



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SITABAI ARTS COLLEGE, AKOLA
• Name of the Head of the institution	Dr.R.D.Sikchi	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	0724-2435140	
• Mobile no	9422161523	
• Registered e-mail	sitabaiartscollegeakola@gmail.com	
• Alternate e-mail	rdsikchi@gmail.com	
• Address	Civil Lines	
• City/Town	Akola	
• State/UT	Maharashtra	
• Pin Code	444001	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	Sant Gadge Baba Amravati University, Amravati				
• Name of the IQAC Coordinator	Dr.B.S.Patnaik				
• Phone No.	07242435140				
• Alternate phone No.	07242435140				
• Mobile	9823464191				
• IQAC e-mail address	bpatnaik7@gmail.com				
• Alternate Email address	iqacsacs@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sitabaiartscollege.com/wp-content/uploads/2021/09/AQAR_19-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sitabaiartscollege.com/Academic-calender-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.51	2004	08/01/2004	07/01/2009
Cycle 2	B	2.41	2011	08/01/2011	07/01/2016
Cycle 3	A	3.01	2017	27/11/2017	26/11/2022
6.Date of Establishment of IQAC			09/02/2010		
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			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	4	
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	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
If yes, mention the amount	Rs.20,000	
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1.Official website of the college upgraded for better information processing. 2.For better e-governance ,examination process shifted from offline to online Mode 3.Introduction of M.A. in Yogshashtra. 4.Faculty members got trained in online teaching platform and also participated in several webinars and FDP. 5.Online Feedback system is developed by the initiative of the IQAC. 6.During the Pandemic period the college paid the university examination fees of all students. 7.The college got ISO Certification.		
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	
1.To upgrade the College Website .	1.Official Website of the college is upgraded during the year	
2.To apply for ISO certification	The Institution got ISO Certification	
3.To Introduce new certificate courses	New 9 Certificate courses introduced during the year	
4. To organize online conference/seminars/Workshops	Institution has organized several National/State Level	

	Online conferences/seminars and workshops during the period
5 To apply for NIRF	College has applied for NIRF
6 To develop online feedback system	Online feedback system developed and effectively implemented
7 To established Ph.D.Research Centre in New Subjects	Research centre in library science is approved by the university
8 To Organize faculty development program	organized a workshop on how to fill new API format of UGC for teaching Faculty .Seminar on 7th pay commission for non teaching staff
9 To instate for financial support from non government agencies	Received financial support from non govt.Organizations.
10 To Motivate the eligible staff members for CAS	Four staff members are promoted as professors and one as associate professor
11 To motivate the faculty members to sign MoU with other organizations and industries	MoU signed with different organizations.
12 Preparation of AQAR for Academic session 2019-20	AQAR prepared ,submitted to NAAC and uploaded on the college website
13 To prepare perceptive plan for 2020-21	Perceptive plan prepared
14 Development of E-Content by the faculty	E*Content developed by the faculties
15 Awareness about COVID -19	Awareness program organised for staff and students
13.Whether the AQAR was placed before statutory body?	Yes
Name of the statutory body	

Name	Date of meeting(s)
College Development Council	23/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
yes	20/02/2022

Extended Profile**1. Programme**

1.1	31
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3906
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	2422
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	564
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	38
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	00
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	36
4.2 Total expenditure excluding salary during the year (INR in lakhs)	26, 80, 17, 546
4.3 Total number of computers on campus for academic purposes	30

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

Our Institution is affiliated to Sant Gadge Baba Amracati University ,Amravati .The college follows the academic calender and plan of the university.According to the university every department prepared their teaching plan andis submitted to IQAC that in turn prepares the consolidated academic calendar and teaching plan for the college. The final draft is placed in the IQAC meeting at the end of the previous academic year for discussion and to incorporate additional inputs if any. The draft is finalized and submitted to the principal who in turn places it before CDC for financial

provisions, if any, in the budget. After finalization the consolidated plan is distributed to all heads of the departments for implementation. The important details of plan are given publicity in the prospectus and uploaded on the website.

The academic plan takes into account the dates of terms declared by the university, tentative schedules of university examinations, major events of the college and university like the rounds of cultural, sports and competitions. The calendar provides base for the department level micro-planning and allocation. .

As a rule the planning is done on semester basis. The Departments plan delivery of curriculum unit wise for frequent review. Student participation in this process helps to understand their views on the effective reach of content delivery.

Various aspects of planning include identification of learning levels of students, planning of remedial, bridge and add-on courses , planning of workshops and conferences, ordering for text books, reference books and journals, dates and methods of teaching and internal evaluation, allocation of workload , appropriate field activities, guest lectures, project work etc.

The planning process is varied for each department as the nature of courses and programmes varies.. Science department prepare laboratory manuals, Economics and Sociology departments have their Face book pages , YouTube channels where additional content is loaded so that students can learn any time and at any place.

Field visits are planned meticulously taking into consideration the local environment. Departments like commerce carry out industrial visits.

Departments plan their add-on courses as per the needs like skill development, content addition, employability enhancement and global competence..

The college follows 'Teachers' Diary' system in which every teacher maintains diary. As a practice mid semester review is taken at departmental level and semester end reporting of curriculum delivery is taken at faculty level.

Thus the institution's process of curriculum delivery is well planned and well documented and hence very effective as reflected in its results.

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)

An academic calendar is prepared by the concerned official at the beginning of session in accordance with the University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards. It is updated and revised with respect to any changes suggested by the university. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

Compliance of Continuous Internal Evaluation with Academic Calendar

1. Classes and Lab time-table - Time table Coordinator of each department prepares the time table as per the guidelines of affiliating university. Time-table is uploaded on the college website and displayed on notice boards of every department.

2. Course files and Lecture Plan- After the allocation of specific papers to the faculty, course file of each paper is prepared consisting of detailed teaching plan. It also contains the assignments. This course file is duly approved by the Head of the department.

3. Internal Examinations-Pre-University Exam is mentioned in the academic calendar. Detailed Examination schedule is announced in advance. In case of labs and projects, internal viva and practical exams are conducted by respective departments before the pre university examinations.

4. Question Paper Setting- The question papers of internal exams are prepared by concerned faculties and are approved by head of the department.

5. Exam sheets evaluation- The answer sheets are cross checked in each department to ensure transparent and unbiased evaluation.

6. University Exams- The tentative dates for university exams are

indicated in the academic calendar. The final university exam schedule is also displayed on students' notice boards.

7. Student feedback – At the end of academic session students submit their feedback regarding curriculum.

8. Amendments- As and when required ,the academic calendar is modified and revised as per the instructions of the university only.

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

1.1.3 - Teachers of the Institution participate in A. All of the above
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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

00

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)	No File Uploaded

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)

10

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

446

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

The university integrates courses that teach human values in its curriculum. Almost all programs integrate courses that teach human values and professional ethics. 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 of

Environmental studies, Zoology, Botany. Courses that teach human values and Professional ethics in its curricula are Political science, Commerce, English, Sociology, Marathi, Hindi, Sanskrit. N.S.S. and NCC promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. and NCC units undertake a host of activities in the nearby vicinity and in the adopted villages and organize programs including tree plantation, village cleanliness, construction of weir, plastic free drive, open defecation free village, water conservation etc. Various activities like quiz, seminars, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. The college has taken active participation in Swachh Bharat Abhiyan and Swachhta Pakhwada Programmes started by the government. The college celebrates National festivals like Independence Day and Republic Day which serve as a platform to enlighten patriotic and moral values. Major gender issues are focused and addressed through different activities.

File Description	Documents
Any additional information	No File Uploaded
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

NIL

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
Institutional Data in Prescribed Format	No File Uploaded

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	www.sitabaiartscollege.com
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may **A. Feedback collected, analyzed**

be classified as follows

and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	www.sitabaiartscollege.com

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 students admitted during the year

3906

File Description	Documents
Any additional information	No File Uploaded
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

3274

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

The Institution has developed various practices to identify the slow and advanced learners. Every department conducts subject related assessment methods to find out the learning levels of students. Some of the methods are given below:- 1.MCQ based

tests(Science/Commerce/Arts) 2.Written tests(language Departments) 3.Oral/voice test(Department of Music/English) 4.Assignments (Science/Social Sciences) 5. Group Discussion/Brain Storming(subject related) 6.Class/Unit tests After identifying the slow and advanced learners, some special programmes are being organised. Some of them are stated here. Programs for slow learners:- 1.Remedial Classes 2.Subject related extra classes 3.Follow up of the suggestions of their mentors. 4.English grammar coaching 5.Encouraging them to learn skills 6.Motivational sessions to boost their moral 7.Application of audio-visual tools to make them learn fast.Tutorial Classes . programs for Advanced learners:- 1.Competitive Exam Coaching 2.NET/SLETCoaching 3.Career Guidance Seminars and Workshops 4.Scientific approach development workshops 5.Business and Economy related Awareness program 6.programs on Development of performing aptitude (for students of music) 7. programs on Development of writing skills 8.Special programs to deal with social issues 9.Programs to develop oratory skills 10.programs to learn heritage and culture As the year 2020-21 was a pandemic year, a very few of above programs were organised but teachers were connected to students through Whats App groups and online classes . Advanced students are guided to take part in various online competitions, workshops, quizzes and subject related seminars. Slow learners are provided with online study materials, PDFs, you tube links ,notes and e-books .Frequent meetings on zoom were conducted to be in touch with students and keep their spirits high

File Description	Documents
Paste 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
3906	38

File Description	Documents
Any additional information	No File Uploaded

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

Our college is having three faculties i.e. Arts, commerce and science. According to the need of the curriculum the teachers use different methods to Teach effectively. The teachers of science faculty demonstrate various experiments to make the students learn comparatively difficult topics. Other teachers from commerce and arts faculty also includes the students in subject related experimental projects. In music subject Various types of musical experiments are followed to know the Vocal range and voice type of student. Students are encouraged to participate in the teaching learning process. Interactive sessions with students help them to express their views regarding the topic and to understand their capability of learning the subject. Group discussions, study tours and field visits are the most effective tools ,measured for student's participation. They are encouraged to teach the lower level students and help them with their studies. Problem-solving methods in subjects like mathematics, physics, political science, accountancy are followed and developed keeping in view the need of the students. Every teacher Try everything to nurture the student with the knowledge and wisdom. Even in the Pandemic situation, students were motivated with such practices. Various online methods to conduct the classes were adopted and students participated effectively in online discussion sessions . They were encouraged by providing numerous Links for study material, experimental videos and e-books and notes. Adopting online study sessions was difficult for the students of ours as they are from the rural backgrounds, still it was observed that the students are coming forward to accept the changes and challenges in new era.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The academic year 2020-21 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enables tools. The use of ICT tools such as laptops, mobiles, internet, mikes, headphones became a common practice. Not only for the teachers but also for the students. You- Tube, E- mails, Whats App group, Telegram, Zoom, Google classrooms, Teach mint app, College website are used as platforms to teach, communicate, provide

material and syllabus, make announcements, and share information. These applications are also used to provide online education during the covid-19 situation. Wi-fi facility is also available in the campus for the students and staff. The library also provides access to online e-resources Syllabus and study materials are also made available on the college website. Students feedback are also received online and the examinations are also conducted in online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

38

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

25

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

37

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.

The institute has strong mechanism to assess the progress of the students. Keeping in view the every aspect of student, the assessment is done. Internal exams, based on completed portion are conducted twice a year and students are bound to appear for them. Internal exam committee looks after the whole exam process. Apart from these exams, class level tests and exams are being held to understand the student's level of understanding. Practical vocal sessions are carried out for the students of performing subjects like music. Teachers from science faculty arrange various experimental tests for their students. Teachers from the humanities

and commerce faculty also arrange the tests and assign them subject related works to assess their progress. All these exams and tests are meticulously held by the institutions and all the departments. All the data regarding the exam as papers, answer sheets, result sheets e.t.c. Is properly been collected and kept in the particular department and committee. In pandemic also students were guided to solve subject related MCQs and write descriptive answers type questions. The question banks, created by the departments helped a lot to assess the students even in pandemic situation . Also by indulging the P.G. students in various projects, study tours , group discussions, report writing, dissertations etc, The institution assesses the holistic development of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://sitabaiartscollege.com/internal assessment.pdf

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

The institution has a robust mechanism to deal with exam related grievances. There is a 'Grievance and Redressal Cell' formed by the institution to deal with internal exam related issues. This Cell looks after all the matters very efficiently related to queries and complaints of the students. Meetings are conducted frequently to adhere the issues. Emergent meetings are also conducted if found necessary. The Decisions taken, are quick and time-bound as the students are the centre of the issue. One more thing is to be mentioned here that all issues are dealt with the great transparency and without any discrimination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The detailed outcomes of programmes and courses, run by the institution is displayed on the College website. Feedback links of

students along with other stakeholders are also displayed on the College website.

The Program & Course outcomes

B. A. Program:-

We have Hindi, English, Marathi, Urdu, Sanskrit, sociology, political science, history, economics, Home Economics and music subjects for UG level in arts faculty. The students studying for competitive exams are highly benefited by these courses. Languages (Hindi, Marathi, Sanskrit, and English) help them to improve their communication skills and make them confident to appear for the job interviews. History, economics, sociology, political science are the subjects which not only inculcate a lost vision but also groomed students in different ways. When it comes to take the decision, students having vision and values can behave more responsibly as compare to any other faculty student. Music subject is offered to the students who are interested in performing arts. These students can start their own music classes and earn bread and butter after completing the graduation. Also they can accompany on Tabla or Harmonium if they are skilled accordingly.

