution Registration Act 1860 that contributes significantly to the development of the institution. Every session Alumni is organized by the coordinator and it inspires the students.

File Description	Documents
Paste link for additional information	[NIL](#)
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "To provide the quality education for the development and better future of downtrodden, poor and needy one." The mission of the college is

1. **To provide quality higher education to its students.**
2. **To strive and provide education to poor, downtrodden and exploited community of this area who are refrained from the opportunity of higher education.**
3. **To create hope among the students of rural and MIDC area and motivate them to uplift their life.**
4. **The college takes an initiative for all round development of students coming from disadvantaged sections of the society and inculcates moral and human values in them through curricular, co- curricular and extra- curricular activities.**
5. **Attention is given to make the students assist themselves and contribute to the well-being of the society and the nation as well.**
6. **To take part in various national schemes like Dowry**

Demolition, Blood Donation etc.

This is being translated through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end. Various committees comprising members of teaching and non-teaching faculty are involved in curricular and co-curricular affairs and administrative functions of the institution. The heads of the departments / subjects are authorised to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the Principal. The leadership qualities and decision making ability are nurtured in heads of Departments. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	https://artscollegeakola.in/vision_mission.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institute is affiliated to Sant Gadge Baba Amravati University Amravati and implements the curriculum prepared by the University. The institute has developed a structured and documented process for implementing the curriculum. It is as follows:

• Before the commencement of the semester, the faculty members prepare an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, add-on programs and other co-curricular and extra-curricular activities.

• Institute prepares the class time table and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students.

• Concern faculty meets the students after the last University examination, reviews the semester completed, and discusses with them about the next semester. They incorporate the suggestions and prepare the course plan and distribute them to the students.

- Faculty members revise the COs of their courses, and prepare/update their lecture materials. If new contents needed then respective HoDs send collected feedback of the students to BoS to enrich the syllabus. Faculty members also prepare assignments in advance. They also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners

- IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.

- College Separate Development Committee is monitors all the innovative activities for improvement under the leadership of the Principal.

- All the committees are formed according to the work and it is guided by IQAC and Principal.

- Periodical meetings of management, Principal, IQAC and HoDs are regularly arranged.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1rMS1mx_77mu-OEBzgRDjBjr_i-5RL_2k/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are as follow:

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student success rate.

4. To be more innovative, student centric in curriculum delivery; with a strong emphasis on effective use of technology in the

teaching-learning process.

4. The teacher to be more of a facilitator and mentor than just a full time tutor.

5. To establish a research facilities and to nurture and develop research culture among the staff.

6. Life skills will be an integral part in curriculum development and delivery.

7. To emphasize on multi-dimensional evaluation of student learning.

8. Institute organized internal and external examination according to the rules of Parents University.

9. The appointment of teaching and non-teaching staff is done under the norms of UGC, Parent University and State Government.

10. Institute follows the rules and regulation of affiliated university and state government for admission of the students.

11. Our library is well equipped with various reference books and software. We are also planning to prepare seminar hall for the students. The facility of gymnasium and specious ground is available for the overall development of the students. Reading room facility is available in the college and the students are provided various newspapers, journals to create the habit of reading. The books of competitive exams and online and offline journals are provided to the students. The college has girl's common room. College campus has broad band connection. Bar code system is available in library department. Sports facility is availed to the students by sports department. RO drinking water facility is available in college campus. Institute is planning and making efforts to improve above all facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://artscollegeakola.in/NAAC/1643708420.pdf
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our College is affiliated to Sant Gadge Baba Amravati University Amravati and governed by Higher Education Department of Maharashtra Govt., which has the responsibility to take care of all the colleges in the state of Maharashtra. However, the administration of Arts College Malkapur Akola is leaded by the Principal of the institute who is directly responsible to the Department of Higher education. The Principal is involved in all the responsibilities of the implementation of plans determined by the College. He ensures that regular day to day operations are properly conducted, through feedback from stakeholders, teaching and non-teaching staff and heads of departments. The Principal ensures that the plans communicated to the Heads of Departments are implemented systematically. Committees for co-curricular, extra- curricular and extension activities and for administration works are formed at the beginning of the session and assigned the tasks according to the institutional plans; it is beneficial to enhance the overall development of students like Administrative Committees [Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, etc.] Above committees are formed for the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function.

Institute follows the oppointment and service rules, procedures according to affiliateduniversity and state government.

File Description	Documents
Paste link for additional information	https://artscollegeakola.in/NAAC/1643711977.pdf
Link to Organogram of the Institution webpage	https://artscollegeakola.in/NAAC/1647079759.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Institute offers the following welfare schemes for all its employees:

Summer and winter vacation to both teaching and non-teaching staff.

Help for the loan facility through Credit co-operative society and bank.

