



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		Arts,Commerce College Yeoda
• Name of the Head of the institution	Dr.Y G Singh	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	07224299014	
• Mobile No:	9657233055	
• Registered e-mail	acollegeyeoda@gmail.com	
• Alternate e-mail		
• Address	At &Post Yeoda TQ-Daryapur	
• City/Town	Dist-Amaravati	
• State/UT	Maharashtra	
• Pin Code	444706	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	SGB Amaravati University Amaravati				
• Name of the IQAC Coordinator	Dr. Sayyad Sajjad Sayyad Mushtaque				
• Phone No.					
• Alternate phone No.	07224299014				
• Mobile	7020361375				
• IQAC e-mail address	iqacaccy@gmail.com				
• Alternate e-mail address	accollegeyeoda@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.accy.ac.in/pdf/38445.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.accy.ac.in/pdf/academic2023-24.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.52	2017	30/10/2017	29/10/2022
Cycle 2	B	2.21	2024	12/07/2024	11/07/2029
6. Date of Establishment of IQAC			15/08/2016		
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 IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Organisation of a National Online Conference.		
2. Publication of an Online Book.		
3. Organisation of Value-Added Courses.		
4. Hosting an Online Yoga Workshop.		
5. Implementation of PhD Coursework		
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	
Organisation Value Added Courses	Several departments conducted Value Added Courses	
Organisation of extra curricular activities	Voter Awareness Rally, Blood Donation Camp, AIDS Eradication Rally etc.	
Organisation of Slow and Advanced Learners Classes	Slow and Advanced Learners Classes were conducted.	
Publication of Research Paper	Research Papers were published	
Organisation of study tours\visits	Study tours and visits were conducted	

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
CDC	17/12/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2023-24	17/12/2024
15. Multidisciplinary / interdisciplinary	
<p>The institution is affiliated with Sant Gadge Baba Amravati University, Amravati, and offers academic programmes across two faculties: Arts and Commerce. The Faculty of Arts encompasses a diverse array of interdisciplinary subjects, including Sociology, History, Economics, Political Science, Home Economics, Music, and various languages such as Urdu, Persian, Marathi, English, as well as Marathi Literature, Urdu Literature, and Persian Literature. In addition to undergraduate programmes, the institution offers postgraduate courses in English and History, enabling students to engage in advanced studies in these disciplines. As an affiliated institution, it strictly adheres to the guidelines and regulations the affiliating university prescribes. Accordingly, the policies and practices outlined in the National Education Policy 2020 (NEP-2020) are meticulously followed and integrated into its academic framework. The institution strives to deliver a holistic and enriching educational experience through its wide-ranging academic offerings and unwavering commitment to excellence. It seeks to empower students to excel in their respective fields of study and make meaningful contributions to society.</p>	
16. Academic bank of credits (ABC):	
<p>The institution adheres to the Academic Bank of Credits (ABC) system as outlined by the University Grants Commission (UGC) and the affiliating university's guidelines. The ABC system, introduced under the National Education Policy 2020 (NEP-2020), enables students to accumulate and transfer credits earned across various courses throughout their academic journey, thereby promoting flexibility and mobility in education. By implementing the ABC</p>	

system, the institution ensures that students benefit from a modern and dynamic academic framework designed to meet the evolving needs of higher education. The credit-based approach fosters a learner-centric environment and aligns with the broader objectives of NEP-2020. As a forward-thinking institution, it remains committed to providing a high-quality educational experience that is both innovative and compliant with the guidelines established by the UGC and the affiliating university. The institution regularly reviews and updates its academic practices to remain aligned with national educational reforms and policies.

17.Skill development:

The institution does not currently offer dedicated skill development courses. However, faculty members actively encourage students to participate in skill development and value-added courses available externally. Additionally, all departments endeavour to instill an awareness of the significance of skill development through their teaching practices. Periodically, the institution organises certificate courses to supplement the student's academic and professional growth. In its commitment to providing quality education and fostering intellectual growth, the institution also places a strong emphasis on enhancing students' confidence and self-esteem. Furthermore, all departments prioritise the promotion of human values, integrating these principles into their teaching methodologies to nurture well-rounded individuals.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college offers a diverse range of academic programmes, including subjects such as Urdu, Persian, Marathi, English, Urdu Literature, Persian Literature, and Marathi Literature, alongside various interdisciplinary disciplines. Communication within the institution is conducted in Hindi, Marathi, and English, along with local dialects, reflecting the linguistic and cultural richness of the region. By integrating the Indian Knowledge System into its curriculum through these languages, the institution fosters an appreciation of Indian culture, tradition, and philosophy, shaping students into responsible and conscientious citizens.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-Based Education (OBE) is an educational framework that centres the learning process around clearly defined goals. Each subject specifies particular outcomes that students are expected to achieve by the conclusion of the syllabus or course. While OBE does not dictate a fixed teaching methodology or assessment style,

regular classes, internal assessments, and the active involvement of teachers play a pivotal role in enabling students to meet these objectives. Faculty members adopt multiple roles, including those of instructor, trainer, guide, and mentor, to support students in their learning journey. OBE places significant emphasis on the development of a wide range of skills, such as life skills, foundational skills, professional and vocational competencies, intellectual abilities, and interpersonal and personal skills. All teachers are dedicated to achieving the goals of OBE and ensuring its successful implementation.

20.Distance education/online education:

The affiliating university currently does not offer online courses. However, students are encouraged to enroll in alternative learning opportunities, such as Massive Open Online Courses (MOOCs) and online skill development programmes, to enhance their knowledge and competencies. Faculty members effectively employ online lecture methods to facilitate teaching and ensure an engaging learning experience. Furthermore, students are provided with a range of online study materials, including notes and multiple-choice questions (MCQs), to support and strengthen their academic progress.

Extended Profile

1.Programme

1.1	13
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	719
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	260
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		120
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	View File	
3.Academic		
3.1		15
Number of full time teachers during the year		
File Description		Documents
Data Template	View File	
3.2		18
Number of Sanctioned posts during the year		
File Description		Documents
Data Template	View File	
4.Institution		
4.1		10
Total number of Classrooms and Seminar halls		
4.2		11.79
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		12
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution strictly adheres to the curriculum prescribed by Sant Gadge Baba Amravati University, Amravati. Teachers design and implement the annual plan accordingly. The Principal gathers feedback from departmental meetings to ensure smooth progress and equitable distribution of syllabi among faculty members, ensuring the timely completion of the assigned syllabus.

For student assessment, various methods such as Unit Tests, Viva Voce, Practicals, Internals, and group discussions are employed by the departments. Unit Tests are conducted regularly to monitor students' progress. Semester-wise examinations, organised by the affiliating university, provide a comprehensive evaluation of students' academic performance. This approach ensures effective teaching and assessment, creating a conducive learning environment for students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://sgbau.ac.in/Syllabus/syllabus.aspx

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

At the beginning of each academic session, the affiliating university releases its calendar, which the institution duly follows when preparing its own academic calendar in accordance with the university's guidelines. This ensures effective scheduling and coordination. The academic calendar includes the unit test schedule within the semester and a preparatory test at the semester's end, allowing for proper planning and preparation.

Additionally, the institution incorporates co-curricular activities such as subject inaugurations, conferences, and field visits, alongside extracurricular activities like sports exhibitions, outreach programmes, and in-depth activities, during the planning phase of the academic calendar. Teachers maintain oversight and ensure adherence to the curricular delivery programme through a well-structured teaching plan, which is implemented via daily notes. This meticulous approach ensures the seamless execution of the

curriculum.

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

1.1.3 - Teachers of the Institution participate in B. Any 3 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	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

7

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

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

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

4

File Description	Documents
Any additional information	View File
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

719

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

252

File Description	Documents
Any additional information	View File
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 institution, as an affiliating college, aims to instill values and ethics in its students through various co-curricular activities, fostering a well-rounded education that extends beyond standard curriculum delivery. Programs throughout the year promote universal moral and social values, gender sensitivity, and environmental awareness:

1. Gender Sensitization: Workshops, seminars, and lectures raise awareness on gender issues.
2. Environmental Education: Projects, fieldwork, and a Green Audit engage students in environmental consciousness, along with online quizzes to enhance eco-awareness.

3. **Human Values through NSS:** The NSS unit refers to the University's NSS Handbook to educate students on civic duties and responsibilities.
4. **Community Outreach:** Social welfare and outreach programs encourage active community involvement.
5. **Observance of Important Days:** Celebrations like Youth Day, World Environment Day, International Women's Day, International AIDS Day, Mother Tongue Day, Education Day, Ghalib Day, and Vachan Prerna Divas foster awareness and respect for cultural and social values.

Through these diverse activities, the institution ensures that students gain a comprehensive understanding of ethics, social responsibility, and community values.

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

2

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

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

40

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

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

A. All of the above

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

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

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	Nil

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

2.1.1.1 - Number of sanctioned seats during the year

500

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**

248

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 adopts a comprehensive approach to assess and support the learning levels of its students, offering tailored programmes for both advanced and slow learners. For advanced learners, the following strategies are implemented:

1. Assigning more complex and intellectually stimulating home assignments.
2. Providing access to a well-equipped library with advanced reference materials.
3. Offering incentives and recognition in the form of prizes for outstanding achievements.
4. Encouraging participation in inter-college and intra-college competitions to foster a competitive spirit.