B. Com. Program:-

Courses offered in commerce program provide exposure to industries, banking sectors, insurance companies, finance companies. These courses are designed to inculcate the knowledge, skills and professional attitude in the students. Skills acquired in accounting, finance, e-commerce, mathematics and statistics, stock exchange Can highly increase the employability in students. A commerce graduate can also appear for the professional courses i.e. CA, C.S,CMA, MCM etc.

B. Sc. Program:-

Physics, chemistry, botany, zoology, microbiology, maths and computer science are offered in faculty of science for under graduate level. These subjects helps to develop the research aptitude and scientific vision in the students. In competitive exams also students having science background can shine prominently. The

scientific approach and attitude can make them successful in every field of life.

P. G. Programs:-Languages

(Hindi/English/Marathi)

Students, appeared for PG programmes learn higher levels of the particular language. He can appear for the NET/SLET Exams or go for PhD program. After acquiring the higher standards in specific language, student can start his coaching classes, he can also work as translator or journalist. Communication skills acquired from learning the languages can help a person throughout his life.

P. G. Program :-

(Sociology/History/Political Science/Economics)

Above programs of PG level helps the students to learn about the society, Social issues , our heritage, political issues, moral values ,duties and related prominent issues. Contents of these subjects help the students towards the right path and inculcate values in young minds. The students from these disciplines can appear for MPSC, UPSC, NET, SET and other competitive exams.

P. G. Program:-

(Music)

This program offers a detailed study of musicology and practical knowledge of Indian classical music to the students. Higher level of performance, research aptitude in practical music as well as musicology can be learnt from the course. Various ragas for performance and detailed knowledge of theory of music make the students competent in the field of music. Different forms of music like Ghazal, Natyageet, Sugam, are also taught along with classical music to the students.

Some students, who are well versed in playing instruments like Tabla and harmonium can accompany in various Musical programmes.

Yog Shastra program specific outcomes (PSOs)

The program outcomes are the statement that describes the knowledge and the abilities the postgraduate will have by the end of program studies.

- 1. In depth knowledge and ability to perform yoga and yogic practices.**
- 2. Knowledge of the Sanskrit names of the postures and breathing exercises, detailed benefits and caution.**
- 3. Poses on understanding of all aspects of a subject and its specific applications to the practice of yoga.**
- 4. Practice poses a confident in depth understanding of a subject and its multiple applications as well as its potential limitations.**
- 5. Demonstrate the ability to undertake particular tasks associated with the work of a yoga professional.**
- 6. In deep knowledge of human systems yoga and health yoga for wellness prevention and promotion of positive health and yoga and stress management.**
- 7. Knowledge of 360 degree all round ashtanga exercise through the practice through the practice of Asanas, proper relaxation proper breathing , Contra indications, questions and medical considerations. Obvious and subtle benefits, and modification in basic posture to accommodated limitations.**
- 8. Familiarity with the demonstrated ability to apply effective teaching methods adopt to unique styles of learning provide supportive and effective feedback acknowledge the aspirants progress, and cope with difficulties.**
- 9. To recognise and manage the subtle dynamics inherent in the teacher aspirant relationship.**
- 10. Observed capacity for, well developed communication skills, listening, presence, directive and non directive dialogue.**
- 11. Demonstrate value based and ethical leadership in the profession of yoga.**
- 12. Ability for lifelong learning higher education, and research.**

Semester wise course outcomes

Name of department. Yog Shastra

Name of the subject YogShastra

Sem 1

Sem

Outcomes

1

1. Learners are knowledgeable about Raghuvansham by Kalidas's and famous sanskrit drama of Bhasa's karnabharam .

2. At Indian philosophy is associated with a religious sect, including the six (astika)

Schools (Darshanas) of Hinduism, nyaay, Vaisheshik, Sankhya , Yoga, Purva mimansa and Vedanta and the school (nastik) which include

Buddhism , Jainism and the materialistic charvak Darshan

3 . Yoga mein help reduce stress and anxiety, enhance your mood and over all sense of well well being.

4. Upnishads along with these, the description of the body, the air, the life and the mind is found. Panchakosh has been given as the cover of the soul, thus we see that at the parts of yoga are described in detail in the Upanishad and Bhagavad Gita.

2

1. Three basic concepts from the corner stone of Indian philosophical thought the self or soul (Atman) works (Karma) and liberation (moksha).

2. The Yog Sutras Patanjali is a collection of Sanskrit Sutras on the theory and practice of yoga 196 sutras . The sage Patanjali in India who synthesized and organised knowledge about yoga from much

older traditions.

3. Modern yoga is a wide range of yoga practices with differing purposes , en compassing in it's various form yoga philosophy derived from the Vedas , physical posters derived from hati yoga, devotional and tantra based practices and Hindu nation building approaches.

4. In this subject you will learn about the role of yoga in education and sports .It will also cover treating of patients using yoga therapy.

3

1. The ancient roots of yoga philosophy and practice learn on main texts yoga vashishth, the yog sutras of Patanjali and the hath yog Pradipika .

2. Students have knowledge about Ayurveda, Naturopathy , reiky , Pranic healing and yogic practises.

3. Research methodology is the specific procedures or techniques used to identify ,select, process, and analyze information about a topic.

4. Student have knowledge about Nadi, Pran, Yogic Diet and benifites of yoga in industries and Yoga for Women health and counselling.

4

1. The ancient roots of yoga philosophy and practice learn on main text yoga vashishtha, The yog of Patanjali and the Deepika.

2. Western psychology relating modern area that studies human minds and behaviour using the scientific method .It studies human using observation and miserable sensory information.

3. The yoga research section is intended to provide research papers to substantiate the scientific basic of yoga. Our research papers have been arranged in the following sequence.

I) Physiology of Pranayam, II). Therapeutic applications of yoga.

4. Students have knowledge about Massage, Magneto ,Chromo Fasting and Hydro therapy.

The detailed outcomes of programmes and courses, run by the institution is displayed on the College website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Our Institute adopts the syllabus of Sant Gadge Baba Amravati University, Amravati. The syllabus not only contains the study material but also helps to promote the students towards holistic development. The different subjects, taught in the institute, groom the personality of any aspirant. Every faculty has developed its own evaluation process according to the subject Component. Language departments Conduct orals, debates, seminars to find out the outcome attained by the students. Almost in every department written tests, seminars and Group discussions are conducted to measure the outcome of the course or programs. 'Kavya Vachan' by Marathi and Hindi Department, musical performances of students by Music Department, MCQ based quiz competition by the various Departments of Social Science are some of the common practices to check the attainment level of students. Some departments encourage to develop the skills and promote the students towards self employability. The Institute promotes the ethical and social values of students by some very Unique deeds. The students are encouraged to visit the hospitals, Anganwadis, Old-age homes, Orphanages, HIV patients etc To inculcate in them the human values and kind perspective towards social imbalances.

File Description	Documents
Upload any additional information	No File Uploaded
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

538

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	No File Uploaded
Paste link for the annual report	Nil

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://sitabaiartscollege.com/SSS-2020-2021.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)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

17

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

02

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	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our Institution provides healthy atmosphere, infrastructure, resources, for enhancement of the capacity and competencies of students and teachers in research and innovative activities. Our institution is a University recognized "Research Centre" in 6 subjects. Our faculty members are recognized supervisors for PhD. A total of 43 research scholars are pursuing their research under their able guidance. The faculty members are also encouraged to undertake Minor / Major research projects.

Workshops, seminars and conference are conducted for providing the latest knowledge to the faculty and students. The students of post graduation are motivated to undertake research projects. To enhance innovative ideas, students and teachers are encouraged to participate in Avishkar Research Festival organized by Sant Gadge Baba Amravati University, Amravati. Our Library is equipped with books, journals, E-books which helps for creation and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

16

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

60

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

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

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

12

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

3.4 - Extension Activities

3.4.1 - 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 institution promotes extension activities in the neighbourhood community for sensitizing the students to social issues and their holistic development. The institution provides the students with an opportunity to extend their classroom / theoretical knowledge into practical experience. The NSS ,NCC and various departments aim at developing a sense among students about their social responsibility toward the society. Various extension activities are organized such as Swacchta Abhiyaan, Road safety awareness, health awareness programmes, legal aid programs, environment awareness programs, vaccination awareness etc. The NSS units could not conduct the activities as where planned, due to pandemic but the volunteers of the NSS and NCC units disseminated awareness regarding the covid-19 pandemic. Posters where pasted on public places where people were given information related to SOPs , use of masks etc. Our volunteers distributed the masks among the masses to motivate and encourage them for following the Covid-19 protocol.

File Description	Documents
Paste link for additional information	www.sitabaiartscollege.com
Upload any additional information	No File Uploaded

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

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

NIL

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

3.4.3 - 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

3.4.3.1 - 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

11

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

439

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

07

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Response: -

The Berar General Education Society was founded on 14 January 1935, Sitabai Arts College is the first college established by the society in the year 1938. A very generous lady Sitabai Jain donated 2.5 Acres of land to the society for educational purpose. This is one of the oldest colleges in Vidarbha region serving the society from last 8 decades i.e. pre-independence era. The college is situated at the heart of city easily approachable from railway station and bus stop. One can easily get public transport for travelling. We have very green and soothing campus, having pleasant environment with big trees and plants. The college has developed excellent infrastructural facilities to support the teaching and learning which is shared by all the programmes in two shifts. Administrative building consist of Principal Chamber, Office Superintendent Chamber, Account section and six separate windows serving as helpdesk like enquiry, admission , results, forms ,Scholarship etc. All departments have been provided different cabins .There are adequate number of class rooms .At present college has 35 Nos of classrooms, few of them are well-equipped with projectors , LMS & ICT facilities including two smart classrooms. Girls common room and separate toilets for girls and ladies staff are provided. Separate cabin and research facilities are provided to Ph.D. Research centre. The college has recognized Ph.D. Research center of the Sant Gadge baba Amravati University in the subjects of Sociology, Music, History, Political Science, English, and Library Science. Separate Cabin is provided to IQAC with computer, Internet (Wi-Fi) and printing and photocopying facilities. The college has examination centre with latest IT infrastructure. We have 6 laboratories i.e.

Microbiology, Physics, Chemistry, Botany, Zoology and Computer. On Sundays the class rooms are used for carrying out classes for YCMOU (Yashwantrao Chauhan Maharashtra Open University). It is used as an examination centre for college internal and external examinations as well as for other universities like YCMOU etc. The college has an automated library using SOUL 2.0 software, It has also an e-learning and knowledge centre

Name

Area in Sq. Mt.

Physics Lab

63.53

Botany Lab

58.98

Microbiology Lab

78.11

Zoology Lab

76.70

Computer Lab

55.95

Chemistry Lab

59.52

Walk way (Poarch)

85.75

Central Library

863.99

Seminar Hall

134.08**Music Department and Sound Recording Studio****345.41****Class Room (Area)****2162.794****Administration Office****345.41****Womens Hostel****345.41**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sitabaiartscollege.com/

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

Response: -

The sports facilities including Play Ground / Games Area are 1888.00Sq.Mts. The college has Seminar hall for cultural and other activities with area of 134.08 Sq. Mt. with all ICT facilities including LCD projector. The Institute provides state of the art sport facilities to our students. Facilities for indoor games such as, Judo and Wrestling with all necessary equipments provided by the college. Students have active participation in it at National and University level sport events. We are proud to mention that a few of our students have bagged National as well as State level awards in sport events. Facilities for Outdoor games such as, Basketball, Volleyball, Kabaddi also available in the campus. Every game has a separate area for playing. We have a special gymnasium center for workout. Yoga center is also provided to students for overall growth and development. Specialized gym & yoga trainers are available for guidance.

NAME**AREA (in Sq Mts.)****Basketball Ground****740****Volley ball Ground****411.18****Kabaddi Ground****390****Wrestling****48****Judo****48****Yoga Center****136.895****Gymnasium****96**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sitabaiartscollege.com/

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

06

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	www.sitabaiartscollege.com
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)

6,10,630

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)	View File

4.2 - Library as a Learning Resource

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

Response :-

- **Name of ILMS software:- Software for University Libraries(SOUL)**
- **Nature of automation :- Fully**
- **Version:- SOUL 2.0**
- **Year of Automation :-2005**

The college has a well-equipped and spacious library with more than 57,000 books (Including Some Rare books) Journals and numerous periodicals, newspapers and E-resources facility, provides excellent opportunities for academic exploration and research to the students, teaching staff and research scholars. Library is using SOUL2.0

Version (Software for University Libraries) software developed by INFLIBNET (An Inter University Centre of UGC) for the library automation since 2005. SOUL is an integrated library management system developed by INFLIBNET, Ahmadabad (An IUC of UGC) as per the guidelines of the academic expert in the field of education. SOUL 2.0 has following Modules

Acquisition-

Circulation-

Catalogue -

Serial Control-

OPAC-

Administration -

Library is using all modules to automate its functions and activities. It is now fully computerized with Barcode facility.. Master database for SOUL software is created in the year 2005. All books and all users details including Students, Research Scholars and Teaching and Non teaching staff s database is also created in SOUL 2.0. Library regularly update the users database .Issue -Return of Books, ID Cards of users, Report generation, OPAC all facilities are automated .

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sitabaiartscollege.com/library-department/about-library/

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
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)

59577

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

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

20

File Description	Documents
Any additional information	View File
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

Response: -

Details of computing facilities available in the institute:-

- **47 Computers and 18 Laptops.**

- All systems are connected to 40 MBPS Wi-Fi Broadband Internet connections.
- The campus is under the surveillance of CCTV installed at strategic location.