Group Insurance offered by Bank of Maharashtra Scheme, Casual Leave, Medical Leave, Maternity Leave, Paternity Leave, Avg. Pay Leave, DutyLeave, ICT Facility, RO Drinking Water, Free wifi Facility.

File Description	Documents
Paste link for additional information	[NIL](#)
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal for teaching faculty Following the UGC regulation 2010, Parent University guidelines and amendments thereof, the institution monitors performance appraisal system through submitting of API (Academic Performance Indicators) of the teaching staff. The API reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of clock works in a week are computed. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. Not only this, his valuable suggestion/ measures are also sought for evaluating his observation for the betterment of Institution. The principal then grades the teachers on the overall report and recommends higher authorities for further necessary action. The API's are sought at every step of up gradation / next promotion. Non-teaching staff are appointment as per the rules and regulation of the Government of Maharashtra and after joining the department as per service rules. The principal concerned is being asked to give report for non-teaching staff promotion as per his or her general performance, conduct and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Financial audit of the accounts is an important process and is followed by the Arts College Malkapur Akola. The college undergoes an internal audit conducted by Agrawal Associates. They verify and confirm all finance related document. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the principal. The copies of the audit are also preserved in the college for records.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is grant-in-aided by the Higher Education Department of Maharashtra Government and it is run by the Indian Social and Research Foundation Akola so the funds to be utilized are primarily allotted through the Higher Education Department of Maharashtra. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. The same is being discussed with chief Accounts Officer / Financial Advisor for allotment of funds under different heads. Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.
- Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.
- Teachers are also supported and encouraged to participate in examination evaluation processes.
- The IQAC also provides guidelines, internet access and verification processes for the students to get the post-Matric scholarships .
- The college also provides platform for the students to participate in Intra- College and Inter –College level

- debates, competitions, seminars etc.
- Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.
- All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.
- Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.
- LCD's are installed in all the classrooms of the college

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:

1. Students' feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms:
2. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.
3. After evaluating the feedback from students, if the teacher is evaluated with low performance is instructed accordingly.
4. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

4. Syllabus Monitoring: The worthy principal (chairman of IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution shows gender sensitivity in providing facilities such as:

The Institute believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are the future not only for the college and family but also for the whole society

as well as for nation. The sensitivity towards the girls in this institute is carried as follows:

1. Safety and security:

Women development cell is led by a senior, confident and caring female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time, by scholars play a pivotal role in controlling any type of deviant behaviour. A Gender sensitization programmes always organized by the college as celebration of Jijau Birth Anniversary, Women's Day, Birth and Death Anniversary of Savitribai Phule, organized nine days lecture series on "Shakti Upasana" on Durga Navratri festival and also Start monthly meeting for the celebration of 90th birthday of Padmshri Dr. Prabha Atre by Music Department. Equal sitting arrangement of girls and boys is arranges in classroom, library.

1. Counselling:

Institute gives an equal opportunity to women and men in recruitment as a result of this institute has majority of women employees in teaching staff. The female teaching faculty advises girls about sexual harassment either collectively or individually. The teachers are further instructed to counsel in cordial and cooperative manner so that sense of belonging, loving and care prevails among the students. For personal hygiene and awareness, girls are often interacted and informed where only female faculty members remain present. A good result of one to one talk, questioning, discussing comes to surface, demystifying the doubts in mental horizon of girl students. There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. The ragging now is deemed historical and archived practice.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1myHy4kuPMfUilmmgI0KtCYCuTPcH9WBe/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/16miLGgrrDB-fLtplJ-w-0fqJs2wGYb5T/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non-biodegradable is mostly reuse as per its availability and which is unused it is burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

Liquid waste: All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Waste water of the in front of office is use in the garden. Zero percent leakage of waste water is ensured.

E- Waste management: The College has minimum e-waste. The waste if any is sold to vendors for recycling.

Vermi-Compost Unit: Waste is collected in Vermi-Compost tank and further it is use as manure for garden.

Rain Harvesting System: Waste Rain is collected in the pit near to boarwell.

RO System Waste Water: Waste water from RO system is uses in gardern.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1JxDvwl1SCqa16JcV-gde6vMOOu6r1apK/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic	B. Any 3 of the above