To support slow learners, the following strategies are employed:

1. Conducting one-on-one interactions to understand the challenges faced by students in need.
2. Identifying specific areas of weakness to address them effectively.
3. Administering special tests designed for slow learners to assess their progress accurately.
4. Organising remedial classes tailored to their needs, offering additional

support beyond regular class hours.

Through these thoughtful initiatives, the institution cultivates an inclusive learning environment that empowers all students to reach their full potential.

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

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

Number of Students	Number of Teachers
719	15

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

Learning is made more student-centric through a blend of traditional and modern teaching methods, fostering a holistic approach to education.

1. To move beyond theoretical knowledge, the institution employs various student-centric learning techniques such as workshops, seminars, film screenings, group discussions, and field trips, which inspire and actively engage students. 2. Student-centric methods are an integral part of the faculty's pedagogy, supported by the college through modern facilities, including smart classrooms, interactive projectors, smartboards, and a well-equipped computer lab, leveraging technology to enhance the learning experience.

Department-specific initiatives include:

1. The Department of Urdu organises programmes to commemorate the anniversaries of Urdu legends like Allama Iqbal and Mirza Ghalib, fostering awareness and appreciation of their contributions. 2. The Department of English conducts activities such as grammar tests and

spoken and written English sessions to strengthen students' language skills. 3. The Department of Marathi organises poster-making and quiz competitions, encouraging creativity and knowledge-sharing. 4. The Language Literary Forum (English, Marathi, Urdu, and Persian) hosts various events to improve students' skills and instil human values. 5. The Department of Commerce arranges visits to banks and small-scale industries, providing practical exposure and insights into industry practices.

The institution's proactive approach and diverse initiatives create a student-centric learning environment, empowering learners to develop comprehensive skills and knowledge.

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

1. The institution's ICT-enabled learning environment fosters the development of creative thinking, critical analysis, and scientific temper among students.

2. Teachers utilize ICT tools intermittently, with some having established YouTube channels to share study materials with college students and the wider public. 3. Faculty members have the necessary resources to create computer-aided teaching and learning materials. Both faculty and students have access to modern teaching aids. 4. During the pandemic, ICT proved to be an effective mode of teaching and learning. Regular classes were conducted through online platforms, following a structured routine set by the institution. Additionally, subject-specific WhatsApp groups were created. 5. Beyond facilitating teaching and learning, these WhatsApp groups also-ran convey important instructions, examination details, scholarship information, and updates on various activities and programmes to the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

13

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

15

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

12

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

28

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.

Internal Assessment Framework

- 1. Assessment Committee:** The institution has established a dedicated committee to ensure fair and transparent implementation of internal assessments
- 2. Examination Committee:** This committee is responsible for coordinating all internal examinations, ensuring consistency and adherence to institutional standards.
- 3. Coordinator's Role:** The committee coordinator supervises the conduction and evaluation of various assessments, including Unit Tests and Common Tests, to maintain smooth operations.
- 4. Examination Process:** The examination process includes careful question paper setting, timely evaluation of answer scripts, and effective management of marks within the specified timeframe.
- 5. Internal Evaluation Methods:** Regular tutorials are conducted, and the internal evaluation system consists of Internal

Examinations, Viva-voce, Practical assessments, and Incentive Marks.

This structured approach to internal assessments fosters a fair and organized evaluation environment, supporting student learning and academic integrity.

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

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

Transparent Internal Assessment System

The institution has a well-organized internal assessment system to ensure fairness and transparency. A dedicated committee oversees the entire process, ensuring academic integrity.

Examination Committee Oversight

The Examination Committee coordinates all internal assessments, including Unit Tests and Common Tests, ensuring that assessments are conducted smoothly and on time.

Committee Coordinator's Role

The Committee Coordinator supervises all internal exams, from question paper setting to the evaluation of answer scripts, ensuring timely and accurate results.

Diverse Evaluation Methods

Internal assessments include written exams, viva-voce, practicals, and incentive marks. These varied methods provide a comprehensive assessment of students' knowledge and skills.

Question Paper Preparation

Question papers are prepared carefully, aligning with the syllabus to ensure fair and relevant assessment.

Timely Evaluation and Marks Management

Answer scripts are evaluated promptly, and marks are managed efficiently within set timelines to ensure students receive timely feedback.

Student Support and Feedback

After assessments, students receive constructive feedback and support through tutorials, helping them to improve their performance.

Consistent Grading Protocols

Standardized grading ensures fairness, with consistent evaluation criteria across all assessments. This process reflects the institution's commitment to maintaining academic standards.

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

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs) Framework

Program Outcomes are developed around four primary attributes:

- 1. Knowledge Outcomes:** These focus on disciplinary knowledge and specialized skills within the subject area.
- 2. Skill Outcomes:** Emphasis is placed on communication abilities, research-related skills, and other practical competencies.
- 3. Generic Competencies:** Students are equipped with critical thinking, problem-solving, analytical reasoning, teamwork, and more.
- 4. Attitude/Values Outcomes:** Promoting scientific reasoning, ethical awareness, and lifelong learning is integral to the institution's mission.

Formulation Process

Course coordinators design POs, with teachers, under departmental guidance, defining Course Outcomes (COs). Feedback from alumni and other stakeholders is also incorporated.

Communication of POs, PSOs, and COs

A range of methods ensures broad dissemination and accessibility of academic outcomes:

1. **Website Access:** All departmental POs, PSOs, and COs are displayed under the IQAC tab.
2. **Induction Programs:** New students are introduced to POs and PSOs.
3. **Parent-Teacher Meetings:** Parents are informed about the outcomes.
4. **Introductory Lectures:** Teachers introduce students to subject-specific COs each term.
5. **Departmental Meetings:** Heads communicate POs and PSOs to faculty members.

These initiatives ensure clarity and alignment with the institution's academic goals across all stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Program Outcomes (POs) Framework

Program Outcomes (POs) are structured around four key attributes:

1. **Knowledge Outcomes:** Focus on disciplinary knowledge and subject-specific skills.

2. Skill Outcomes: Emphasize communication, research-related skills, and practical competencies.

3. Generic Competencies: Develop critical thinking, problem-solving, analytical reasoning, and teamwork.

4. Attitude/Values Outcomes: Foster scientific reasoning, ethical awareness, and a commitment to lifelong learning.

Formulation Process

The formulation of POs involves course coordinators creating them, while teachers, guided by department heads, define Course Outcomes (COs). Stakeholder feedback, especially from alumni, is also considered.

Communication Channels

Effective communication of POs, Programme Specific Outcomes (PSOs), and COs is maintained through various channels:

1. Website Access: POs, PSOs, and COs are available on the college website under the IQAC tab.

2. Induction Programs: New students are introduced to POs and PSOs during orientation.

3. Parent-Teacher Meetings: Parents are informed about academic outcomes.

4. Introductory Lectures: Teachers provide insights into subject-specific COs each term.

5. Departmental Meetings: Department heads communicate outcomes to faculty members.

This comprehensive communication strategy ensures that all stakeholders are informed about the institution's academic goals and expectations.

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

2.6.3 - Pass percentage of Students during the year

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

120

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://www.accy.ac.in/pdf/Feedback%202023-24.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

01

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

3.2 - Research Publications and Awards

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

the year

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

00

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

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

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

02

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

3.3 - Extension Activities

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

The institution is committed to shaping its students into responsible and noble citizens of the nation. To achieve this, all faculty members focus on instilling the importance of human values in their students. Additionally, to foster social sensitivity and awareness of societal responsibilities, various extension and outreach activities are organised throughout the year.

The following activities were carried out during the year:

1. The Department of NSS organised various extension activities, including Blood Donation Camps, Street Plays, Gender Sensitisation Programs, Environmental Awareness initiatives, and Human Values inculcation programs.

2. The Department of English conducted an outreach activity in a

neighbouring village under the concept "Mahavidyalaya Aplya Dari" (College at Your Door).

3. Tree Plantation drives and the observance of International Yoga Day were also part of the institution's efforts to engage students in community-focused and environmentally conscious activities.

These initiatives reflect the institution's dedication to promoting social responsibility and holistic development among its students.

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

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

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

00

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

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

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

00

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

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

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

169

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

3.4 - Collaboration

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

Nil

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college adheres to the infrastructure guidelines set forth in the Government of Maharashtra's resolution no. NGC 2012/(247/12)/MS4 dated 2nd September 2013. Situated in a peaceful rural area, the college offers quality education supported by the following facilities:

1. The college has a total of 8 classrooms, with 3 being equipped with ICT facilities for enhanced learning.
2. It houses 2 laboratories (Home Economics and Computer Lab), 2 staffrooms, and 1 seminar hall.
3. Additional infrastructure includes an open-air stage and storage rooms.
4. For sports and physical activities, outdoor facilities cater to cricket, kabaddi, long jump, kho-kho, athletics, volleyball, and basketball. Indoor games are facilitated in a multipurpose auditorium.
5. Basic amenities include separate staff and student parking, a canteen, drinking water coolers, first-aid services, solar-powered night lamps, and well-maintained washrooms for men, women, boys, and girls, along with a dedicated girls' common room.
6. The library is partially computerized, with a well-equipped stockroom and reading hall, providing an extensive collection of

books and resources to meet the needs of its users.