Name of Department

No. of Computers

Configuration

Other Hardware/ Software

Library

1. Desktop

Intel Pentium III Processor 2.67

2 GB Ram

02 Laser Printer

01 Laptop

Intel Core 2 Duo Processor 2.93

01 LED TV

IQAC

01 Desktop

Intel Core 2 i3 Processor 3.50

4GB RAM

Windows 7 Ultimate

01 Laser Printer

Marathi

01 Desktop

Intel Core 2 Duo Processor 3.50

4GB RAM

01 Laser Printer

02 Laptop

Music

05 Desktop

03 Laptop

02 Laser Printers

02 Laser Printers

English

02 Laptop

01 Printer

Sociology

03 Laptop

History

1 Desktop

Economics

1 Desktop

Sanskrit

1 Laptop

Home Economics

1 Laptop

Hindi

1 Laptop

Windows 10

01 Laser Printer

Political Science

01 Laptop

Commerce & Science

18 Desktop

02 Laptop

Administrative Office

08 Desktop

04 Laptop**Ph.D. research center****02 Desktop****01 Laser Printer****YCMOU Office****01 Desktop****01 Laser Printer**

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

4.3.2 - Number of Computers**47**

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

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)

12, 35, 033

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

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.

Response -

Budget for maintenance is allocated every year for different infrastructure facilities. The College development committee provides the civil engineers and skilled workman whenever the requirement emerges for the maintenance of buildings, electrical systems, plumbing, carpentry and gardening. The Sport grounds, pathways, common areas, faculty rooms, classrooms, laboratories and administrative office, library cleaned and maintained regularly by the outsourced daily wages workers. Rain water harvesting units and environment conservation panels are periodically checked. Under the green campus initiative, dustbins are available with color distinction for segregation of waste at source into biodegradable and non degradable. The water purifiers are available on each floor to provide pure water to the students and staff. The institution makes AMC with expert trained technician for the maintenance of the electrical system. The availability of consumable products in Chemistry, Microbiology, Botany, Zoology and Physics laboratories and Kitchen in the department of Home Economics is checked every day by the respective lab in-charges and restocked immediately based on the requirement of the department. The computers in the computer lab, Administrative Office, Central Library and every department maintained by outsourced trained computer technician. CCTV surveillance is installed to monitor the security of campus. There

is library advisory committee consisting of the Librarian and Heads of Departments .The meetings are held to decide and allocate yearly budget for the purchase of books and Journals. The Library advisory committee monitors the functions and activities of the library. The meetings of the Library advisory committee conducted regularly to finalize purchase of books, subscription of offline and online Journals and digital consortia.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2402

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

303

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

A. All 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

190

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

190

File Description	Documents
Any additional information	No File Uploaded
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

A. All of the above

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

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

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

338

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

04

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

NIL

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)

Response

The students of the college have representation in various administrative, co-curricular & extracurricular activities. They have representation in the internal quality assurance cell, internal complaint committee, green audit committee etc. The representation is given to the students to get aware of their needs, views on various aspects related with curriculum as well as about extracurricular activities. This representation inculcates leadership qualities in them & also helpful for personality development. This representation also helps them to become responsible citizen of India. This representation is also important to know their needs & views on various important issues related with curriculum, their needs regarding modern technology & also regarding sports and cultural activities.

I IQAC Committee

1. Ku.Kasturi D.Dharashivkar (M.A-I)

II-Internal Complaint Committee(ICT)

1. Ku.Nikita P Ingale (B.A-II)
2. Ku.Poonam G Ingale (B.A-II)
3. Ku. Prabhasini Biswal (B.sc-1)

III- Green Audit Committee**1. Shri Ashish Dongare (B.A.III)****IV College Development Council****1.Student Representative**

File Description	Documents
Paste link for additional information	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****05**

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Response -

Alumni Association of Sitabai Arts, Commerce and Science College was established long ago in the year 2000, but it was not very active at that time. In 2016 it become very active but was not registered. Alumni Association has been registered in 2020 and the registration number is 58/2020/Akola. Bank account of the association is in Central Bank of India (RLT extension counter) account number is 5167287816

The Following Members from various sectors of Society are working actively in this association and we are proud to have members from the elite class society.

Sr.No

Name

Designation

1

Adv.Shrinivas G Khot

President

2

Dr.Shivaji N Nagre

Vice-president

3

Dr.Sandeep B Kale

Secretary

4

Dr. Mamta J Ingole

Joint secretary

5

Prof.Aniruddh M Khare

Co-ordinator

6

Dr.Sunil P Gaygol

Treasurer

7

Dr.Santosh G Kulkarni

Member

8

Prof.Swati D Damodare

Member

9

Sau.Seema S Rothe

Member

10

Dr.Kiran P Waghmare

Member

11

Adv.Nitin O Dhoot

Member

12

Prof.Vishwanath B Garde

Member

13

Prof.Amrish S.Gawande

Member

14

Prof.Padmanand M Tayade

Member

15

Prof.Shailendra G Dubey

Member

16

Prof. Vivek H Hiware

Member

17

Dr. Santosh s Hushe

Member

18

Shri Ninad R Athawale

Member

19

Dr. Radheshyam D Sikchi

Principal & Member

In the Academic Session 2016-2017 Alumni meet was organized on larger scale and all the members agreed to contribute to the association. At Present more than 1000 members have been registered and the numbers will definitely increase every year. In the academic session 2017-2018 the alumni association in collaboration with "Bhartiya Sangeet Seva Sankul" organized a Musical event of Dr.

Anirudh Khare(Head of the Dept of Music) and contributed an amount of Rs.50000/- for students below poverty line. Periodic meetings of executive body are organized in every academic sessions and the alumni meet on a larger scale is organized once in a year. Along with these meetings some lectures, demonstrations are organized for students and staff relevant to the need of the society. In the academic session 2021-2022 a big program will be organized for a patient of Thalassaemia (age 5years) and an amount of 200000/- will be given to him for his treatment.

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) E. <1Lakhs

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 and Mission of the college is as follows-

Vision -

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

Mission -

Sitabai Arts College is a student-centred institution. The focus of all our efforts is on the development, promotion, support and

empowerment of student's moral, intellectual and professional abilities as well as social and cultural responsibilities. We highly value excellence in every sphere of life and strive to inculcate that value system in our students.

This is being translated through effective governance. The Governing Body, Principal and Faculty plays vital role in effective governance. The college management is headed by the Principal and has the responsibility for the both, academic and administrative work of the college. 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 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. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Governing Body of the institute is the policy making body. The Governingbody comprising of Academicians, Educationalists, Professionals ,shape the

academic policy keeping in view the national policies in higher education .The Principal along with the chairperson of CDC and other members are given freedom

to plan academic and administrative activities for the smooth conduct andcontinuous progress of the college. IQAC has the freedom to formulate qualitypolicies and its implementation a discussed and planned at the several meetings conducted in the year. Head of the departments have the freedom to plan,implement, and finalize the activities in view of the available resources by conducting department meetings. The college follows the principle ofparticipatory management. The CDC meetings review college functioning, makingand approving budgetary provision etc. The

student council serves as good interface between college authority and students. The faculty members

participate in various activities alike seminars, conferences, refresher courses etc. and share their experiences and ideas to continuously bring about

improvement in functioning of the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our Institution provides healthy atmosphere, infrastructure, resources, for enhancement of the capacity and competencies of students and teachers in research and innovative activities. Our institution is a University recognized "Research Centre" in 7 subjects. Our faculty members are recognized supervisors for PhD. A total of 43 research scholars are pursuing their research under their able guidance. The faculty members are also encouraged to undertake Minor / Major research projects.

Workshops, seminars and conference are conducted for providing the latest knowledge to the faculty and students. The students of post graduation are motivated to undertake research projects. To enhance innovative ideas, students and teachers are encouraged to participate in Avishkar Research Festival organized by Sant Gadge Baba Amravati University, Amravati. Our Library is equipped with books, journals, E-books which helps for creation and transfer of knowledge

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The Governing Body:

The Office Bearers are-

President, Vice-President and Secretary of Berar General Education Society. The Principal is an ex-officio member, while there are 2 Teacher Representatives and 1 Non-Teaching Staff Representative.

Administrative Set Up:

The Chairman and secretary Secretary of B. G. E. Society and the Principal are the center of the administration with the former being the final authority in all financial matters. The Principal shares the work with financial projects before the Chairman and Secretary of B. G. E. Society who endorses the same. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the official staff to assist in the discharge of college work.

The Functions of Various Bodies: The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

There is the Teachers' Council and the Association of the Non-teaching staff.

Service Rules, Procedures, Recruitment and Promotion Policies: Service rules and procedures are guided by the S.G.B.Amravati University and Government of Maharashtra.

The recruitment rules for the teaching staff are as per the government of maharashtra along with the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per Government of Maharashtra.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
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	No File Uploaded
Screen shots of user inter faces	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

Following welfare measures are available to the teaching staff -

1) Facility of Provident Fund Loan

2) Membership of Group Insurance

3) Financial support provided to parents of staff member who died due to

Covid 19

4) Financial help to participate in Seminars and conferences

5) Relaxation in fees to the ward of the staff

6) Facility of loans by the Credit co-operative society of the

college

7) Duty leave to attend seminar and conferences

8) Casual Leave

9) Medical leave

10) Provide free medical checkup

11) Family Pension

Following welfare measures are available to the non-teaching staff -

1. Facility of Provident Fund Loan
2. Facility of loans by the Credit co-operative society of the college
3. Provision of advance payment given at festival time
4. Casual leave
5. Medical leave
6. Washing Allowance
7. Relaxation in fees to the ward of the staff
8. Provide free medical checkup
9. Family Pension

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

09

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

07

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	View File
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

12

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

The achievements of the teachers are monitored through Performance Appraisal System as per the guidelines of UGC, Govt. Of Maharashtra and Sant Gadge Baba Amravati University Amravati. All the faculty members submit appraisal report at the end of the session to IQAC. 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. 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. The performance report duly filled is assessed by the Principal. The Governing Body of the college ensures the expeditious implementation of all the benefits after the appraisal of the faculty. The appointment of the non -teaching faculty is made through the Government of Maharashtra and after joining the department as per service rules Departmental Promotion Committee (DPC) is being conducted. The principal concerned is being asked to give report (Annual Progress Report of last 3 years) where in the 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	No File Uploaded

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

The college has internal and external audit mechanism. Institution is hiring the services of chartered Accountant for Internal and External Audits regularly. The college audits the salary and non salary grants .The Cash Book is check by accountant daily. It is verified and attested by the daily verification of fees collection and of voucher is done. All the financial aspects are first verified by the superintendent, then principal of the college, Chartered accountant at the end of the year do the internal and external financial audits at the end of each year of every department. The external auditor verifies these cash books, ledger books, fees, vouchers, stock book, etc. after verification of account books auditor prepare trial balance and receipt payments. After verification auditor prepares and submit the audit report. This audit report is then presented in College Development council meeting for the approval of management. Any queries and suggestions are discussed and resolved satisfactorily. Every year, the audit accounts are submitted to the Joint Director's Office. Up till now there were no major audit objection and whatever minor objections were raised was settled. The external financial audit is carried out by the Auditor of Higher Education, Government of Maharashtra . Auditor suggests budgetary provision for next financial year which was accepted and implanted in next financial year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

NIL

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

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

Sources of funds are as follows:

Fees from Students:

Fees are charged as per the university and government norms from students of various grant in aid and self financed courses.

Salary Grant:

The College receives salary grant from the government of Maharashtra. For this, we prepare and send an annual budget of the estimated salary grant required to the Joint Director, Higher Education. This grant includes salaries of the Full Time permanent teachers and Non teaching staff as well as contract teachers .

UGC Grants:

Our College is under 2F and 12B as per UGC Act and has Permanent Affiliation of the University. So we are eligible to receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

We receive financial support from Stakeholders, non-government bodies, individuals and Philanthropists.

Our resource mobilization policy and procedures are as follows:

1. The institution has set up a UGC (Planning and implementation Committees) per the directions of the UGC given in the XII Plan.

2. The UGC Committee, in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

3. The Purchase Committee takes care whether purchase is proper and in accordance with the rules.

4. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

5. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly .

6. The time-table committee looks after the proper utilization of classrooms and laboratories.

7. Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.

9. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC of the college monitors all the activities and programmes related to the development of the teaching and learning process, especially in research activities of the college. The various quality assurance strategies initiated by the IQAC of the institution are as follow-

1) Promotes the use of Information and communication technology in the teaching and learning process for the enhancement of the quality of the education.

- 2) Introduction of Add-on courses and programmes.
- 3) Promotion of research culture in staff and students.
- 4) 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.
- 5) Organisation of seminars, conferences and workshops.
- 6) Up-gradation of the infrastructure.
- 7) Initiative to inspire the eligible staff members for CAS.
- 8) Establishment of Research centre in various subjects.
- 9) To conduct course work for Ph.D.
- 10) Provide financial aid to the poor and needy students.
- 11) Provides platform for the students to participate in Inter-College, university and state level debates, competitions, seminars etc.

Regular meetings of IQAC are conducted under the chairmanship of the Principal and suggestions are taken from all the members of IQAC for improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 its 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 Curriculum, faculty, teaching learning process and evaluation: The students feedback is conducted as per the following norms:

a.) All the students are allowed to give feedback on curriculum, faculty, teaching learning process and evaluation so that actual picture is ascertained.

b). After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c). The whole process is being operated through IQAC.