5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute provides an eminent inclusive environment for both students and faculties. National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Students organize the teachers' day every year in the College campus to felicitate the teachers and also to show their gratitude towards a great teacher and a legend Dr. Sarvepalli Radhakrishna. Every year Institute organizes National Youth Day on 12th January to commemorate the birth anniversary of Swami Vivekananda and Rajmata Jijau. Various other activities like Diwali, Christmas, Sankrant, Holi celebrations, ethnic day are also celebrated by the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Indian Constitution is been studied by the Political Department in the first and second Semester to create awareness and sensitizing the students to constitution obligation and to strengthen the democratic values. The course provides an insight into valuing human dignity and to save the liberties of the people against discrimination. Every year Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution. Republic day is celebrated on 26th Jan by organizing

activities highlighting the importance of Indian Constitution. Similarly constitution day is celebrated on 26th November every year by reading out the Preamble as stated in Constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute provides an eminent inclusive environment for both students and faculties. National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Students organize the teachers' day every year in the College campus to felicitate the teachers and also to show their gratitude towards a great teacher and a legend Dr. Sarvepalli Radhakrishna. Every year Institute organizes National Youth Day on 12th January to commemorate the birth anniversary of Swami Vivekananda and Rajmata

Jijau. Various other activities like Diwali, Christmas, Sankrant, Holi celebrations, women day, earth day, ozon day, birth and death anniversory of Dr. Ambedkar and Shivaji Maharaj, Constitution Day,Gita Jayanti, Birthday and Death anniversary of Savitri Bai Fule-Mahatma Gandhi, Krantidin, Voters' Day, Navrathri Festival, Yoga Day such ethnic day are also celebrated by the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

A 1. Title of the Practice:

Organized Workshop and training programme for Entrepreneurship Development

2. Objectives of the Practice:

To improve students skills.

To make aware students about the current scenario in business.

3. The Context:

Arts College Malkapur Akola organized Three Day Workshop on "Entrepreneurship Development" collaboration with Maharashtra Centre for Entrepreneurship Development.

4. The Practice:

Maharashtra Centre for Entrepreneurship Development is one of the

leading governments undertaking organization to strengthen the entrepreneurship among the students and citizen of Maharashtra. Principal of Arts College Malkapur Akola appointed Dr. Pradip Takatode as coordinator for this three days' workshop. Institute printed advertise in newspaper to give opportunity for students, willing youth and citizen of home district as well as students studying in Parent University and circulated advertise in whats app group and social media. In this workshop various aspirants and legendary Businessman participated.

5. Evidence of Success:

Near about 100 students and trainee participated in the workshop and take befit of chance to sharpen the knowledge. After Completion of workshop, officer of Maharashtra Centre for Entrepreneurship Development -Shri Prassanna Ratnaparkhi promises to help the trainee to start their own business and give his contact and email for further enquiry.

6. Problems Encountered and Resources Required:

Majority of students are form rural and backward section of society so they are unwilling to take a risk to start their own business. To manage loan form bank is very documentaries process. Funding is required to start such opportunity.

Practice No 02

B 1. Title of the Practice: Yuthmukhyam Training Programme collaboration with Lokmanya Seva Sangh Ville Parle Mumbai for Students.

2. Objectives of the Practice:

Students' interaction with leading Marathi artists, actors and businessmen.

To improve students skills

3. The Context:

Arts College Malkapur Akola organized Youthmukhyam Training Programme collaboration with Lokmanya Seva Sangh Ville Parle Mumbai for students to develop their skills with the famous personalities

like Marathi leading Actor- Chinamay Mandalekar, socialist – Falake sir etc.

4. The Practice:

Lokmanya Seva Sangh is the NGO organization located in Mumbai and serve for the welfare of society. Institute is located in rural and semi-urban area and students need to boost their confidence so college organized online training programme for students and give them chance to train and interact with successful people in their respective field.

5. Evidence of Success:

Students participate enthusiastically and communicate with trainers with confident. After Training programme is completed students feel confident in their communication as well as they become curious about various career fields.

6. Problems Encountered and Resources Required:

Due to corona pandemic and continues lockdown students become lazy and uninterested to study as well as to join these online free of cost training programme. Some time due to technical problems and weak network training was interrupted.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Campus of the institute is Eco-friendly. All the information is delivering through technology and modern techniques like email, whatsapp, Facebook, etc. One coordinator creates the group of his or her subject or committee and send all related information to

students. College follows all the government norms in admission policy especially for backward students like ST and SC. Various Scholarships are available for students. Various programme organized by institute for the awareness of environment. Library facility is available for student. Online admission form is available on college website. RO water, Gym is available for students and teachers. Various committees are available in institute for the development of student and in the end of the session annual report of these committees submitted to Principal. If the requirement is demanded by students or teachers then the management provides all the necessary things. All the teaching and non-teaching staff is appointed as per the government rules and regulation.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1) Encourage faculty to attend Refresher/Orientation/Short term Courses.

2) Application for NSS Unit to Sant Gadge Baba Amravati University.

3) Inviting application for placement of faculty according rules of CAS.

4) Application for 2 (F) and 12 (B) to UGC..

5) Encourage all faculty member to complete their Ph.D.

6) Organizing National, International Conferences and Workshop, Tranings.

7) Encourage faculty member for publishing research papers.

8) MoU with various trust,society and institution for extra-curiculer,co-curiculer activities.