7. As part of its community outreach, the college offers its multipurpose hall and grounds free of cost to the underprivileged for events like marriages and religious processions (Dindis).

The college's well-maintained infrastructure and amenities contribute to creating a supportive learning environment while also promoting social welfare initiatives.

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

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

The institution is equipped with a spacious auditorium or multipurpose hall, serving as an ideal venue for cultural programs and indoor games. Additionally, an open-air stage is dedicated for flag hoisting ceremonies and various outdoor events. The college provides extensive sports facilities to promote physical fitness and healthy competition:

1. Indoor and Outdoor Sports Facilities:

- Outdoor spaces support football, hockey, athletics, and track and field events.
- Dedicated courts are available for volleyball and basketball.
- For indoor sports, students can engage in table tennis, carom, chess, and badminton in the multipurpose hall.

2. Promotion of Yoga: The institution celebrates International Yoga Day annually, with expert demonstrations highlighting the importance of yoga for physical and mental well-being.

3. Active Sports Committee:

- The Sports Committee actively organizes year-round sports activities, culminating in an annual sports meet.
- Many students have excelled at international, national, and regional competitions, bringing pride to the institution.

These facilities and initiatives reflect the college's dedication to fostering an active lifestyle, encouraging students to participate in sports and cultural events, and achieving excellence in both academics and extracurricular activities.

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

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

1179129

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

The college library, spanning 1500 sq. ft., holds a diverse collection of books covering various subjects. Automation is managed through Saral-Lib software, which supports functions like book acquisition and online journals, with special links for Marathi, Persian, and Urdu literature. Books are bar-coded for efficient tracking, and students receive bar-coded Borrowers' Tickets. Key services include circulation, reference, reprographic services, and an Online Public Access Catalog (OPAC) for resource discovery. The library also offers a reading room, periodicals, and conducts stock verification every five years.

With an open-access system and OPAC, the library ensures easy resource access. Multimedia and reprographic services are available, and CCTV surveillance ensures security. Users benefit from access to the National Digital Library (NDL) and dedicated sections for research scholars and career guidance. Special services include article indexing and multimedia aids for learning, with a focus on supporting research scholars and community engagement.

The library promotes reading through its Readers Club and conducts orientation programs to familiarize students with its services. These features contribute to an environment that supports academic excellence and research within the institution.

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

4.2.2 - The institution has subscription for the E. None of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

11.79

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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

53

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

4.3 - IT Infrastructure

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

The institute provides limited internet access, with exclusive

availability for staff members. The library is partially automated, integrating some digital systems. Processes such as admissions, salary distribution, and scholarship management are computerized. The college has 15 computers serving both academic and administrative purposes. Despite the lack of comprehensive internet infrastructure, the teaching and learning process continued efficiently through online platforms, mainly using WhatsApp groups to engage students. The institution has effectively utilized its available resources to ensure uninterrupted educational activities, demonstrating adaptability and innovation in managing online learning.

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

4.3.2 - Number of Computers

12

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

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

6.88

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

Classroom, furniture, and laboratory maintenance fall under the responsibility of department staff and attendants, with the Head of the Department overseeing these duties. Maintenance requests are submitted to the Principal, who assigns tasks accordingly. Technical support staff handle the upkeep of computers and peripherals, while the Physical Director and sports committee manage the maintenance of sports equipment, fitness facilities, and playing fields. Water pumping plants and sewage systems are maintained according to preventive schedules set by suppliers. The Principal submits maintenance proposals to the college management for decision-making, prioritizing tasks. Regular maintenance is carried out promptly, while larger projects are reserved for vacations. The Physical Education department ensures the proper care of sports facilities, and annual stock checks are conducted across all departments. The library offers reprographic services and routinely engages in activities such as weeding out old books, binding, and pest control. Through the collaboration of the Management, Principal, and College staff, infrastructure for academic, research, and extracurricular activities has been significantly strengthened and enhanced.

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

356

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

00

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**

C. 2 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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

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

5.2.2.1 - Number of outgoing student progression to higher education

28

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

00

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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)

Student Engagement in Activities

Students played a vital role in various college activities, contributing significantly to planning, organizing, and conducting events. Key highlights of their involvement include:

1. **Mentor-Mentee Scheme:** During the lockdown, this initiative facilitated effective communication between teachers and students, fostering support and guidance.
2. **Social Extension Activities:** Both the social extension

committee and various departments organized activities to engage students in community service.

3. **Mask Preparation Initiative:** Some students took the initiative to prepare masks for college staff and distribute them within the community, showcasing their commitment to health and safety.
4. **Departmental Contributions:** In different departments, students participated in creating banners, producing sanitizers and masks, and contributing articles, demonstrating their creativity and resourcefulness.
5. **Online Quizzes:** Students enthusiastically engaged in online quizzes related to various subjects, enhancing their knowledge and skills.
6. **Environmental Initiatives:** Despite pandemic limitations, students participated in small groups for activities like tree plantation and street plays, promoting environmental awareness and social responsibility.

Overall, students' active involvement has been instrumental in cultivating a positive and engaged college community, even in challenging circumstances.

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

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

355

File Description	Documents
Report of the event	No File Uploaded
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

Alumni Association and Engagement

The Alumni Association of the institution is currently unregistered, yet it plays a significant role in fostering connections between former and current students. An annual Alumni Meet is organized to facilitate this interaction. During these events, former students share their achievements, challenges, and experiences, providing valuable insights and motivation to current students.

These interactions not only inspire students but also help them understand the potential pathways available after graduation. The programs create a supportive network, allowing students to learn from the successes and complications faced by alumni, reinforcing the idea that overcoming difficulties is a shared journey. Through these initiatives, the institution strengthens its community and enhances the overall educational experience.

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

5.4.2 - Alumni contribution during the year **E. <1Lakhs**
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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

Decentralized Administration

Arts Commerce College, Yeoda, adopts a decentralized administration approach to foster transparency in decision-making. This model reflects the college's commitment to participative management across administrative and academic areas.

Leadership and Delegation

The college principal, authorized by the governing body, manages academic and co-curricular decisions. Regular governing body meetings provide oversight, ensuring consistent and effective operational practices.

Collaborative Meetings

The principal regularly meets with program coordinators to discuss departmental activities and align goals. In turn, program coordinators hold discussions with faculty and non-teaching staff within their departments to coordinate various activities and initiatives.

Committee Structure

Under the principal's direction and management guidance, the college forms committees to streamline and enhance institutional functions. This collaborative and transparent governance framework promotes effective stakeholder engagement, leading to enriched educational experiences for students and an efficient administrative setup.

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

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

Decentralized Administration Approach

Arts Commerce College, Yeoda, operates under a decentralized administration model, ensuring complete transparency and inclusivity in decision-making processes.

Commitment to Participative Management

The college upholds decentralization and participative management across all academic and administrative functions, fostering collaboration at every level.

Authority of the Principal

The principal, empowered by the governing body, holds responsibility for academic and co-curricular decision-making. Regular governing body meetings are conducted to monitor and support institutional operations effectively.

Collaborative Meetings and Idea Exchange

The principal regularly meets with program coordinators to discuss departmental activities, while program coordinators engage in discussions with faculty and non-teaching staff. This collaborative setup encourages idea exchange and addresses various concerns within departments.

Committee Formation for Operational Success

Guided by the management, the principal establishes various committees to ensure smooth operations and achieve institutional goals. Through its commitment to decentralization and participative governance, the college fosters transparency, stakeholder engagement, and a rich academic environment, promoting an efficient administrative structure.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Overview of Perspective Plan by IQAC

The college's Internal Quality Assurance Cell (IQAC) has developed a detailed perspective plan to enhance various institutional areas, crafted through extensive discussions with key stakeholders and with strong support from management.

Key Focus Areas of the Perspective Plan

1. Annual Quality Assurance Report (AQAR): IQAC prepares an AQAR to document and assess college activities.
2. Healthy Campus Environment: Ensuring a safe campus free from issues like ragging and harassment.
3. Collaborations: Establishing partnerships with local institutions and organizations.
4. Activity Expansion: Broadening curricular, co-curricular, and extracurricular programs.
5. Online Course Participation: Promoting MOOCs for enhanced learning.
6. ICT and Innovative Teaching: Encouraging staff to use digital tools and creative methods.
7. Sports Participation: Inspiring students to join national and international competitions.
8. Faculty Research: Supporting faculty in completing Ph.D. programs.
9. Professional Development: Motivating faculty to attend relevant development programs for API score improvement.
10. UGC and Government Programs: Engaging actively in sponsored initiatives.

Annual Review

A yearly review measures progress and effectiveness, ensuring continuous quality enhancement aligned with the college's advancement goals.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
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.

Administrative Structure of the College

The college's governance structure is organized into several bodies and committees to ensure smooth and efficient operations.