2) Internal Academic Audit: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work, regarding the syllabus completed. The Principal is informed about the performance of the faculty members. The regular meetings of the staff council and all the departmental meetings are conducted to update and improve the teaching learning process of the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

B. Any 3 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

Sitabai Arts College, Akola sensitizes students and employees regarding gender equity and environmental consciousness and sustainability. Campus is well secured with huge walls, also having security guard at the main gate of the campus. In the campus high quality CCTV cameras are installed for security purposes and are checked time to time for safety. A special police surveillance called "Damini Pathak" visits the campus at regular intervals. For security purpose or any emergency the police helpline number, phone numbers of anti-ragging committees, faculty members, Grievance cell are displayed on various places of the college premises. For self defense girls are trained with the taekwondo and karate. We have counseling committee for the counseling of girls. In library, girls have a special seating arrangement. The Girls common room provided by the institution. Day care centre is available in the campus. NSS, NCC and all the departments arrange various cultural programs to encourage the students belong to the rural and backward classes. The girls students are nominated as members on various committees at institute levels and the institute encourage their participation in co-curricular and extracurricular activities. Fire extinguisher is installed in laboratories, library and hostel. The institution organizes awareness programs on Human Rights, Legal Aids, Health Awareness, Earth Day, Environmental Day, Self Defense etc.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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

C. Any 2 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:

The college has maintained a neat and clean campus by a well designed and organized solid waste management system. Solid waste is separated as degradable and non-degradable and are handed over to the concern authorities as a part of "Swach Bharat" initiative & clean and green campus. Each block and each floor is provided with dry waste collecting bins every day are, collected, the same is transported to the concerned places and separated and hand over to concern authority. The bio degradable waste collected from home sciences department, and garden is collected and converted into vermi compost and use in garden. The college is striving to be a plastic free zone and making the campus eco-friendly and greenery to reduce global warming. They are emptied by specifically deployed employees. The waste is emptied into tractor trolley and is carried away from the campus. It is handed over to municipal authorities for disposal. The waste from various offices, laboratories, corridors, class rooms etc is also weekly removed and dumped into trolleys. The

term-work records submitted by students and the answer sheets of internal examinations are sold to paper waste vendors.

Liquid waste management:-

Chemical Liquid waste collected from various laboratories are collected everyday and submitted to the concern authority. Waste water treated with self septic tank go down to drain. The labs are well ventilated and spacious. 24-hour water supply is available in Chemistry lab and safety of the students is given top priority in planning a facility.

E-waste management: -

The E-waste management has been given due focus and all Electronic goods are put to optimum use; the minor repairs are done to set right the equipment by the staff and the Laboratory assistants; and the major repairs, by the professional technicians, and are reused. The old computers are used by the instructor for demonstration purposes in the practical sessions. The ones which are unusable in any manner they are exchanged with new equipment in Exchange offer. UPS Batteries are recharged / repaired / exchanged by the suppliers.

The waste may be temporarily stored at the central storage area of the

hospital and from there it may be sent in bulk to the site of final disposal

once or twice

a day depending upon the quantum of waste. During

transportation following points should be taken care of:

Bio-medical Waste Management :-

As per the act passed by the Ministry of Environment and Forests in 1986 & notified the Bio Medical Waste (Management and Handling)

Rules in July 1998, it is the duty of every "occupier", (in the case of S.A college) i.e. a person who has the control over the institution or its premises, to take all steps to ensure that waste generated is handled without any adverse effect to human health and environment.

Management and administration

Any material which contains microorganisms should be treated first and thereafter, with proper treatment should be thrown properly.

We do the treatment due to the reason:1) If it contains pathogenic microorganisms, the disease may transmit or spread to the healthy person and 2) It may contaminate soil and cause soil and cause soil water and air pollution. Hence for such hazard , we do proper treatment to kill microorganisms.

The infected material is generally the soil or liquid culture media which contaminate our environment Hence this we disposed off after autoclaved first and then it is allowed to incinerate .But the microbial contaminates contains materials shoy be treated with some disinfectant and thereafter autoclaved by putting them in a suitable container. The material should be discarded.Some time we add HCL is to hydrolyse the agar , if present in the medium .This is added before autoclaving .It may also contain cotton plugs, paper, cotton clothe swabs , gloves, pins , appendorfs, gel material, etc.

The resistant forms such as bacterial spores,etc .should be autoclaved twice to kill them before their safe disposal. All such laboratory material should be disposed off after autoclaving. The media containing microorganisms (culture) should also be autoclave separately treated with disinfectant and putting them in a suitable container.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore **A. Any 4 or all of the above**

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	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

A. Any 4 or all of the above

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

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

A. Any 4 or all 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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. The Institution has a code of conduct for students and a separate code of conduct for teaching and non- teaching staff which has to be followed by each

one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. Every year national festivals and other events are conducted to emphasize the importance of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. NSS and “Unnat Bharat Abhiyan” activities of our institution mitigate the socioeconomic diversities and progress them towards leading to a tolerant and harmonious living. Cultural committee, through various competitions and invited lectures, educates the students and makes them aware of their social responsibilities and understand the implications of their actions. In cultural programs, traditions of various regions are respected. Students are involved and encouraged to participate in various co-curricular and extracurricular activities to make them mingle with one another and share their opinions and disagreements in a harmonious manner.

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

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

Sitabai Arts College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to maintain conduct as a responsible citizen. The institute hoists the flag during national festivals to inspire students and staff by instilling the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The students are inspired by conducting various programs based on culture, traditions, values, duties and responsibilities by inviting outside people. For intellectual, mental, physical and spiritual development of the students and staff, the institute conducts yoga and music classes. Institute establishes policies that reflect core values. Code of conduct is prepared for students and staff and they are encouraged to follow and maintain good conduct. Guest lectures of eminent personalities are arranged on ethics, values, duties and responsibilities and environment protection. The institute organized awareness program on "Traffic rules and regulations" to give guidelines to students on road safety and encouraging them to follow traffic rules responsibly. Ethical Values, rights, duties and

responsibilities of citizens are some of the topics that are enlisted in Elocution, Debates. NSS activities of our institution designed considering Philanthropic initiatives that include donation of time or resources to government, charities and organizations at local, national levels to help victims during natural disasters. The institute time to time conducted essay competition and elocution competition on "universal values and ethics". The institute conducted awareness programs including rallies on plastics ban, cleanliness, Swachh Bharat etc. involving students. Visits to Old age Home, School for blind deaf and dumb, Orphanage are organized for the students to make them aware regarding their responsibility towards the society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	NIL
Any other relevant information	Nil

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

Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

4.

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	View File
Any other relevant information	No File Uploaded

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

festivals

In keeping with the Mission and Vision of the institute, that aims to inculcate values and nationalism amongst the students by celebrating the national/state festivals and birth anniversaries of great Indian personalities on the college campus every year. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Talks, Essay writing, and Elocution. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

Republic Day and Independence Day, Gandhi Jayanthi , Youth Day, National Unity Day, National Voters Day, International Yoga Day, National Pollution Day, Earth Day, National Education Day, World Environmental Day, women's Day, Teachers Day, Hindi Day, math day, Constitution Day, Maharashtra day, Dr. Babasaheb Ambedkar birth anniversary, Society inauguration day etc. are celebrated with relevant activities that suit the purpose and its fulfilment.

The celebration of all the above days,

- Enhances students' sensitivities towards traditions and legacies and provides them a platform to learn skills of event management and boosts their confidence.
- Makes them responsible citizens as they learn a few things about their duties and rights. Patriotism is also developed among them.
- Students become well aware about the need to conserve nature.
- It is a stepping stone for them towards becoming good professionals with competency and moral outlook.

Republic Day and Independence Day:

Every year the Institution celebrates Republic Day and Independence Day by hoisting the national flag at the auspicious hands of Chief Guest of the Programme. Students and staff salute the flag and then sing the National Anthem.

Gandhi Jayanthi :

Gandhi Jayanthi is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The NSS unit organized mass pledge in accordance with the Prime Ministers' urge for 'Swachh Bharat Abhiyaan'. The institute stakes part in Swachh Bharat Abhiyan i.e. cleanliness drive on the campus.

Teachers Day:

The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli Radha Krishnan, a great teacher. On this day the Institution felicitates eminent personalities from the educational field. This Day is celebrated with zeal and fervour. This gives an opportunity to the students to know the worth of teachers as nation builders. This also helps those students who look forward to Teaching as their preferred career option.

International Yoga Day:

International Yoga day is celebrated on 21st June every year on the campus. The sessions include orientation on Yoga, its mental and physical benefits and actual performance of some yoga asanas.

Constitution Day:

Constitution Day is observed by giving oath of Constitution to the students. This activity generates awareness about the importance of our constitution and our role as citizens of our country.

Hindi Day Celebration:

Hindi Day celebration on 14th September is significant as students reaffirm their commitment to this language.

Marathi day Celebration:

Marathi Day celebration on 27th February on the occasion of birth anniversary of well known poet V. V. Shirvadkar aka Kusumagraj is significant as students reaffirm their commitment to this language.

Maha pari nirvan day celebration :-

Mahaparinirvan day celebrates on 6th December on the occasion of death anniversary of Dr. Babasaheb Ambedkar.

In keeping with the Mission and Vision of the institute, that aims to inculcate values and nationalism amongst the students by celebrating the national/state festivals and birth anniversaries of great Indian personalities on the college campus every year. The celebrations include flag-hoisting, Project Exhibitions, Poster

Presentations, Talks, Essay writing, and Elocution. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

Republic Day and Independence Day, Gandhi Jayanthi , Youth Day, National Unity Day, National Voters Day, International Yoga Day, National Pollution Day, Earth Day, National Education Day, World Environmental Day, women's Day, Teachers Day, Hindi Day, math day, Constitution Day, Maharashtra day, Dr. Babasaheb Ambedkar birth anniversary, Society inauguration day etc. are celebrated with relevant activities that suit the purpose and its fulfilment.

The celebration of all the above days,

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- Makes them responsible citizens as they learn a few things about their duties and rights. Patriotism is also developed among them.
- Students become well aware about the need to conserve nature.
- It is a stepping stone for them towards becoming good professionals with competency and moral outlook.

Republic Day and Independence Day:

Every year the Institution celebrates Republic Day and Independence Day by hoisting the national flag at the auspicious hands of Chief Guest of the Programme. Students and staff salute the flag and then sing the National Anthem.

Gandhi Jayanthi :

Gandhi Jayanthi is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The NSS unit organized mass pledge in accordance with the Prime Ministers' urge for 'Swachh Bharat Abhiyaan'. The institute stakes part in Swachh Bharat Abhiyan i.e. cleanliness drive on the campus.

Teachers Day:

The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli Radha Krishnan, a great teacher. On this day the Institution felicitates eminent personalities from the educational field. This Day is celebrated with zeal and fervour. This gives an opportunity to the students to know the worth of teachers as nation

builders. This also helps those students who look forward to Teaching as their preferred career option.

International Yoga Day:

International Yoga day is celebrated on 21st June every year on the campus. The sessions include orientation on Yoga, its mental and physical benefits and actual performance of some yoga asanas.

Constitution Day:

Constitution Day is observed by giving oath of Constitution to the students. This activity generates awareness about the importance of our constitution and our role as citizens of our country.

Hindi Day Celebration:

Hindi Day celebration on 14th September is significant as students reaffirm their commitment to this language.

Marathi day Celebration:

Marathi Day celebration on 27th February on the occasion of birth anniversary of well known poet V. V. Shirvadkar aka kusumagraj is significant as students reaffirm their commitment to this language.

Maha pari nirvan day celebration :-

Mahaparinirvan day celebrates on 6th December on the occasion of death anniversary of Dr. Babasaheb Ambedkar.

In keeping with the Mission and Vision of the institute, that aims to inculcate values and nationalism amongst the students by celebrating the national/state festivals and birth anniversaries of great Indian personalities on the college campus every year. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Talks, Essay writing, and Elocution competitions.

The celebration of all the above days,

- Enhances students' sensitivities towards traditions and legacies and provides them a platform to learn skills of event management and boosts their confidence.

- Makes them responsible citizens as they learn a few things about their duties and rights. Patriotism is also developed among them.
- Students become well aware about the need to conserve nature.
- It is a stepping stone for them towards becoming good professionals with competency and moral outlook.

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File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

I - Equal Opportunity to all:-

The college provides equal opportunity to the all students? giving free admission to them. Nearly 80 students are from backward class community. The college makes special efforts for the development of the students belonging to backward community especially C/ST/VJNT/OBC/Minority/Handicapped. Goal The goal is to provide equal opportunity of development for the student of weaker section of

society and to increase the participation of these students in higher education of the institution. The context This practice reduces the inequality among the students. The Practice The various scholarships enables the students belonging to the backward classes to continue their education. The college provides free admission. The English remedial coaching classes are conducted for the students belonging to the backward classes. Special career guidance activities are arranged regularly to help them for the preparation of MPSC and other competitive examinations. The communication skills classes are also conducted for the students belonging to the backward classes. Evidence of Success The students belonging to the backward community have take the full advantage of the different courses conducted by the college. The remedial coaching classes help to increase the students skills and ability in the subject. Problem Encountered and Resources required The University Grants Commission provides grant for the remedial coaching so, college does not face any financial problem to run the program.