1. **Executive Body:** The main governing body, composed of 7 members, including the President, Secretary, and Treasurer, oversees all institutional operations.
2. **Principal:** Acting as the administrative head and member secretary of the College Development Committee (CDC), the Principal leads the institution with support from the Internal Quality Assurance Cell (IQAC).
3. **College Development Committee (CDC):** This committee includes 15 members such as HODs, teacher and non-teaching representatives, student and alumni representatives, and the IQAC coordinator. The CDC plays a vital role in development and decision-making.
4. **Internal Quality Assurance Cell (IQAC):** Comprised of 20 members, IQAC focuses on quality enhancement and includes faculty, students, alumni, and local industry representatives.
5. **Department Heads (HODs):** Each department is led by an HOD responsible for administration, reporting directly to the Principal.
6. **Administrative Support Staff:** The Office Head Clerk manages routine administrative tasks with the support of clerks and peons.
7. **Librarian:** Responsible for library resources, aiding both students and faculty.
8. **Decentralized Committees:** Various committees, including faculty, non-teaching staff, and students, handle specific responsibilities to enhance governance and quality.

This structure enables efficient administration and continuous

quality improvement within the college.

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Staff Support and Welfare Initiatives

- 1. Professional Development:** Teaching staff receive duty leave to attend UGC-MHRDC-sponsored courses like Orientation, Refresher, Short-Term programs, and FDPs to further their skills and knowledge.
- 2. Leave Entitlements:** Both teaching and non-teaching staff are eligible for various types of leave, such as Casual Leave, Medical Leave, and Maternity Leave, per state government, university, and UGC guidelines.
- 3. Sports and Recreation:** Indoor and outdoor sports facilities are available to all staff, encouraging physical fitness and recreational engagement.
- 4. Recognition and Benefits:** Staff achievements are celebrated by

the college, and adherence to GPF and DCPS norms is ensured to maintain financial support structures.

5. **Health and Well-Being:** Health camps are organized periodically to prioritize the physical and mental health of the staff, offering specialized medical assistance.
6. **Physical Fitness Facilities:** The Physical Education Department provides access to workout facilities and guidance from the director of physical education for staff wellness.
7. **Yoga and Relaxation Programs:** Yoga camps, conducted by experts, offer relaxation and stress relief, particularly benefiting senior staff.

These initiatives foster a supportive, health-conscious, and growth-oriented environment for college staff.

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

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

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

00

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

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

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

00

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

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

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

00

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

Performance Appraisal System

The institution follows a structured performance appraisal system aligned with UGC and Joint Directorate of Higher Education, Maharashtra guidelines. Key elements include:

1. **Teacher Submissions:** Teachers submit PBAS information annually to the Principal for assessment.
2. **IQAC Data Verification:** Teachers and cell-in-charges submit proformas to the IQAC, where data is collated and verified.
3. **Career Advancement:** PBAS records for Career Advancement (CAS) undergo scrutiny by an Internal Committee before submission to S.G.B. Amravati University.
4. **Confidential Reports:** Staff submit annual Confidential Reports to the Principal via department heads.
5. **Student Feedback:** Teacher performance is evaluated through student feedback, with the Principal offering constructive guidance.
6. **Daily Notes Diaries:** Staff maintain and submit monthly Daily Notes Diaries to the Principal.
7. **Regular Reviews by IQAC:** IQAC conducts periodic reviews of both academic and administrative progress.
8. **Departmental Feedback:** Following evaluations by the Principal and management, feedback is shared with departments for improvements.

This appraisal system, combining evaluation, feedback, and regular reviews, ensures continuous development in teaching quality and administrative efficiency.

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

6.4 - Financial Management and Resource Mobilization

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

Financial Audit Mechanism

The institution upholds financial transparency and accountability through regular internal and external audits.

Internal Audit:

1. **Transaction Verification:** The internal auditor checks all receipts and payment vouchers to validate transactions.

2. **Fund Utilization:** Ensures funds from various agencies are allocated and utilized correctly.

3. **Financial Discipline:** A dedicated mechanism is maintained to reinforce financial order within the college.

External Audit:

1. **Inventory Management:** An external auditor, appointed by the parent society, examines the purchase and dead stock registers.

2. **Library and Resource Management:** Reviews library records and the accession register for resource maintenance.

3. **Grant Compliance:** Verifies that grants are used according to procedures and budgetary guidelines.

4. **Query Resolution:** All auditor queries are addressed promptly, ensuring no unresolved issues.

This thorough audit system ensures adherence to financial regulations, promoting sound financial management and responsible resource use within the institution.

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)

00

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)	View File

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

Fundraising and Financial Management

The college generates funds from student fees and government salary grants, managed with a transparent and structured approach.

Purchasing Process:

- 1. Vendor Selection:** The Purchase Committee evaluates vendor quotations through a comparative analysis to ensure the best selection.
- 2. Campus Development:** The committee also authorizes infrastructure upgrades and other development projects.

Budget Planning and Approval:

- 1. Annual Budget:** Each year, the budget is carefully planned based on departmental, office, and committee needs.
- 2. Approval Process:** The budget is presented to and approved by the parent society, ensuring alignment with institutional goals.

Fund Utilization and Auditing:

- 1. Monitored Spending:** Non-budgeted expenses require special permission, ensuring strict budget adherence.
- 2. Audit Protocols:** Regular internal and external audits verify compliance and financial accountability.
- 3. Resource Allocation:** Student fees support faculty salaries and campus improvements, while library and sports fees reinforce respective facilities.

Technology and Maintenance:

1. **Tech Integration:** Technology is increasingly applied to enhance teaching and learning.

2. **Facility Upkeep:** Regular maintenance supports academic and physical infrastructure.

This effective financial management system guarantees transparency, supporting continuous academic and infrastructure improvements for the college community.

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

Role of IQAC as an Advisory and Evaluative Body

The Internal Quality Assurance Cell (IQAC) has been instrumental in enhancing the college's quality through strategic planning, especially during the 2020-21 academic year amid lockdown challenges. Its efforts ensured the continuity and effectiveness of curricular, co-curricular, and extracurricular activities.

Key Contributions:

1. **Quality Improvement:** Initiated by the Academic Planning Committee, which prepared detailed academic plans and optimized infrastructure use.
2. **Academic Calendar:** Prepared and uploaded on the institutional website.
3. **Curriculum and Process Enhancement:** Implemented strategies in curriculum development, teaching-learning, examinations, evaluation, and research.
4. **Capacity Building:** Conducted programs for staff, focusing on enhancing knowledge and skills.
5. **Digital Learning:** Emphasized and developed ICT tools for improved teaching, learning, and administration.
6. **Collaborations:** Established functional ties with institutions

and organizations.

7. **Pandemic Response:** Motivated staff and students to engage in community service.
8. **Webinars and Training:** Organized for teachers, students, and mentees.
9. **Stakeholder Feedback:** Gathered curriculum feedback and conducted Student Satisfaction Surveys.
10. **Departmental Goals:** Set and reviewed annually.
11. **Committee Review:** Assessed the effectiveness of college committees.

IQAC's comprehensive approach has significantly advanced the college's quality standards, promoting a positive learning environment for all stakeholders.

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

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

Functional Structure of the IQAC

The Internal Quality Assurance Cell (IQAC) of the college operates effectively, comprising a diverse group of representatives, including:

- Teacher Representatives
- Management Members
- Administrative Staff Representatives
- Nominees from Local Society
- Students
- Alumni
- Employers
- Industry
- Parents

Key Initiatives and Functions:

1. **Stakeholder Feedback:** A dedicated feedback committee within IQAC regularly collects input from various stakeholders. This feedback is essential for enhancing educational quality and involves actions such as:

- Communicating with teachers about suggested improvements.
- Proposing bridge courses, add-on courses, and remedial courses.
- Encouraging the use of ICT-based teaching methods.

2. **Induction Programs:** IQAC organizes programs for new students to familiarize them with the syllabus and college infrastructure, ensuring a smooth transition into the academic environment.

3. **Departmental Collaboration:** Regular presentations and discussions among departments facilitate the exchange of effective teaching methodologies, fostering a culture of collaboration.

4. **Training Sessions:** IQAC conducts training sessions to define and clarify learning outcomes, ensuring that faculty and students understand the expected achievements.

5. **Performance Reports:** Teachers are required to submit periodic reports on their teaching, learning, and co-curricular activities. This process helps maintain accountability and transparency.

6. **Performance Appraisal:** IQAC reviews the Annual Performance-Based Appraisal Forms submitted by teachers for API verification, promoting faculty performance improvement.

These initiatives showcase IQAC's vital role in advancing the college's academic and overall development. By fostering a collaborative and quality-driven learning environment, IQAC significantly contributes to enhancing the educational experience for both students and faculty.

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);

B. Any 3 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
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

The institution has implemented several initiatives to promote gender equity and equality among its students and staff. Gender equality principles are integrated into various aspects of campus life, such as co-curricular activities, admissions, administration, and academics. The institution regularly holds awareness programs focused on women's safety and security and celebrates Women's Day by sharing inspiring stories of successful women. A key focus is on encouraging the active participation of girls in both co-curricular and extracurricular activities, with gender equity awareness being raised during the Induction Program.