II - Best Practice The Felicitation of Students and the Staff :-

The college felicitate merit students and the staff for their outstanding performance in the different academic activities. The meritorious students are felicitated by giving prizes, medals and certificate of excellence. The staff members are also felicitated for their outstanding performance in research and academic activities. The felicitation programme is organized every year. 1. Goal The Goal of this best practice is to inspire the students and the staff for their achievement and to boost them for better performance for the development of the society. 2. The Context Because of the felicitation the students gets moral support to give best performance. The students get prepared for the upcoming

responsibilities and challenges in their life. These students are the alumni of the college and in the future of the college can seek valuable instructions from these alumni for the progress of the institute. 3. The Practice Every year the meritorious students of the college are felicitated. The students who have given outstanding performance in the N.C.C and N.S.S. Unit are also felicitated. The teaching and non teaching staffs of the college are also felicitated for their extraordinary achievement. Publicity is given to the all

meritorious students in the college magazine.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

Sitabai Arts college ,Akola the welknown institution established in the year 1938 (before independence) has emerged as one of the unique intitutions in vidarbha region.The College has completed 83 years of its existence by promoting excellence in the field of Higher education. This Institution has earned its reputation for being a premier Institution in the State .This instituion has produced severel polititions ,adcademicians ,Advocates,Engineers and also doctors of national repute.This is the only institution which was formed by the teachers welknown as" SAPTARSHI"s.In the begining it was a single faculty arts collge at the begining.Because of dedicated efforts of faculties and management Science ,Commerce and Law faculty were introduced.Bacause of the fast growth of the institution it was inavitable to seperate the Science,Commerece and Law faculty.In the year 1961 commerce faculty was seperated emerged as a seprate commerce collge named as Smt.L.R.T.Commerce College.The science faculty was sepreted in the year 1971 and law faculty seperated in the year 2007.Due to need of the hour again the histry repeated and science and commerce faculty were introduced in the year 2017.

Our institution is the student centred instituion the focus of all our efforts is on the development ,pramotion ,support and empowerment of students moral intellectual and professional abilities as well as social and cultural responsibilities .To attain all these goals we never deprive any section of the society for admission.Approximatley 90 percent of the students intake is from weaker section of the society.

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

Our Institution is affiliated to Sant Gadge Baba Amravati University, Amravati. The college follows the academic calendar and plan of the university. According to the university every department prepared their teaching plan and is submitted to IQAC that in turn prepares the consolidated academic calendar and teaching plan for the college. The final draft is placed in the IQAC meeting at the end of the previous academic year for discussion and to incorporate additional inputs if any. The draft is finalized and submitted to the principal who in turn places it before CDC for financial provisions, if any, in the budget. After finalization the consolidated plan is distributed to all heads of the departments for implementation. The important details of plan are given publicity in the prospectus and uploaded on the website.

The academic plan takes into account the dates of terms declared by the university, tentative schedules of university examinations, major events of the college and university like the rounds of cultural, sports and competitions. The calendar provides base for the department level micro-planning and allocation. .

As a rule the planning is done on semester basis. The Departments plan delivery of curriculum unit wise for frequent review. Student participation in this process helps to understand their views on the effective reach of content delivery.

Various aspects of planning include identification of learning levels of students, planning of remedial, bridge and add-on courses, planning of workshops and conferences, ordering for text books, reference books and journals, dates and methods of teaching and internal evaluation, allocation of workload, appropriate field activities, guest lectures, project work etc.

The planning process is varied for each department as the nature of courses and programmes varies.. Science department prepare laboratory manuals, Economics and Sociology departments have their Face book pages, YouTube channels where additional content

is loaded so that students can learn any time and at any place.

Field visits are planned meticulously taking into consideration the local environment. Departments like commerce carry out industrial visits.

Departments plan their add-on courses as per the needs like skill development, content addition, employability enhancement and global competence..

The college follows 'Teachers' Diary' system in which every teacher maintains diary. As a practice mid semester review is taken at departmental level and semester end reporting of curriculum delivery is taken at faculty level.

Thus the institution's process of curriculum delivery is well planned and well documented and hence very effective as reflected in its results.

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)

An academic calendar is prepared by the concerned official at the beginning of session in accordance with the University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards. It is updated and revised with respect to any changes suggested by the university. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

Compliance of Continuous Internal Evaluation with Academic Calendar

1. **Classes and Lab time-table** - Time table Coordinator of each department prepares the time table as per the guidelines of affiliating university. Time-table is uploaded on the college website and displayed on notice boards of every department.

2. Course files and Lecture Plan- After the allocation of specific papers to the faculty, course file of each paper is prepared consisting of detailed teaching plan. It also contains the assignments .. This course file is duly approved by the Head of the department.

3. Internal Examinations-Pre-University Exam is mentioned in the academic calendar. Detailed Examination schedule is announced in advance, . In case of labs and projects, internal viva and practical exams are conducted by respective departments before the pre university examinations.

4. Question Paper Setting- The question papers of internal exams are prepared by concerned faculties and are approved by head of the department.

5. Exam sheets evaluation- The answer sheets are cross checked in each department to ensure transparent and unbiased evaluation.

6. University Exams- The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also displayed on students' notice boards.

7. Student feedback – At the end of academic session students submit their feedback regarding curriculum.

8. Amendments- As and when required ,the academic calendar is modified and revised as per the instructions of the university only.

File Description	Documents
Upload relevant supporting document	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/

A. All of the above

Diploma Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
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	
00	
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)	No File Uploaded
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)	
10	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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	
446	

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

The university integrates courses that teach human values in its curriculum. Almost all programs integrate courses that teach human values and professional ethics. 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 of Environmental studies, Zoology, Botany. Courses that teach human values and Professional ethics in its curricula are Political science, Commerce, English, Sociology, Marathi, Hindi, Sanskrit. N.S.S. and NCC promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. and NCC units undertake a host of activities in the nearby vicinity and in the adopted villages and organize programs including tree plantation, village cleanliness, construction of weir, plastic free drive, open defecation free village, water conservation etc. Various activities like quiz, seminars, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. The college has taken active participation in Swachh Bharat Abhiyan and Swachhta Pakhwada Programmes started by the government. The college celebrates National festivals like Independence Day and Republic Day which serve as a platform to enlighten patriotic and moral values. Major gender issues are focused and addressed through different activities.

File Description	Documents
Any additional information	No File Uploaded
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

NIL

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
Institutional Data in Prescribed Format	No File Uploaded

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	B. Any 3 of the above
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from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	www.sitabaiartscollege.com
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	www.sitabaiartscollege.com

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 students admitted during the year

3906

File Description	Documents
Any additional information	No File Uploaded
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

3274

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

The Institution has developed various practices to identify the slow and advanced learners. Every department conducts subject related assessment methods to find out the learning levels of students. Some of the methods are given below:- 1.MCQ based tests(Science/Commerce/Arts) 2.Written tests(language Departments) 3.Oral/voice test(Department of Music/English) 4.Assignments (Science/Social Sciences) 5. Group Discussion/Brain Storming(subject related) 6.Class/Unit tests After identifying the slow and advanced learners, some special programmes are being organised. Some of them are stated here. Programs for slow learners:- 1.Remedial Classes 2.Subject related extra classes 3.Follow up of the suggestions of their mentors. 4.English grammar coaching 5.Encouraging them to learn skills 6.Motivational sessions to boost their moral 7.Application of audio-visual tools to make them learn fast.Tutorial Classes . programs for Advanced learners:- 1.Competitive Exam Coaching 2.NET/SLET Coaching 3.Career Guidance Seminars and Workshops 4.Scientific approach development workshops 5.Business and Economy related Awareness program 6.programs on Development of performing aptitude (for students of music) 7. programs on Development of writing skills 8.Special programs to deal with social issues 9.Programs to develop oratory skills 10.programs to learn heritage and culture As the year 2020-21 was a pandemic year, a very few of above programs were organised but teachers were connected to students through Whats App groups and online classes . Advanced students are guided to take part in various online competitions, workshops, quizzes and subject related seminars. Slow learners are provided with online study materials, PDFs, you tube links ,notes and e-books .Frequent meetings on zoom were conducted to be in touch with students and keep their spirits high

File Description	Documents
Paste 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
3906	38

File Description	Documents
Any additional information	No File Uploaded

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

Our college is having three faculties i.e. Arts, commerce and science. According to the need of the curriculum the teachers use different methods to Teach effectively. The teachers of science faculty demonstrate various experiments to make the students learn comparatively difficult topics. Other teachers from commerce and arts faculty also includes the students in subject related experimental projects. In music subject Various types of musical experiments are followed to know the Vocal range and voice type of student. Students are encouraged to participate in the teaching learning process. Interactive sessions with students help them to express their views regarding the topic and to understand their capability of learning the subject. Group discussions, study tours and field visits are the most effective tools ,measured for student's participation. They are encouraged to teach the lower level students and help them with their studies. Problem-solving methods in subjects like mathematics, physics, political science, accountancy are followed and developed keeping in view the need of the students. Every teacher Try everything to nurture the student with the knowledge and wisdom. Even in the Pandemic situation, students were motivated with such practices. Various online methods to conduct the classes were adopted and students participated effectively in online discussion sessions . They were encouraged by providing numerous Links for study material, experimental videos and e-books and notes. Adopting online study sessions was difficult for

the students of ours as they are from the rural backgrounds, still it was observed that the students are coming forward to accept the changes and challenges in new era.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The academic year 2020-21 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of ICT tools such as laptops, mobiles, internet, mikes, headphones became a common practice. Not only for the teachers but also for the students. You- Tube, E- mails, Whats App group, Telegram, Zoom, Google classrooms, Teach mint app, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, and share information. These applications are also used to provide online education during the covid-19 situation. Wi-fi facility is also available in the campus for the students and staff. The library also provides access to online e-resources Syllabus and study materials are also made available on the college website. Students feedback are also received online and the examinations are also conducted in online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

38

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

25

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

37

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.

The institute has strong mechanism to assess the progress of the students. Keeping in view the every aspect of student, the assessment is done. Internal exams, based on completed portion are conducted twice a year and students are bound to appear for them. Internal exam committee looks after the whole exam process. Apart from these exams, class level tests and exams are being held to understand the student's level of understanding. Practical vocal sessions are carried out for the students of performing subjects like music. Teachers from science faculty arrange various experimental tests for their students. Teachers from the humanities and commerce faculty also arrange the tests and assign them subject related works to assess their progress. All these exams and tests are meticulously held by the institutions and all the departments. All the data regarding the exam as papers, answer sheets, result sheets e.t.c. Is properly been collected and kept in the particular department and committee. In pandemic also students were guided to solve subject related MCQs and write descriptive answers type questions. The question banks, created by the departments helped a lot to assess the students even in pandemic situation . Also by indulging the P.G. students in various projects, study tours , group discussions, report writing, dissertations etc, The institution assesses the holistic development of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://sitabaiartscollege.com/internal assessment.pdf

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

The institution has a robust mechanism to deal with exam related grievances. There is a 'Grievance and Redressal Cell' formed by the institution to deal with internal exam related issues. This Cell looks after all the matters very efficiently related to queries and complaints of the students. Meetings are conducted frequently to adhere the issues. Emergent meetings are also conducted if found necessary. The Decisions taken, are quick and time-bound as the students are the centre of the issue. One more thing is to be mentioned here that all issues are dealt with the great transparency and without any discrimination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The detailed outcomes of programmes and courses, run by the institution is displayed on the College website. Feedback links of students along with other stakeholders are also displayed on the College website.

The Program & Course outcomes

B. A. Program:-

We have Hindi, English, Marathi, Urdu, Sanskrit, sociology, political science, history, economics, Home Economics and music subjects for UG level in arts faculty. The students studying for competitive exams are highly benefited by these courses. Languages (Hindi, Marathi, Sanskrit, and English) help them to improve their communication skills and make them confident to appear for the job interviews. History, economics, sociology, political science are the subjects which not only inculcate a lost vision but also groomed students in different ways. When it comes to take the decision, students having vision and values can behave more responsibly as compare to any other faculty student. Music subject is offered to the students who are interested in

performing arts. These students can start their own music classes and earn bread and butter after completing the graduation. Also they can accompany on Tabla or Harmonium if they are skilled accordingly.

B. Com. Program:-

Courses offered in commerce program provide exposure to industries, banking sectors, insurance companies, finance companies. These courses are designed to inculcate the knowledge, skills and professional attitude in the students. Skills acquired in accounting, finance, e-commerce, mathematics and statistics, stock exchange can highly increase the employability in students. A commerce graduate can also appear for the professional courses i.e. CA, C.S, CMA, MCM etc.

B. Sc. Program:-

Physics, chemistry, botany, zoology, microbiology, maths and computer science are offered in faculty of science for under graduate level. These subjects help to develop the research aptitude and scientific vision in the students. In competitive exams also students having science background can shine prominently. The scientific approach and attitude can make them successful in every field of life.

P. G. Programs:-Languages

(Hindi/English/Marathi)

Students, appeared for PG programmes learn higher levels of the particular language. He can appear for the NET/SLET Exams or go for PhD program. After acquiring the higher standards in specific language, student can start his coaching classes, he can also work as translator or journalist. Communication skills acquired from learning the languages can help a person throughout his life.

P. G. Program :-

(Sociology/History/Political Science/Economics)

Above programs of PG level helps the students to learn about the society, Social issues , our heritage, political issues, moral values ,duties and related prominent issues. Contents of these subjects help the students towards the right path and inculcate values in young minds. The students from these disciplines can appear for MPSC, UPSC, NET, SET and other competitive exams.

P. G. Program:-**(Music)**

This program offers a detailed study of musicology and practical knowledge of Indian classical music to the students. Higher level of performance, research aptitude in practical music as well as musicology can be learnt from the course. Various ragas for performance and detailed knowledge of theory of music make the students competent in the field of music. Different forms of music like Ghazal, Natyageet, Sugam, are also taught along with classical music to the students.

Some students, who are well versed in playing instruments like Tabla and harmonium can accompany in various Musical programmes.

Yog Shastra program specific outcomes (PSOs)

The program outcomes are the statement that describes the knowledge and the abilities the postgraduate will have by the end of program studies.

1. In depth knowledge and ability to perform yoga and yogic practices.
2. Knowledge of the Sanskrit names of the postures and breathing exercises, detailed benefits and caution.
3. Poses on understanding of all aspects of a subject and its specific applications to the practice of yoga.
4. Practice poses a confident in depth understanding of a subject and its multiple applications as well as its potential limitations.

5. Demonstrate the ability to undertake particular tasks associated with the work of a yoga professional.
6. In deep knowledge of human systems yoga and health yoga for wellness prevention and promotion of positive health and yoga and stress management.
7. Knowledge of 360 degree all round yaugik exercise through the practice through the practice of Aasnas, proper relaxation proper breathing , Contra indications, questions and medical considerations. Obvious and subtit benefits, and modification in basic posture to accommodated limitations.
8. Familiarity with the demonstrated ability to apply effective teaching methods adopt to unique styles of learning provide supportive and effective feedback acknowledge the aspirants progress, and cope with difficulties.
9. To recognise and manage the subtile dynamics inherent in the teacher aspirant relationship.
10. Observed capacity for, well developed communication skills, listening, presence, directive and non directive dialogue.
11. Demonstrate value based and ethical leadership in the profession of yoga.
12. Ability for lifelong learning higher education, and research.

Semester wise course outcomes

Name of department. Yog Shastra

Name of the subject YogShastra

Sem 1

Sem

Outcomes

1

1. Learners are knowledgeable about Raghuvansham by Kalidas's and famous sanskrit drama of Bhasa's karnabharam .

2. At Indian philosophy is associated with a religious sect, including the six (astika)

Schools (Darshanas) of Hinduism, nyaay, Vaisheshik, Sankhya , Yoga, Purva mimansa and Vedanta and the school (nastik) which include

Buddhism , Jainism and the materialistic charvak Darshan

3 . Yoga mein help reduce stress and anxiety, enhance your mood and over all sense of well well being.

4. Upnishads along with these, the description of the body, the air, the life and the mind is found. Panchakosh has been given as the cover of the soul, thus we see that at the parts of yoga are described in detail in the Upanishad and Bhagavad Gita.

2

1. Three basic concepts from the corner stone of Indian philosophical thought the self or soul (Atman) works (Karma) and liberation (moksha).

2. The Yog Sutras Patanjali is a collection of Sanskrit Sutras on the theory and practice of yoga 196 sutras . The sage Patanjali in India who synthesized and organised knowledge about yoga from much older traditions.

3. Modern yoga is a wide range of yoga practices with differing purposes , en compassing in it's various form yoga philosophy derived from the Vedas , physical posters derived from hati yoga, devotional and tantra based practices and Hindu nation building approaches.

4. In this subject you will learn about the role of yoga in education and sports .It will also cover treating of patients using yoga therapy.

3

1. The ancient roots of yoga philosophy and practice learn on main texts yoga vashishth, the yog sutras of Patanjali and the

hath yog Pradipika .

2. Students have knowledge about Ayurveda, Naturopathy , reiky , Pranic healing and yogic practises.

3. Research methodology is the specific procedures or techniques used to identify ,select, process, and analyze information about a topic.

4. Student have knowledge about Nadi, Pran, Yogic Diet and benifites of yoga in industries and Yoga for Women health and counselling.

4

1. The ancient roots of yoga philosophy and practice learn on main text yoga vashishtha, The yog of Patanjali and the Deepika.

2. Western psychology relating modern area that studies human minds and behaviour using the scientific method .It studies human using observation and miserable sensory information.

3. The yoga research section is intended to provide research papers to substantiate the scientific basic of yoga. Our research papers have been arranged in the following sequence.

I) Physiology of Pranayam, II). Therapeutic applications of yoga.

4. Students have knowledge about Massage, Magneto ,Chromo Fasting and Hydro therapy.

The detailed outcomes of programmes and courses, run by the institution is displayed on the College website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Our Institute adopts the syllabus of Sant Gadge Baba Amravati University, Amravati. The syllabus not only contains the study material but also helps to promote the students towards holistic development. The different subjects, taught in the institute, groom the personality of any aspirant. Every faculty has developed its own evaluation process according to the subject Component. Language departments Conduct orals, debates, seminars to find out the outcome attained by the students. Almost in every department written tests, seminars and Group discussions are conducted to measure the outcome of the course or programs. 'Kavya Vachan' by Marathi and Hindi Department, musical performances of students by Music Department, MCQ based quiz competition by the various Departments of Social Science are some of the common practices to check the attainment level of students. Some departments encourage to develop the skills and promote the students towards self employability. The Institute promotes the ethical and social values of students by some very Unique deeds. The students are encouraged to visit the hospitals, Anganwadis, Old-age homes, Orphanages, HIV patients etc To inculcate in them the human values and kind perspective towards social imbalances.

File Description	Documents
Upload any additional information	No File Uploaded
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

538

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	No File Uploaded
Paste link for the annual report	Nil

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://sitabaiartscollege.com/SSS-2020-2021.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)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

17

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

02

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	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our Institution provides healthy atmosphere, infrastructure, resources, for enhancement of the capacity and competencies of students and teachers in research and innovative activities. Our institution is a University recognized "Research Centre" in 6 subjects. Our faculty members are recognized supervisors for PhD. A total of 43 research scholars are pursuing their research under their able guidance. The faculty members are also encouraged to undertake Minor / Major research projects.

Workshops, seminars and conference are conducted for providing the latest knowledge to the faculty and students. The students of post graduation are motivated to undertake research projects. To enhance innovative ideas, students and teachers are encouraged to participate in Avishkar Research Festival organized by Sant Gadge Baba Amravati University, Amravati. Our Library is equipped with books, journals, E-books which i helps for creation and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year	
3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year	
02	
File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File
3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
16	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	

60

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

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

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

12

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

3.4 - Extension Activities

3.4.1 - 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 institution promotes extension activities in the neighbourhood community for sensitizing the students to social issues and their holistic development. The institution provides the students with an opportunity to extend their classroom / theoretical knowledge into practical experience. The NSS ,NCC and various departments aim at developing a sense among students about their social responsibility toward the society. Various extension activities are organized such as Swacchta Abhiyaan, Road safety awareness, health awareness programmes, legal aid programs, environment awareness programs, vaccination awareness etc. The NSS units could not conduct the activities as where planned, due to pandemic but the volunteers of the NSS and NCC units disseminated awareness regarding the covid-19 pandemic. Posters were pasted on public places where people were given information related to SOPs , use of masks etc. Our volunteers distributed the masks among the masses to motivate and encourage them for following the Covid-19 protocol.

File Description	Documents
Paste link for additional information	www.sitabaiartscollege.com
Upload any additional information	No File Uploaded

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

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

NIL

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

3.4.3 - 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

3.4.3.1 - 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

11

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

439

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

07

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Response: -

The Berar General Education Society was founded on 14 January 1935, Sitabai Arts College is the first college established by the society in the year 1938. A very generous lady Sitabai Jain donated 2.5 Acres of land to the society for educational purpose. This is one of the oldest colleges in Vidarbha region serving the society from last 8 decades i.e. pre-independence era. The college is situated at the heart of city easily approachable from railway station and bus stop. One can easily get public transport for travelling. We have very green and soothing campus, having pleasant environment with big trees and plants. The college has developed excellent infrastructural facilities to support the teaching and learning which is shared by all the programmes in two shifts. Administrative building consist of Principal Chamber, Office Superintendent Chamber, Account section and six separate windows serving as helpdesk like enquiry, admission , results, forms ,Scholarship etc. All departments have been provided different cabins .There are adequate number of class rooms .At present college has 35 Nos of classrooms, few of them are well-equipped with projectors , LMS & ICT facilities including two smart classrooms. Girls common room and separate toilets for girls and ladies staff are provided. Separate cabin and research facilities are provided to Ph.D. Research centre. The college has recognized Ph.D. Research center of the Sant Gadge baba Amravati University in the subjects of Sociology, Music, History, Political Science, English, and Library Science. Separate Cabin is provided to IQAC with computer, Internet (Wi-Fi) and printing and photocopying facilities. The college has examination centre

with latest IT infrastructure. We have 6 laboratories i.e. Microbiology, Physics, Chemistry, Botany, Zoology and Computer. On Sundays the class rooms are used for carrying out classes for YCMOU (Yashwantrao Chauhan Maharashtra Open University). It is used as an examination centre for college internal and external examinations as well as for other universities like YCMOU etc. The college has an automated library using SOUL 2.0 software, It has also an e-learning and knowledge centre

Name

Area in Sq. Mt.

Physics Lab

63.53

Botany Lab

58.98

Microbiology Lab

78.11

Zoology Lab

76.70

Computer Lab

55.95

Chemistry Lab

59.52

Walk way (Poarch)

85.75

Central Library

863.99

Seminar Hall

134.08**Music Department and Sound Recording Studio****345.41****Class Room (Area)****2162.794****Administration Office****345.41****Womens Hostel****345.41**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sitabaiartscollege.com/

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

Response: -

The sports facilities including Play Ground / Games Area are 1888.00Sq.Mts. The college has Seminar hall for cultural and other activities with area of 134.08 Sq. Mt. with all ICT facilities including LCD projector. The Institute provides state of the art sport facilities to our students. Facilities for indoor games such as, Judo and Wrestling with all necessary equipments provided by the college. Students have active participation in it at National and University level sport events. We are proud to mention that a few of our students have bagged National as well as State level awards in sport events. Facilities for Outdoor games such as, Basketball, Volleyball, Kabaddi also available in the campus. Every game has a separate area for playing. We have a special gymnasium center for workout. Yoga center is also provided to students for overall growth and development. Specialized gym & yoga trainers are available for guidance.

NAME**AREA (in Sq Mts.)****Basketball Ground****740****Volley ball Ground****411.18****Kabaddi Ground****390****Wrestling****48****Judo****48****Yoga Center****136.895****Gymnasium****96**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sitabaiartscollege.com/

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

06

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	www.sitabaiartscollege.com
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)

6, 10, 630

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)	View File

4.2 - Library as a Learning Resource

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

Response: -

- **Name of ILMS software:- Software for University Libraries(SOUL)**
- **Nature of automation :- Fully**
- **Version:- SOUL 2.0**
- **Year of Automation :-2005**

The college has a well-equipped and spacious library with more than 57,000 books (Including Some Rare books) Journals and numerous periodicals, newspapers and E-resources facility, provides excellent opportunities for academic exploration and

research to the students, teaching staff and research scholars. Library is using SOUL2.0 Version (Software for University Libraries) software developed by INFLIBNET (An Inter University Centre of UGC) for the library automation since 2005. SOUL is an integrated library management system developed by INFLIBNET, Ahmadabad (An IUC of UGC) as per the guidelines of the academic expert in the field of education. SOUL 2.0 has following Modules

Acquisition-

Circulation-

Catalogue -

Serial Control-

OPAC-

Administration -

Library is using all modules to automate its functions and activities. It is now fully computerized with Barcode facility.. Master database for SOUL software is created in the year 2005. All books and all users details including Students, Research Scholars and Teaching and Non teaching staff s database is also created in SOUL 2.0. Library regularly update the users database . Issue -Return of Books, ID Cards of users, Report generation, OPAC all facilities are automated .

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sitabaiartscollege.com/library-department/about-library/

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
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)

59577

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

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

20

File Description	Documents
Any additional information	View File
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

Response: -

Details of computing facilities available in the institute:-

- **47 Computers and 18 Laptops.**

- All systems are connected to 40 MBPS Wi-Fi Broadband Internet connections.
- The campus is under the surveillance of CCTV installed at strategic location.

Name of Department

No. of Computers

Configuration

Other Hardware/ Software

Library

1. Desktop

Intel Pentium III Processor 2.67

2 GB Ram

02 Laser Printer

01 Laptop

Intel Core 2 Duo Processor 2.93

01 LED TV

IQAC

01 Desktop

Intel Core 2 i3 Processor 3.50

4GB RAM

Windows 7 Ultimate

01 Laser Printer

Marathi

01 Desktop

Intel Core 2 Duo Processor 3.50

4GB RAM

01 Laser Printer

02 Laptop

Music

05 Desktop

03 Laptop

02 Laser Printers

02 Laser Printers

English

02 Laptop

01 Printer

Sociology

03 Laptop

History

1 Desktop

Economics

1 Desktop

Sanskrit

1 Laptop

Home Economics

1 Laptop

Hindi

1 Laptop

Windows 10

01 Laser Printer

Political Science

01 Laptop

Commerce & Science

18 Desktop

02 Laptop

Administrative Office

08 Desktop

04 Laptop

Ph.D. research center

02 Desktop**01 Laser Printer**

YCMOU Office

01 Desktop**01 Laser Printer**

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

4.3.2 - Number of Computers**47**

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution**B. 30 - 50MBPS**

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)****12, 35, 033**

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

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.