The institution also provides dedicated facilities for women, including a Girls' Common Room and separate areas in the library reading room. Safety measures are in place for both students and staff. Additionally, the institute follows gender-neutral policies, ensuring equal recognition for all faculty and appointing women as conveners of various committees.

In line with UGC norms, the institution has established committees to handle grievances, prevent sexual harassment, and maintain discipline. The Women's Cell plays a vital role in these efforts,

further contributing to the institution's commitment to gender equity.

File Description	Documents
Annual gender sensitization action plan	https://www.accy.ac.in/pdf/SSR/Criteria7/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.accy.ac.in/pdf/SSR/Criteria7/7.1.1.pdf

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

The institution actively promotes gender equity and equality among its students and staff by integrating these principles into co-curricular activities, admissions, administration, and academics. Regular awareness programs on women's safety and security are held, and Women's Day is celebrated by highlighting stories of successful women. A significant focus is on encouraging girls' participation in co-curricular and extracurricular activities, with gender equity awareness introduced during the Induction Program.

Dedicated facilities for women include a Girls' Common Room and separate sections in the library reading room, ensuring a safe environment for students and staff. The institution follows gender-neutral policies, offering equal recognition to all faculty and appointing women as conveners of various committees.

In accordance with UGC norms, committees are established to handle grievances, prevent sexual harassment, and maintain discipline, with the Women's Cell playing a crucial role in upholding gender equity. The institution is also committed to responsible waste management, ensuring that e-waste is transferred to certified e-waste recyclers. However, biomedical, hazardous chemical, or radioactive waste is not generated at the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 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 with trees and plants

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

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

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

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

D. Any 1 of the above

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

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

The institution prioritizes equality and fosters a harmonious work environment where students, staff, and management from diverse backgrounds coexist peacefully without discrimination. Socio-cultural and linguistic diversity is embraced, and the college celebrates national and international festivals to promote unity. A strict Zero Tolerance policy against discrimination is enforced across all departments and committees.

To accommodate a diverse population, administrative communications and academic materials are provided in both the official language and regional languages. The library offers a rich collection of resources, including literature in English, Marathi, Persian, and Urdu, providing diverse learning opportunities.

The institution remains committed to inclusivity, ensuring that its diverse community thrives in an environment of acceptance and respect in all aspects of its operations.

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

The institution is committed to raising awareness among students and

staff about the values, rights, duties, and responsibilities of citizens. It collaborates with various departments to organize programs that emphasize the role of civil society in today's democracy. These initiatives include blood donation camps, national day celebrations, cleanliness and tree plantation drives, Constitution Day observance, contributions to national disaster relief, environmental awareness campaigns, gender sensitization programs, and Voter's Day awareness activities.

Additionally, the institution focuses on educating students about civic values during their induction, while promoting environmental sustainability through efforts like maintaining a plastic-free campus. Despite the challenges posed by the pandemic, the institution's commitment to fostering responsible citizenship remains strong.

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

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

4. Annual awareness programmes on Code of Conduct are organized

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

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

During the academic year 2022-23, the institution continued its tradition of celebrating significant national and international events on campus with active student participation. Important days honoring national leaders, freedom fighters, and social reformers were observed with the involvement of both teaching and non-teaching staff, as well as students. These events typically began with an address by the Principal, who explained the significance of the day and its relevance in contemporary times. Students were encouraged to attend these celebrations in large numbers. The objective was to inspire students through the actions of the great personalities being honored, motivating them to contribute towards a brighter and stronger future for the nation.

National Day Celebrations: 1. Birth Anniversary of Dr. S. R. Ranganathan - 13th August 2022 2. Independence Day - 15th August 2022 3. Constitution Day - 26th November 2022 4. Babasaheb Ambedkar Mahaparinirwan Divas - 6th December 2022 5. Savitribai Phule Birth Anniversary - 3rd January 2023 6. Republic Day - 26th January 2023

International Day Celebrations: 1. World Environment Day - 5th June 2022 2. International Yoga Day - 21st June 2022 3. International Youth Day - 12th August 2022 4. World AIDS Day - 1st December 2022 5. International Women's Day - 8th March 2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

Best Practice 1: "Earn While Learn Program"

The "Earn While Learn" program at Arts Commerce College Yeoda provides financial support to students by offering them college-related tasks such as online admissions, scholarship management, and

computer work. This initiative helps students manage both their financial and academic responsibilities. Tasks are assigned based on skills and availability, with flexible hours and training provided. The program promotes self-reliance and responsibility, enhancing students' financial stability and academic performance while helping them develop essential skills. Challenges include the need for funding, coordination, and maintaining student interest, but the program has shown positive results in student engagement and financial well-being.

Best Practice 2: "Mahavidyalay Aaplya Dari" (College at Your Doorstep)

This initiative aims to reconnect students who have become disconnected from the college by organizing home visits. Faculty and staff visit students' homes to understand their challenges and encourage them to return to college. These personalized visits help establish connections with students and their families, addressing concerns and offering support. The initiative has led to improved attendance and academic performance among disengaged students. However, logistical issues and privacy concerns present challenges, requiring resources like transportation and staff training to ensure the program's success. Overall, both practices foster student engagement and community support.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Arts Commerce College Yeoda plays a crucial role in empowering rural communities through multilingual education, which drives socio-economic growth and fosters cultural inclusivity. The college prioritizes linguistic diversity by offering courses in English, Marathi, Urdu, and Persian, preserving local languages while equipping students with skills for global engagement.

By bridging linguistic divides, the college fosters social cohesion among students from diverse backgrounds, enhancing their employment prospects and entrepreneurial opportunities, which helps alleviate poverty in rural areas. Additionally, it preserves cultural identity

and promotes traditional practices through language courses, facilitating intergenerational knowledge transfer.

Despite challenges such as limited resources, faculty, and materials, the college can expand its programs through partnerships with institutions, nonprofits, and the private sector. These collaborations can enhance teacher training and curriculum development, addressing the needs of marginalized communities.

Overall, Arts Commerce College Yeoda exemplifies the transformative power of multilingual education, enriching cultural heritage while fostering socio-economic development. Its commitment to linguistic diversity ensures a more prosperous and inclusive future for rural communities.

File Description

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution strictly adheres to the curriculum prescribed by Sant Gadge Baba Amravati University, Amravati. Teachers design and implement the annual plan accordingly. The Principal gathers feedback from departmental meetings to ensure smooth progress and equitable distribution of syllabi among faculty members, ensuring the timely completion of the assigned syllabus.

For student assessment, various methods such as Unit Tests, Viva Voce, Practicals, Internals, and group discussions are employed by the departments. Unit Tests are conducted regularly to monitor students' progress. Semester-wise examinations, organised by the affiliating university, provide a comprehensive evaluation of students' academic performance. This approach ensures effective teaching and assessment, creating a conducive learning environment for students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://sgbau.ac.in/Syllabus/syllabus.aspx

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

At the beginning of each academic session, the affiliating university releases its calendar, which the institution duly follows when preparing its own academic calendar in accordance with the university's guidelines. This ensures effective scheduling and coordination. The academic calendar includes the unit test schedule within the semester and a preparatory test at the semester's end, allowing for proper planning and preparation.

Additionally, the institution incorporates co-curricular activities such as subject inaugurations, conferences, and field visits, alongside extracurricular activities like sports exhibitions, outreach programmes, and in-depth activities, during

the planning phase of the academic calendar. Teachers maintain oversight and ensure adherence to the curricular delivery programme through a well-structured teaching plan, which is implemented via daily notes. This meticulous approach ensures the seamless execution of the curriculum.

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

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

7

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

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

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

4

File Description	Documents
Any additional information	View File
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

719

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

252

File Description	Documents
Any additional information	View File
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 institution, as an affiliating college, aims to instill values and ethics in its students through various co-curricular

activities, fostering a well-rounded education that extends beyond standard curriculum delivery. Programs throughout the year promote universal moral and social values, gender sensitivity, and environmental awareness:

1. Gender Sensitization: Workshops, seminars, and lectures raise awareness on gender issues.
2. Environmental Education: Projects, fieldwork, and a Green Audit engage students in environmental consciousness, along with online quizzes to enhance eco-awareness.
3. Human Values through NSS: The NSS unit refers to the University's NSS Handbook to educate students on civic duties and responsibilities.
4. Community Outreach: Social welfare and outreach programs encourage active community involvement.
5. Observance of Important Days: Celebrations like Youth Day, World Environment Day, International Women's Day, International AIDS Day, Mother Tongue Day, Education Day, Ghalib Day, and Vachan Prerna Divas foster awareness and respect for cultural and social values.

Through these diverse activities, the institution ensures that students gain a comprehensive understanding of ethics, social responsibility, and community values.

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

2

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

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

40

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

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

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

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	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

500

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

248

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 adopts a comprehensive approach to assess and support the learning levels of its students, offering tailored programmes for both advanced and slow learners. For advanced learners, the following strategies are implemented:

1. Assigning more complex and intellectually stimulating home assignments. 2. Providing access to a well-equipped library with advanced reference materials. 3. Offering incentives and recognition in the form of prizes for outstanding achievements. 4. Encouraging participation in inter-college and intra-college competitions to foster a competitive spirit.

To support slow learners, the following strategies are employed:

1. Conducting one-on-one interactions to understand the challenges faced by students in need. 2. Identifying specific areas of weakness to address them effectively. 3. Administering special tests designed for slow learners to assess their progress accurately. 4. Organising remedial classes tailored to their needs, offering additional support beyond regular class hours.

Through these thoughtful initiatives, the institution cultivates an inclusive learning environment that empowers all students to reach their full potential.

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

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

Number of Students	Number of Teachers
719	15

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

Learning is made more student-centric through a blend of traditional and modern teaching methods, fostering a holistic approach to education.

1. To move beyond theoretical knowledge, the institution employs various student-centric learning techniques such as workshops, seminars, film screenings, group discussions, and field trips, which inspire and actively engage students. 2. Student-centric methods are an integral part of the faculty's pedagogy, supported by the college through modern facilities, including smart classrooms, interactive projectors, smartboards, and a well-equipped computer lab, leveraging technology to enhance the learning experience.

Department-specific initiatives include:

1. The Department of Urdu organises programmes to commemorate the anniversaries of Urdu legends like Allama Iqbal and Mirza Ghalib, fostering awareness and appreciation of their contributions. 2. The Department of English conducts activities such as grammar tests and spoken and written English sessions to strengthen students' language skills. 3. The Department of Marathi organises poster-making and quiz competitions, encouraging creativity and knowledge-sharing. 4. The Language Literary Forum (English, Marathi, Urdu, and Persian) hosts various events to improve students' skills and instil human values. 5. The Department of Commerce arranges visits to banks and small-scale industries, providing practical exposure and insights into industry practices.

The institution's proactive approach and diverse initiatives create a student-centric learning environment, empowering learners to develop comprehensive skills and knowledge.

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

1. The institution's ICT-enabled learning environment fosters the development of creative thinking, critical analysis, and scientific temper among students.

2. Teachers utilize ICT tools intermittently, with some having established YouTube channels to share study materials with college students and the wider public. 3. Faculty members have the necessary resources to create computer-aided teaching and learning materials. Both faculty and students have access to modern teaching aids. 4. During the pandemic, ICT proved to be an effective mode of teaching and learning. Regular classes were conducted through online platforms, following a structured routine set by the institution. Additionally, subject-specific WhatsApp groups were created. 5. Beyond facilitating teaching and learning, these WhatsApp groups also-ran convey important instructions, examination details, scholarship information, and updates on various activities and programmes to the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

13

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

15

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

12

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

28	
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.

Internal Assessment Framework

1. **Assessment Committee:** The institution has established a dedicated committee to ensure fair and transparent implementation of internal assessments
2. **Examination Committee:** This committee is responsible for coordinating all internal examinations, ensuring consistency and adherence to institutional standards.
3. **Coordinator's Role:** The committee coordinator supervises the conduction and evaluation of various assessments, including Unit Tests and Common Tests, to maintain smooth operations.
4. **Examination Process:** The examination process includes careful question paper setting, timely evaluation of answer scripts, and effective management of marks within the specified timeframe.
5. **Internal Evaluation Methods:** Regular tutorials are conducted, and the internal evaluation system consists of Internal Examinations, Viva-voce, Practical assessments, and Incentive Marks.

This structured approach to internal assessments fosters a fair and organized evaluation environment, supporting student learning and academic integrity.

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

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

Transparent Internal Assessment System

The institution has a well-organized internal assessment system to ensure fairness and transparency. A dedicated committee oversees the entire process, ensuring academic integrity.

Examination Committee Oversight

The Examination Committee coordinates all internal assessments, including Unit Tests and Common Tests, ensuring that assessments are conducted smoothly and on time.

Committee Coordinator's Role

The Committee Coordinator supervises all internal exams, from question paper setting to the evaluation of answer scripts, ensuring timely and accurate results.

Diverse Evaluation Methods

Internal assessments include written exams, viva-voce, practicals, and incentive marks. These varied methods provide a comprehensive assessment of students' knowledge and skills.

Question Paper Preparation

Question papers are prepared carefully, aligning with the syllabus to ensure fair and relevant assessment.

Timely Evaluation and Marks Management

Answer scripts are evaluated promptly, and marks are managed efficiently within set timelines to ensure students receive timely feedback.

Student Support and Feedback

After assessments, students receive constructive feedback and support through tutorials, helping them to improve their performance.

Consistent Grading Protocols

Standardized grading ensures fairness, with consistent evaluation criteria across all assessments. This process reflects the institution's commitment to maintaining academic standards.

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

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs) Framework

Program Outcomes are developed around four primary attributes:

1. **Knowledge Outcomes:** These focus on disciplinary knowledge and specialized skills within the subject area.
2. **Skill Outcomes:** Emphasis is placed on communication abilities, research-related skills, and other practical competencies.
3. **Generic Competencies:** Students are equipped with critical thinking, problem-solving, analytical reasoning, teamwork, and more.
4. **Attitude/Values Outcomes:** Promoting scientific reasoning, ethical awareness, and lifelong learning is integral to the institution's mission.

Formulation Process

Course coordinators design POs, with teachers, under departmental guidance, defining Course Outcomes (COs). Feedback from alumni and other stakeholders is also incorporated.

Communication of POs, PSOs, and COs

A range of methods ensures broad dissemination and accessibility of academic outcomes:

1. **Website Access:** All departmental POs, PSOs, and COs are displayed under the IQAC tab.
2. **Induction Programs:** New students are introduced to POs and PSOs.
3. **Parent-Teacher Meetings:** Parents are informed about the outcomes.
4. **Introductory Lectures:** Teachers introduce students to subject-specific COs each term.
5. **Departmental Meetings:** Heads communicate POs and PSOs to faculty members.

These initiatives ensure clarity and alignment with the institution's academic goals across all stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Program Outcomes (POs) Framework

Program Outcomes (POs) are structured around four key attributes:

1. **Knowledge Outcomes:** Focus on disciplinary knowledge and subject-specific skills.
2. **Skill Outcomes:** Emphasize communication, research-related skills, and practical competencies.
3. **Generic Competencies:** Develop critical thinking, problem-solving, analytical reasoning, and teamwork.
4. **Attitude/Values Outcomes:** Foster scientific reasoning, ethical awareness, and a commitment to lifelong learning.

Formulation Process

The formulation of POs involves course coordinators creating them, while teachers, guided by department heads, define Course Outcomes (COs). Stakeholder feedback, especially from alumni, is also considered.

Communication Channels

Effective communication of POs, Programme Specific Outcomes (PSOs), and COs is maintained through various channels:

1. **Website Access:** POs, PSOs, and COs are available on the college website under the IQAC tab.
2. **Induction Programs:** New students are introduced to POs and PSOs during orientation.
3. **Parent-Teacher Meetings:** Parents are informed about academic outcomes.
4. **Introductory Lectures:** Teachers provide insights into subject-specific COs each term.
5. **Departmental Meetings:** Department heads communicate outcomes to faculty members.

This comprehensive communication strategy ensures that all stakeholders are informed about the institution's academic goals and expectations.

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

2.6.3 - Pass percentage of Students during the year

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

120

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://www.accy.ac.in/pdf/Feedback%202023-24.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

01

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

3.2 - Research Publications and Awards

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

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

00

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

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

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

02

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

3.3 - Extension Activities

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

The institution is committed to shaping its students into responsible and noble citizens of the nation. To achieve this, all faculty members focus on instilling the importance of human values in their students. Additionally, to foster social sensitivity and awareness of societal responsibilities, various extension and outreach activities are organised throughout the year.

The following activities were carried out during the year:

1. The Department of NSS organised various extension activities, including Blood Donation Camps, Street Plays, Gender Sensitisation Programs, Environmental Awareness initiatives, and Human Values inculcation programs.

2. The Department of English conducted an outreach activity in a neighbouring village under the concept "Mahavidyalaya Aplya Dari" (College at Your Door).

3. Tree Plantation drives and the observance of International Yoga Day were also part of the institution's efforts to engage students in community-focused and environmentally conscious activities.

These initiatives reflect the institution's dedication to promoting social responsibility and holistic development among its students.

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

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

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

00

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

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

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

00

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

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

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

169

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

3.4 - Collaboration

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

Nil

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college adheres to the infrastructure guidelines set forth in the Government of Maharashtra's resolution no. NGC 2012/(247/12)/MS4 dated 2nd September 2013. Situated in a peaceful rural area, the college offers quality education supported by the following facilities:

1. The college has a total of 8 classrooms, with 3 being equipped with ICT facilities for enhanced learning.
2. It houses 2 laboratories (Home Economics and Computer Lab), 2 staffrooms, and 1 seminar hall.
3. Additional infrastructure includes an open-air stage and storage rooms.
4. For sports and physical activities, outdoor facilities cater to cricket, kabaddi, long jump, kho-kho, athletics, volleyball, and basketball. Indoor games are facilitated in a multipurpose auditorium.
5. Basic amenities include separate staff and student parking, a canteen, drinking water coolers, first-aid services, solar-powered night lamps, and well-maintained washrooms for men, women, boys, and girls, along with a dedicated girls' common room.
6. The library is partially computerized, with a well-equipped stockroom and reading hall, providing an extensive collection of books and resources to meet the needs of its users.