Response -

Budget for maintenance is allocated every year for different infrastructure facilities. The College development committee provides the civil engineers and skilled workman whenever the requirement emerges for the maintenance of buildings, electrical systems, plumbing, carpentry and gardening. The Sport grounds, pathways, common areas, faculty rooms, classrooms, laboratories and administrative office, library cleaned and maintained regularly by the outsourced daily wages workers. Rain water harvesting units and environment conservation panels are periodically checked. Under the green campus initiative, dustbins are available with color distinction for segregation of waste at source into biodegradable and non degradable. The water purifiers are available on each floor to provide pure water to the students and staff. The institution makes AMC with expert trained technician for the maintenance of the electrical system. The availability of consumable products in Chemistry, Microbiology, Botany, Zoology and Physics laboratories and Kitchen in the department of Home Economics is checked every day by the respective lab in-charges and restocked immediately based on the requirement of the department. The computers in the computer lab, Administrative Office, Central Library and every department maintained by outsourced trained computer technician. CCTV

surveillance is installed to monitor the security of campus. There is library advisory committee consisting of the Librarian and Heads of Departments .The meetings are held to decide and allocate yearly budget for the purchase of books and Journals. The Library advisory committee monitors the functions and activities of the library. The meetings of the Library advisory committee conducted regularly to finalize purchase of books, subscription of offline and online Journals and digital consortia.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2402

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

303

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	A. All 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	
190	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
190	
File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above

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

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

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

338

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

04

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

NIL

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)

Response

The students of the college have representation in various administrative, co-curricular & extracurricular activities. They have representation in the internal quality assurance cell, internal complaint committee, green audit committee etc. The representation is given to the students to get aware of their needs, views on various aspects related with curriculum as well as about extracurricular activities. This representation inculcates leadership qualities in them & also helpful for personality development. This representation also helps them to become responsible citizen of India. This representation is also important to know their needs & views on various important issues related with curriculum, their needs regarding modern technology & also regarding sports and cultural activities.

I IQAC Committee

1. Ku.Kasturi D.Dharashivkar (M.A-I)

II-Internal Complaint Committee(ICT)

1. Ku.Nikita P Ingale (B.A-II)
2. Ku.Poonam G Ingale (B.A-II)
3. Ku. Prabhasini Biswal (B.sc-1)

III- Green Audit Committee**1. Shri Ashish Dongare (B.A.III)****IV College Development Council****1.Student Representative**

File Description	Documents
Paste link for additional information	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****05**

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Response -

Alumni Association of Sitabai Arts, Commerce and Science College was established long ago in the year 2000, but it was not very active at that time. In 2016 it become very active but was not registered. Alumni Association has been registered in 2020 and the registration number is 58/2020/Akola. Bank account of the association is in Central Bank of India (RLT extension counter) account number is 5167287816

The Following Members from various sectors of Society are working actively in this association and we are proud to have members from the elite class society.

Sr.No

Name

Designation

1

Adv.Shrinivas G Khot

President

2

Dr.Shivaji N Nagre

Vice-president

3

Dr.Sandeep B Kale

Secretary

4

Dr. Mamta J Ingole

Joint secretary

5

Prof.Aniruddh M Khare

Co-ordinator

6

Dr.Sunil P Gaygol

Treasurer

7

Dr.Santosh G Kulkarni

Member

8

Prof.Swati D Damodare

Member

9

Sau.Seema S Rothe

Member

10

Dr.Kiran P Waghmare

Member

11

Adv.Nitin O Dhoot

Member

12

Prof.Vishwanath B Garde

Member

13

Prof.Amrish S.Gawande

Member

14

Prof.Padmanand M Tayade

Member

15

Prof.Shailendra G Dubey

Member

16

Prof. Vivek H Hiware

Member

17

Dr. Santosh s Hushe

Member

18

Shri Ninad R Athawale

Member

19

Dr. Radheshyam D Sikchi

Principal & Member

In the Academic Session 2016-2017 Alumni meet was organized on larger scale and all the members agreed to contribute to the association. At Present more than 1000 members have been registered and the numbers will definitely increase every year. In the academic session 2017-2018 the alumni association in collaboration with "Bhartiya Sangeet Seva Sankul" organized a

Musical event of Dr. Anirudh Khare(Head of the Dept of Music) and contributed an amount of Rs.50000/- for students below poverty line. Periodic meetings of executive body are organized in every academic sessions and the alumni meet on a larger scale is organized once in a year. Along with these meetings some lectures, demonstrations are organized for students and staff relevant to the need of the society. In the academic session 2021-2022 a big program will be organized for a patient of Thalassaemia (age 5years) and an amount of 200000/- will be given to him for his treatment.

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)

E. <1Lakhs

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 and Mission of the college is as follows-

Vision -

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

Mission -

Sitabai Arts College is a student-centred institution. The focus

of all our efforts is on the development, promotion, support and empowerment of student's moral, intellectual and professional abilities as well as social and cultural responsibilities. We highly value excellence in every sphere of life and strive to inculcate that value system in our students.

This is being translated through effective governance. The Governing Body, Principal and Faculty plays vital role in effective governance. The college management is headed by the Principal and has the responsibility for the both, academic and administrative work of the college. 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 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. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Governing Body of the institute is the policy making body. The Governingbody comprising of Academicians, Educationalists, Professionals ,shape the

academic policy keeping in view the national policies in higher education .The Principal along with the chairperson of CDC and other members are given freedom

to plan academic and administrative activities for the smooth conduct andcontinuous progress of the college. IQAC has the freedom to formulate qualitypolicies and its implementation a discussed and planned at the several meetings conducted in the year. Head of the departments have the freedom to plan,implement, and finalize the activities in view of the available resources by conducting department meetings. The college follows the principle ofparticipatory management. The CDC meetings review college

functioning, making and approving budgetary provision etc. The student council serves as good interface between college authority and students. The faculty members

participate in various activities alike seminars, conferences, refresher courses etc. and share their experiences and ideas to continuously bring about

improvement in functioning of the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our Institution provides healthy atmosphere, infrastructure, resources, for enhancement of the capacity and competencies of students and teachers in research and innovative activities. Our institution is a University recognized "Research Centre" in 7 subjects. Our faculty members are recognized supervisors for PhD. A total of 43 research scholars are pursuing their research under their able guidance. The faculty members are also encouraged to undertake Minor / Major research projects.

Workshops, seminars and conference are conducted for providing the latest knowledge to the faculty and students. The students of post graduation are motivated to undertake research projects. To enhance innovative ideas, students and teachers are encouraged to participate in Avishkar Research Festival organized by Sant Gadge Baba Amravati University, Amravati. Our Library is equipped with books, journals, E-books which helps for creation and transfer of knowledge

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The Governing Body:

The Office Bearers are-

President, Vice-President and Secretary of Berar General Education Society. The Principal is an ex-officio member, while there are 2 Teacher Representatives and 1 Non-Teaching Staff Representative.

Administrative Set Up:

The Chairman and secretary Secretary of B. G. E. Society and the Principal are the center of the administration with the former being the final authority in all financial matters. The Principal shares the work with financial projects before the Chairman and Secretary of B. G. E. Society who endorses the same. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the official staff to assist in the discharge of college work.

The Functions of Various Bodies: The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

There is the Teachers' Council and the Association of the Non-teaching staff.

Service Rules, Procedures, Recruitment and Promotion Policies: Service rules and procedures are guided by the S.G.B.Amravati University and Government of Maharashtra.

The recruitment rules for the teaching staff are as per the government of maharashtra along with the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per Government of Maharashtra.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
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	No File Uploaded
Screen shots of user inter faces	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

Following welfare measures are available to the teaching staff -

1) Facility of Provident Fund Loan

2) Membership of Group Insurance

3) Financial support provided to parents of staff member who died due to

Covid 19

4) Financial help to participate in Seminars and conferences

5) Relaxation in fees to the ward of the staff

6) Facility of loans by the Credit co-operative society of the college

7) Duty leave to attend seminar and conferences

8) Casual Leave

9) Medical leave

10) Provide free medical checkup

11) Family Pension

Following welfare measures are available to the non-teaching staff -

1. Facility of Provident Fund Loan
2. Facility of loans by the Credit co-operative society of the college
3. Provision of advance payment given at festival time
4. Casual leave
5. Medical leave
6. Washing Allowance
7. Relaxation in fees to the ward of the staff
8. Provide free medical checkup
9. Family Pension

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

09

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

07

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	View File
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

12

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

The achievements of the teachers are monitored through Performance Appraisal System as per the guidelines of UGC, Govt. Of Maharashtra and Sant Gadge Baba Amravati University Amravati. All the faculty members submit appraisal report at the end of the session to IQAC. 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. 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. The performance report duly filled is assessed by the Principal. The Governing Body of the college ensures the expeditious implementation of all the benefits after the appraisal of the faculty. The appointment of the non -teaching faculty is made through the Government of Maharashtra and after joining the department as per service rules Departmental Promotion Committee (DPC) is being conducted. The principal concerned is being asked to give report (Annual Progress Report of last 3 years) where in the 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	No File Uploaded

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

The college has internal and external audit mechanism. Institution is hiring the services of chartered Accountant for Internal and External Audits regularly. The college audits the salary and non salary grants .The Cash Book is check by accountant daily. It is verified and attested by the daily verification of fees collection and of voucher is done. All the financial aspects are first verified by the superintendent, then principal of the college, Chartered accountant at the end of the year do the internal and external financial audits at the end of each year of every department. The external auditor verifies these cash books, ledger books, fees, vouchers, stock book, etc. after verification of account books auditor prepare trial balance and receipt payments. After verification auditor prepares and submit the audit report. This audit report is then presented in College Development council meeting for the approval of management. Any queries and suggestions are discussed and resolved satisfactorily. Every year, the audit accounts are submitted to the Joint Director's Office. Up till now there were no major audit objection and whatever minor objections were raised was settled. The external financial audit is carried out by the Auditor of Higher Education, Government of Maharashtra . Auditor suggests budgetary provision for next financial year which was accepted and implanted in next financial year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)**NIL**

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

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**Sources of funds are as follows:****Fees from Students:**

Fees are charged as per the university and government norms from students of various grant in aid and self financed courses.

Salary Grant:

The College receives salary grant from the government of Maharashtra. For this, we prepare and send an annual budget of the estimated salary grant required to the Joint Director, Higher Education. This grant includes salaries of the Full Time permanent teachers and Non teaching staff as well as contract teachers .

UGC Grants:

Our College is under 2F and 12B as per UGC Act and has Permanent Affiliation of the University. So we are eligible to receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

We receive financial support from Stakeholders, non-government bodies, individuals and Philanthropists.

Our resource mobilization policy and procedures are as follows:

1. The institution has set up a UGC (Planning and implementation Committees) per the directions of the UGC given in the XII Plan.
2. The UGC Committee, in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.
3. The Purchase Committee takes care whether purchase is proper and in accordance with the rules.
4. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.
5. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly .
6. The time-table committee looks after the proper utilization of classrooms and laboratories.
7. Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.
9. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC of the college monitors all the activities and programmes related to the development of the teaching and learning process, especially in research activities of the college. The various quality assurance strategies initiated by the IQAC of the institution are as follow-

- 1) Promotes the use of Information and communication technology in the teaching and learning process for the enhancement of the quality of the education.
- 2) Introduction of Add-on courses and programmes.
- 3) Promotion of research culture in staff and students.
- 4) 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.
- 5) Organisation of seminars, conferences and workshops.
- 6) Up-gradation of the infrastructure.
- 7) Initiative to inspire the eligible staff members for CAS.
- 8) Establishment of Research centre in various subjects.
- 9) To conduct course work for Ph.D.
- 10) Provide financial aid to the poor and needy students.
- 11) Provides platform for the students to participate in Inter-College, university and state level debates, competitions, seminars etc.

Regular meetings of IQAC are conducted under the chairmanship of the Principal and suggestions are taken from all the members of IQAC for improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 its 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 Curriculum, faculty, teaching learning process and evaluation: The students feedback is conducted as per the following norms:

a.) All the students are allowed to give feedback on curriculum, faculty, teaching learning process and evaluation so that actual picture is ascertained.

b). After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c). The whole process is being operated through IQAC.

2) Internal Academic Audit: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work, regarding the syllabus completed. The Principal is informed about the performance of the faculty members. The regular meetings of the staff council and all the departmental meetings are conducted to update and improve the teaching learning process of the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

B. Any 3 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

Sitabai Arts College, Akola sensitizes students and employees regarding gender equity and environmental consciousness and sustainability. Campus is well secured with huge walls, also having security guard at the main gate of the campus. In the campus high quality CCTV cameras are installed for security purposes and are checked time to time for safety. A special police surveillance called "Damini Pathak" visits the campus at regular intervals. For security purpose or any emergency the police helpline number, phone numbers of anti-ragging committees, faculty members, Grievance cell are displayed on various places of the college premises. For self defense girls are trained with the taekwondo and karate. We have counseling committee for the counseling of girls. In library, girls have a special seating arrangement. The Girls common room provided by the institution. Day care centre is available in the campus. NSS, NCC and all the departments arrange various cultural programs to encourage the students belong to the rural and backward classes. The girls students are nominated as members on various committees at institute levels and the institute encourage their participation in co-curricular and extracurricular activities. Fire extinguisher is installed in laboratories, library and hostel. The institution organizes awareness programs on Human Rights, Legal Aids, Health Awareness, Earth Day, Environmental Day, Self Defense etc.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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	C. Any 2 of the above
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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:

The college has maintained a neat and clean campus by a well designed and organized solid waste management system. Solid waste is separated as degradable and non-degradable and are handed over to the concern authorities as a part of "Swach Bharat" initiative & clean and green campus. Each block and each floor is provided with dry waste collecting bins every day are, collected, the same is transported to the concerned places and separated and hand over to concern authority. The bio degradable waste collected from home sciences department, and garden is collected and converted into vermi compost and use in garden. The college is striving to be a plastic free zone and making the campus eco-friendly and greenery to reduce global warming. They are emptied by specifically deployed employees. The waste is emptied into tractor trolley and is carried away from the campus. It is handed over to municipal authorities for disposal. The waste from various offices, laboratories, corridors, class rooms etc is also

weekly removed and dumped into trolleys. The term-work records submitted by students and the answer sheets of internal examinations are sold to paper waste vendors.