7. As part of its community outreach, the college offers its multipurpose hall and grounds free of cost to the underprivileged for events like marriages and religious processions (Dindis).

The college's well-maintained infrastructure and amenities contribute to creating a supportive learning environment while also promoting social welfare initiatives.

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

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

The institution is equipped with a spacious auditorium or multipurpose hall, serving as an ideal venue for cultural programs and indoor games. Additionally, an open-air stage is dedicated for flag hoisting ceremonies and various outdoor events. The college provides extensive sports facilities to promote physical fitness and healthy competition:

1. Indoor and Outdoor Sports Facilities:

- Outdoor spaces support football, hockey, athletics, and track and field events.
- Dedicated courts are available for volleyball and basketball.
- For indoor sports, students can engage in table tennis, carom, chess, and badminton in the multipurpose hall.

2. Promotion of Yoga: The institution celebrates International Yoga Day annually, with expert demonstrations highlighting the importance of yoga for physical and mental well-being.

3. Active Sports Committee:

- The Sports Committee actively organizes year-round sports activities, culminating in an annual sports meet.
- Many students have excelled at international, national, and regional competitions, bringing pride to the institution.

These facilities and initiatives reflect the college's dedication

to fostering an active lifestyle, encouraging students to participate in sports and cultural events, and achieving excellence in both academics and extracurricular activities.

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

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

1179129

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

The college library, spanning 1500 sq. ft., holds a diverse collection of books covering various subjects. Automation is managed through Saral-Lib software, which supports functions like book acquisition and online journals, with special links for Marathi, Persian, and Urdu literature. Books are bar-coded for efficient tracking, and students receive bar-coded Borrowers' Tickets. Key services include circulation, reference, reprographic services, and an Online Public Access Catalog (OPAC) for resource discovery. The library also offers a reading room, periodicals, and conducts stock verification every five years.

With an open-access system and OPAC, the library ensures easy resource access. Multimedia and reprographic services are available, and CCTV surveillance ensures security. Users benefit from access to the National Digital Library (NDL) and dedicated sections for research scholars and career guidance. Special services include article indexing and multimedia aids for learning, with a focus on supporting research scholars and community engagement.

The library promotes reading through its Readers Club and conducts orientation programs to familiarize students with its services. These features contribute to an environment that supports academic excellence and research within the institution.

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

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

E. None of the above

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

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

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

11.79

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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

53

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

4.3 - IT Infrastructure

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

The institute provides limited internet access, with exclusive availability for staff members. The library is partially automated, integrating some digital systems. Processes such as admissions, salary distribution, and scholarship management are computerized. The college has 15 computers serving both academic

and administrative purposes. Despite the lack of comprehensive internet infrastructure, the teaching and learning process continued efficiently through online platforms, mainly using WhatsApp groups to engage students. The institution has effectively utilized its available resources to ensure uninterrupted educational activities, demonstrating adaptability and innovation in managing online learning.

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

4.3.2 - Number of Computers

12

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

6.88

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

Classroom, furniture, and laboratory maintenance fall under the responsibility of department staff and attendants, with the Head of the Department overseeing these duties. Maintenance requests are submitted to the Principal, who assigns tasks accordingly. Technical support staff handle the upkeep of computers and peripherals, while the Physical Director and sports committee manage the maintenance of sports equipment, fitness facilities, and playing fields. Water pumping plants and sewage systems are maintained according to preventive schedules set by suppliers. The Principal submits maintenance proposals to the college management for decision-making, prioritizing tasks. Regular maintenance is carried out promptly, while larger projects are reserved for vacations. The Physical Education department ensures the proper care of sports facilities, and annual stock checks are conducted across all departments. The library offers reprographic services and routinely engages in activities such as weeding out old books, binding, and pest control. Through the collaboration of the Management, Principal, and College staff, infrastructure for academic, research, and extracurricular activities has been significantly strengthened and enhanced.

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

356

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**

00

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

C. 2 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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

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

5.2.2.1 - Number of outgoing student progression to higher education

28

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

00

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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)

Student Engagement in Activities

Students played a vital role in various college activities, contributing significantly to planning, organizing, and conducting events. Key highlights of their involvement include:

1. **Mentor-Mentee Scheme:** During the lockdown, this initiative facilitated effective communication between teachers and students, fostering support and guidance.
2. **Social Extension Activities:** Both the social extension

committee and various departments organized activities to engage students in community service.

3. **Mask Preparation Initiative:** Some students took the initiative to prepare masks for college staff and distribute them within the community, showcasing their commitment to health and safety.
4. **Departmental Contributions:** In different departments, students participated in creating banners, producing sanitizers and masks, and contributing articles, demonstrating their creativity and resourcefulness.
5. **Online Quizzes:** Students enthusiastically engaged in online quizzes related to various subjects, enhancing their knowledge and skills.
6. **Environmental Initiatives:** Despite pandemic limitations, students participated in small groups for activities like tree plantation and street plays, promoting environmental awareness and social responsibility.

Overall, students' active involvement has been instrumental in cultivating a positive and engaged college community, even in challenging circumstances.

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

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

355

File Description	Documents
Report of the event	No File Uploaded
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

Alumni Association and Engagement

The Alumni Association of the institution is currently unregistered, yet it plays a significant role in fostering connections between former and current students. An annual Alumni Meet is organized to facilitate this interaction. During these events, former students share their achievements, challenges, and experiences, providing valuable insights and motivation to current students.

These interactions not only inspire students but also help them understand the potential pathways available after graduation. The programs create a supportive network, allowing students to learn from the successes and complications faced by alumni, reinforcing the idea that overcoming difficulties is a shared journey. Through these initiatives, the institution strengthens its community and enhances the overall educational experience.

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	View File

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

Decentralized Administration

Arts Commerce College, Yeoda, adopts a decentralized administration approach to foster transparency in decision-making. This model reflects the college's commitment to participative management across administrative and academic areas.

Leadership and Delegation

The college principal, authorized by the governing body, manages academic and co-curricular decisions. Regular governing body meetings provide oversight, ensuring consistent and effective operational practices.

Collaborative Meetings

The principal regularly meets with program coordinators to discuss departmental activities and align goals. In turn, program coordinators hold discussions with faculty and non-teaching staff within their departments to coordinate various activities and initiatives.

Committee Structure

Under the principal's direction and management guidance, the college forms committees to streamline and enhance institutional functions. This collaborative and transparent governance framework promotes effective stakeholder engagement, leading to enriched educational experiences for students and an efficient administrative setup.

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

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

Decentralized Administration Approach

Arts Commerce College, Yeoda, operates under a decentralized administration model, ensuring complete transparency and inclusivity in decision-making processes.

Commitment to Participative Management

The college upholds decentralization and participative management across all academic and administrative functions, fostering collaboration at every level.

Authority of the Principal

The principal, empowered by the governing body, holds responsibility for academic and co-curricular decision-making. Regular governing body meetings are conducted to monitor and support institutional operations effectively.

Collaborative Meetings and Idea Exchange

The principal regularly meets with program coordinators to discuss departmental activities, while program coordinators engage in discussions with faculty and non-teaching staff. This collaborative setup encourages idea exchange and addresses various concerns within departments.

Committee Formation for Operational Success

Guided by the management, the principal establishes various committees to ensure smooth operations and achieve institutional goals. Through its commitment to decentralization and participative governance, the college fosters transparency, stakeholder engagement, and a rich academic environment, promoting an efficient administrative structure.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Overview of Perspective Plan by IQAC

The college's Internal Quality Assurance Cell (IQAC) has developed a detailed perspective plan to enhance various institutional areas, crafted through extensive discussions with key stakeholders and with strong support from management.

Key Focus Areas of the Perspective Plan

1. Annual Quality Assurance Report (AQAR): IQAC prepares an AQAR to document and assess college activities.
2. Healthy Campus Environment: Ensuring a safe campus free from issues like ragging and harassment.
3. Collaborations: Establishing partnerships with local institutions and organizations.
4. Activity Expansion: Broadening curricular, co-curricular, and extracurricular programs.
5. Online Course Participation: Promoting MOOCs for enhanced learning.
6. ICT and Innovative Teaching: Encouraging staff to use digital tools and creative methods.
7. Sports Participation: Inspiring students to join national and international competitions.
8. Faculty Research: Supporting faculty in completing Ph.D. programs.
9. Professional Development: Motivating faculty to attend relevant development programs for API score improvement.
10. UGC and Government Programs: Engaging actively in sponsored initiatives.

Annual Review

A yearly review measures progress and effectiveness, ensuring continuous quality enhancement aligned with the college's advancement goals.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
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.

Administrative Structure of the College

The college's governance structure is organized into several bodies and committees to ensure smooth and efficient operations.