Liquid waste management:-

Chemical Liquid waste collected from various laboratories are collected everyday and submitted to the concern authority. Waste water treated with self septic tank go down to drain. The labs are well ventilated and spacious. 24-hour water supply is available in Chemistry lab and safety of the students is given top priority in planning a facility.

E-waste management: -

The E-waste management has been given due focus and all Electronic goods are put to optimum use; the minor repairs are done to set right the equipment by the staff and the Laboratory assistants; and the major repairs, by the professional technicians, and are reused. The old computers are used by the instructor for demonstration purposes in the practical sessions. The ones which are unusable in any manner they are exchanged with new equipment in Exchange offer. UPS Batteries are recharged / repaired / exchanged by the suppliers.

The waste may be temporarily stored at the central storage area of the

hospital and from there it may be sent in bulk to the site of final disposal

once or twice

a day depending upon the quantum of waste. During

transportation following points should be taken care of:

Bio-medical Waste Management :-

As per the act passed by the Ministry of Environment and Forests in 1986 & notified the Bio Medical Waste (Management and Handling) Rules in July 1998, it is the duty of every "occupier", (in the case of S.A college) i.e. a person who has the control over the institution or its premises, to take all steps to ensure that waste generated is handled without any adverse effect to human health and environment.

Management and administration

Any material which contains microorganisms should be treated first and thereafter, with proper treatment should be thrown properly.

We do the treatment due to the reason:1) If it contains pathogenic microorganisms, the disease may transmit or spread to the healthy person and 2) It may contaminate soil and cause soil and cause soil water and air pollution. Hence for such hazard , we do proper treatment to kill microorganisms.

The infected material is generally the soil or liquid culture media which contaminate our environment Hence this we disposed off after autoclaved first and then it is allowed to incinerate .But the microbial contaminates contains materials shoy be treated with some disinfectant and thereafter autoclaved by putting them in a suitable container. The material should be discarded.Some time we add HCL is to hydrolyse the agar , if present in the medium .This is added before autoclaving .It may also contain cotton plugs, paper, cotton clothe swabs , gloves, pins , appendorfs, gel material, etc.

The resistant forms such as bacterial spores,etc .should be autoclaved twice to kill them before their safe disposal. All such laboratory material should be disposed off after autoclaving. The media containing microorganisms (culture) should also be autoclave separately treated with disinfectant and putting them in a suitable container.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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	A. Any 4 or all of the above
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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 5.Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	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	A. Any 4 or all of the above

**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	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**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**

A. Any 4 or all 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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. The Institution has a code of conduct for students and a separate code of conduct for teaching and non- teaching staff which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. Every year national festivals and other events are conducted to emphasize the importance of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. NSS and "Unnat Bharat Abhiyan" activities of our institution mitigate the socioeconomic diversities and progress them towards leading to a tolerant and harmonious living. Cultural committee, through various competitions and invited lectures, educates the students and makes them aware of their social responsibilities and understand the implications of their actions. In cultural programs, traditions of various regions are respected. Students are involved and encouraged to participate in various co-curricular and extracurricular activities to make them mingle with one another and share their opinions and disagreements in a harmonious manner.

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

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

Sitabai Arts College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to maintain conduct as a responsible citizen. The institute hoists the flag during national festivals to inspire students and staff by instilling the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The students are inspired by conducting various programs based on culture, traditions, values, duties and responsibilities by inviting outside people. For intellectual, mental, physical and spiritual development of the students and staff, the institute conducts yoga and music classes. Institute establishes policies

that reflect core values. Code of conduct is prepared for students and staff and they are encouraged to follow and maintain good conduct. Guest lectures of eminent personalities are arranged on ethics, values, duties and responsibilities and environment protection. The institute organized awareness program on "Traffic rules and regulations" to give guidelines to students on road safety and encouraging them to follow traffic rules responsibly. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution, Debates. NSS activities of our institution designed considering Philanthropic initiatives that include donation of time or resources to government, charities and organizations at local, national levels to help victims during natural disasters. The institute time to time conducted essay competition and elocution competition on "universal values and ethics". The institute conducted awareness programs including rallies on plastics ban, cleanliness, Swachh Bharat etc. involving students. Visits to Old age Home, School for blind deaf and dumb, Orphanage are organized for the students to make them aware regarding their responsibility towards the society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	NIL
Any other relevant information	Nil

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

B. Any 3 of the above

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	View File
Any other relevant information	No File Uploaded

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

In keeping with the Mission and Vision of the institute, that aims to inculcate values and nationalism amongst the students by celebrating the national/state festivals and birth anniversaries of great Indian personalities on the college campus every year. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Talks, Essay writing, and Elocution. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

Republic Day and Independence Day, Gandhi Jayanthi , Youth Day, National Unity Day, National Voters Day, International Yoga Day, National Pollution Day, Earth Day, National Education Day, World Environmental Day, women's Day, Teachers Day, Hindi Day, math day, Constitution Day, Maharashtra day, Dr. Babasaheb Ambedkar birth anniversary, Society inauguration day etc. are celebrated with relevant activities that suit the purpose and its fulfilment.

The celebration of all the above days,

- Enhances students' sensitivities towards traditions and legacies and provides them a platform to learn skills of event management and boosts their confidence.
- Makes them responsible citizens as they learn a few things about their duties and rights. Patriotism is also developed among them.
- Students become well aware about the need to conserve nature.
- It is a stepping stone for them towards becoming good professionals with competency and moral outlook.

Republic Day and Independence Day:

Every year the Institution celebrates Republic Day and Independence Day by hoisting the national flag at the auspicious hands of Chief Guest of the Programme. Students and staff salute the flag and then sing the National Anthem.

Gandhi Jayanthi :

Gandhi Jayanthi is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The NSS unit organized mass pledge in accordance with the Prime Ministers' urge for 'Swachh Bharat Abhiyaan'. The institute stakes part in Swachh Bharat Abhiyan i.e. cleanliness drive on the campus.

Teachers Day:

The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli Radha Krishnan, a great teacher. On this day the Institution felicitates eminent personalities from the educational field. This Day is celebrated with zeal and fervour. This gives an opportunity to the students to know the worth of teachers as nation builders. This also helps those students who look forward to Teaching as their preferred career option.

International Yoga Day:

International Yoga day is celebrated on 21st June every year on the campus. The sessions include orientation on Yoga, its mental and physical benefits and actual performance of some yoga asanas.

Constitution Day:

Constitution Day is observed by giving oath of Constitution to the students. This activity generates awareness about the importance of our constitution and our role as citizens of our country.

Hindi Day Celebration:

Hindi Day celebration on 14th September is significant as students reaffirm their commitment to this language.

Marathi day Celebration:

Marathi Day celebration on 27th February on the occasion of birth anniversary of well known poet V. V. Shirvadkar aka kusumagraj is significant as students reaffirm their commitment to this language.

Maha pari nirvan day celebration :-

Mahaparinirvan day celebrates on 6th December on the occasion of death anniversary of Dr. Babasaheb Ambedkar.

In keeping with the Mission and Vision of the institute, that aims to inculcate values and nationalism amongst the students by celebrating the national/state festivals and birth anniversaries of great Indian personalities on the college campus every year. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Talks, Essay writing, and Elocution. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

Republic Day and Independence Day, Gandhi Jayanthi , Youth Day, National Unity Day, National Voters Day, International Yoga Day, National Pollution Day, Earth Day, National Education Day, World Environmental Day, women's Day, Teachers Day, Hindi Day, math day, Constitution Day, Maharashtra day, Dr. Babasaheb Ambedkar birth anniversary, Society inauguration day etc. are celebrated with relevant activities that suit the purpose and its fulfilment.

The celebration of all the above days,

- Enhances students' sensitivities towards traditions and legacies and provides them a platform to learn skills of event management and boosts their confidence.
- Makes them responsible citizens as they learn a few things about their duties and rights. Patriotism is also developed among them.
- Students become well aware about the need to conserve nature.
- It is a stepping stone for them towards becoming good professionals with competency and moral outlook.

Republic Day and Independence Day:

Every year the Institution celebrates Republic Day and Independence Day by hoisting the national flag at the auspicious hands of Chief Guest of the Programme. Students and staff salute the flag and then sing the National Anthem.

Gandhi Jayanthi :

Gandhi Jayanthi is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The NSS unit organized mass pledge in accordance with the Prime Ministers' urge for 'Swachh Bharat Abhiyaan'. The institute stakes part in swachh Bharat Abhiyan i.e. cleanliness drive on the campus.

Teachers Day:

The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli Radha Krishnan, a great teacher. On this day the Institution felicitates eminent personalities from the educational field. This Day is celebrated with zeal and fervour. This gives an opportunity to the students to know the worth of teachers as nation builders. This also helps those students who look forward to Teaching as their preferred career option.

International Yoga Day:

International Yoga day is celebrated on 21st June every year on the campus. The sessions include orientation on Yoga, its mental and physical benefits and actual performance of some yoga asanas.

Constitution Day:

Constitution Day is observed by giving oath of Constitution to the students. This activity generates awareness about the importance of our constitution and our role as citizens of our country.

Hindi Day Celebration:

Hindi Day celebration on 14th September is significant as students reaffirm their commitment to this language.

Marathi day Celebration:

Marathi Day celebration on 27th February on the occasion of birth anniversary of well known poet V. V. Shirvadkar aka kusumagraj is significant as students reaffirm their commitment to this language.

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death anniversary of Dr. Babasaheb Ambedkar.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

I - Equal Opportunity to all:-

The college provides equal opportunity to the all students? giving free admission to them. Nearly 80 students are from backward class community. The college makes special efforts for the development of the students belonging to backward community especially C/ST/VJNT/OBC/Minority/Handicapped. Goal The goal is to provide equal opportunity of development for the student of weaker section of society and to increase the participation of these students in higher education of the institution. The context This practice reduces the inequality among the students. The Practice The various scholarships enables the students belonging to the backward classes to continue their education. The college provides free admission. The English remedial coaching classes are conducted for the students belonging to the backward classes. Special career guidance activities are arranged regularly to help them for the preparation of MPSC and other competitive examinations. The communication skills classes are also conducted for the students belonging to the backward classes. Evidence of

Success The students belonging to the backward community have take the full advantage of the different courses conducted by the college. The remedial coaching classes help to increase the students skills and ability in the subject. **Problem Encountered and Resources required** The University Grants Commission provides grant for the remedial coaching so, college does not face any financial problem to run the program.

II - Best Practice The Felicitation of Students and the Staff :-

The college felicitate merit students and the staff for their outstanding performance in the different academic activities. The meritorious students are felicitated by giving prizes, medals and certificate of excellence. The staff members are also felicitated for their outstanding performance in research and academic activities. The felicitation programme is organized every year.

1. Goal The Goal of this best practice is to inspire the students and the staff for their achievement and to boost them for better performance for the development of the society. **2. The Context** Because of the felicitation the students gets moral support to give best performance. The students get prepared for the upcoming

responsibilities and challenges in their life. These students are the alumni of the college and in the future of the college can seek valuable instructions from these alumni for the progress of the institute. **3. The Practice** Every year the meritorious students of the college are felicitated. The students who have given outstanding performance in the N.C.C and N.S.S. Unit are also felicitated. The teaching and non teaching staffs of the college are also felicitated for their extraordinary achievement. Publicity is given to the all

meritorious students in the college magazine.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

Sitabai Arts college ,Akola the welknown institution established in the year 1938 (before independence) has emerged as one of the unique intitutions in vidarbha region.The College has completed 83 years of its existence by promoting excellence in the field of Higher education. This Institution has earned its reputation for being a premier Institution in the State .This instituion has produced severel politions ,adcademicians ,Advocates,Engineers and also doctors of national repute.This is the only institution which was formed by the teachers welknown as" SAPTARSHI"s.In the begining it was a single faculty arts collge at the begining.Because of dedicated efforts of faculties and management Science ,Commerce and Law faculty were introduced.Bacause of the fast growth of the institution it was inavitable to seperate the Science,Commerece and Law faculty.In the year 1961 commerce faculty was seperated emerged as a seprate commerce collge named as Smt.L.R.T.Commerce College.The science faculty was sepreted in the year 1971 and law faculty seperated in the year 2007.Due to need of the hour again the histry repeated and science and commerce faculty were introduced in the year 2017.

Our institution is the student centred instituion the focus of all our efforts is on the development ,pramotion ,support and empowerment of students moral intellectual and professional abilities as well as social and cultural responsibilities .To attain all these goals we never deprive any section of the society for admission.Approximatley 90 percent of the students intake is from weaker section of the society.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To introduce some more job -oriented and skill based Courses.
2. Up gradation of computer lab with latest configuration of PCs.
3. Up gradation of Library Software SOUL2.0 to SOUL 3.0

4. To Apply for the National Institutional Ranking Framework (NIRF).
5. The IQAC plans to conduct an environmental audit
6. The college plans to start PG program in Science.
7. To apply for the 4th cycle of NAAC.
8. To organize international/National/state level seminar/conference/workshops.
9. To apply for Ph.D. research centre in new subjects.
- 10 To sign MoU with other institutions.
11. Covid 19 Vaccination to all the students of the college .
- 12 To Prepare Institution for New Education Policy