1. **Executive Body:** The main governing body, composed of 7 members, including the President, Secretary, and Treasurer, oversees all institutional operations.
2. **Principal:** Acting as the administrative head and member secretary of the College Development Committee (CDC), the Principal leads the institution with support from the Internal Quality Assurance Cell (IQAC).
3. **College Development Committee (CDC):** This committee includes 15 members such as HODs, teacher and non-teaching representatives, student and alumni representatives, and the IQAC coordinator. The CDC plays a vital role in development and decision-making.
4. **Internal Quality Assurance Cell (IQAC):** Comprised of 20 members, IQAC focuses on quality enhancement and includes faculty, students, alumni, and local industry representatives.
5. **Department Heads (HODs):** Each department is led by an HOD responsible for administration, reporting directly to the Principal.
6. **Administrative Support Staff:** The Office Head Clerk manages routine administrative tasks with the support of clerks and peons.
7. **Librarian:** Responsible for library resources, aiding both students and faculty.
8. **Decentralized Committees:** Various committees, including faculty, non-teaching staff, and students, handle specific responsibilities to enhance governance and quality.

This structure enables efficient administration and continuous quality improvement within the college.

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Staff Support and Welfare Initiatives

- 1. Professional Development:** Teaching staff receive duty leave to attend UGC-MHRDC-sponsored courses like Orientation, Refresher, Short-Term programs, and FDPs to further their skills and knowledge.
- 2. Leave Entitlements:** Both teaching and non-teaching staff are eligible for various types of leave, such as Casual Leave, Medical Leave, and Maternity Leave, per state government, university, and UGC guidelines.
- 3. Sports and Recreation:** Indoor and outdoor sports facilities are available to all staff, encouraging physical fitness and recreational engagement.

4. **Recognition and Benefits:** Staff achievements are celebrated by the college, and adherence to GPF and DCPS norms is ensured to maintain financial support structures.
5. **Health and Well-Being:** Health camps are organized periodically to prioritize the physical and mental health of the staff, offering specialized medical assistance.
6. **Physical Fitness Facilities:** The Physical Education Department provides access to workout facilities and guidance from the director of physical education for staff wellness.
7. **Yoga and Relaxation Programs:** Yoga camps, conducted by experts, offer relaxation and stress relief, particularly benefiting senior staff.

These initiatives foster a supportive, health-conscious, and growth-oriented environment for college staff.

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

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

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

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

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

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

00

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

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

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

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

Performance Appraisal System

The institution follows a structured performance appraisal system aligned with UGC and Joint Directorate of Higher Education,

Maharashtra guidelines. Key elements include:

1. **Teacher Submissions:** Teachers submit PBAS information annually to the Principal for assessment.
2. **IQAC Data Verification:** Teachers and cell-in-charges submit proformas to the IQAC, where data is collated and verified.
3. **Career Advancement:** PBAS records for Career Advancement (CAS) undergo scrutiny by an Internal Committee before submission to S.G.B. Amravati University.
4. **Confidential Reports:** Staff submit annual Confidential Reports to the Principal via department heads.
5. **Student Feedback:** Teacher performance is evaluated through student feedback, with the Principal offering constructive guidance.
6. **Daily Notes Diaries:** Staff maintain and submit monthly Daily Notes Diaries to the Principal.
7. **Regular Reviews by IQAC:** IQAC conducts periodic reviews of both academic and administrative progress.
8. **Departmental Feedback:** Following evaluations by the Principal and management, feedback is shared with departments for improvements.

This appraisal system, combining evaluation, feedback, and regular reviews, ensures continuous development in teaching quality and administrative efficiency.

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

6.4 - Financial Management and Resource Mobilization

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

Financial Audit Mechanism

The institution upholds financial transparency and accountability through regular internal and external audits.

Internal Audit:

1. **Transaction Verification:** The internal auditor checks all

receipts and payment vouchers to validate transactions.

2. **Fund Utilization:** Ensures funds from various agencies are allocated and utilized correctly.

3. **Financial Discipline:** A dedicated mechanism is maintained to reinforce financial order within the college.

External Audit:

1. **Inventory Management:** An external auditor, appointed by the parent society, examines the purchase and dead stock registers.

2. **Library and Resource Management:** Reviews library records and the accession register for resource maintenance.

3. **Grant Compliance:** Verifies that grants are used according to procedures and budgetary guidelines.

4. **Query Resolution:** All auditor queries are addressed promptly, ensuring no unresolved issues.

This thorough audit system ensures adherence to financial regulations, promoting sound financial management and responsible resource use within the institution.

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)

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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)	View File

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

Fundraising and Financial Management

The college generates funds from student fees and government salary grants, managed with a transparent and structured approach.

Purchasing Process:

1. **Vendor Selection:** The Purchase Committee evaluates vendor quotations through a comparative analysis to ensure the best selection.
2. **Campus Development:** The committee also authorizes infrastructure upgrades and other development projects.

Budget Planning and Approval:

1. **Annual Budget:** Each year, the budget is carefully planned based on departmental, office, and committee needs.
2. **Approval Process:** The budget is presented to and approved by the parent society, ensuring alignment with institutional goals.

Fund Utilization and Auditing:

1. **Monitored Spending:** Non-budgeted expenses require special permission, ensuring strict budget adherence.
2. **Audit Protocols:** Regular internal and external audits verify compliance and financial accountability.
3. **Resource Allocation:** Student fees support faculty salaries and campus improvements, while library and sports fees reinforce respective facilities.

Technology and Maintenance:

1. **Tech Integration:** Technology is increasingly applied to enhance teaching and learning.

2. **Facility Upkeep:** Regular maintenance supports academic and physical infrastructure.

This effective financial management system guarantees transparency, supporting continuous academic and infrastructure improvements for the college community.

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

Role of IQAC as an Advisory and Evaluative Body

The Internal Quality Assurance Cell (IQAC) has been instrumental in enhancing the college's quality through strategic planning, especially during the 2020-21 academic year amid lockdown challenges. Its efforts ensured the continuity and effectiveness of curricular, co-curricular, and extracurricular activities.

Key Contributions:

1. **Quality Improvement:** Initiated by the Academic Planning Committee, which prepared detailed academic plans and optimized infrastructure use.
2. **Academic Calendar:** Prepared and uploaded on the institutional website.
3. **Curriculum and Process Enhancement:** Implemented strategies in curriculum development, teaching-learning, examinations, evaluation, and research.
4. **Capacity Building:** Conducted programs for staff, focusing on enhancing knowledge and skills.
5. **Digital Learning:** Emphasized and developed ICT tools for improved teaching, learning, and administration.
6. **Collaborations:** Established functional ties with

institutions and organizations.

7. **Pandemic Response:** Motivated staff and students to engage in community service.
8. **Webinars and Training:** Organized for teachers, students, and mentees.
9. **Stakeholder Feedback:** Gathered curriculum feedback and conducted Student Satisfaction Surveys.
10. **Departmental Goals:** Set and reviewed annually.
11. **Committee Review:** Assessed the effectiveness of college committees.

IQAC's comprehensive approach has significantly advanced the college's quality standards, promoting a positive learning environment for all stakeholders.

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

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

Functional Structure of the IQAC

The Internal Quality Assurance Cell (IQAC) of the college operates effectively, comprising a diverse group of representatives, including:

- Teacher Representatives
- Management Members
- Administrative Staff Representatives
- Nominees from Local Society
- Students
- Alumni
- Employers
- Industry
- Parents

Key Initiatives and Functions:

1. Stakeholder Feedback: A dedicated feedback committee within IQAC regularly collects input from various stakeholders. This feedback is essential for enhancing educational quality and involves actions such as:

- Communicating with teachers about suggested improvements.
- Proposing bridge courses, add-on courses, and remedial courses.
- Encouraging the use of ICT-based teaching methods.

2. Induction Programs: IQAC organizes programs for new students to familiarize them with the syllabus and college infrastructure, ensuring a smooth transition into the academic environment.

3. Departmental Collaboration: Regular presentations and discussions among departments facilitate the exchange of effective teaching methodologies, fostering a culture of collaboration.

4. Training Sessions: IQAC conducts training sessions to define and clarify learning outcomes, ensuring that faculty and students understand the expected achievements.

5. Performance Reports: Teachers are required to submit periodic reports on their teaching, learning, and co-curricular activities. This process helps maintain accountability and transparency.

6. Performance Appraisal: IQAC reviews the Annual Performance-Based Appraisal Forms submitted by teachers for API verification, promoting faculty performance improvement.

These initiatives showcase IQAC's vital role in advancing the college's academic and overall development. By fostering a collaborative and quality-driven learning environment, IQAC significantly contributes to enhancing the educational experience for both students and faculty.

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

6.5.3 - Quality assurance initiatives of the

B. Any 3 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
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

The institution has implemented several initiatives to promote gender equity and equality among its students and staff. Gender equality principles are integrated into various aspects of campus life, such as co-curricular activities, admissions, administration, and academics. The institution regularly holds awareness programs focused on women's safety and security and celebrates Women's Day by sharing inspiring stories of successful women. A key focus is on encouraging the active participation of girls in both co-curricular and extracurricular activities, with gender equity awareness being raised during the Induction Program.

The institution also provides dedicated facilities for women, including a Girls' Common Room and separate areas in the library reading room. Safety measures are in place for both students and staff. Additionally, the institute follows gender-neutral policies, ensuring equal recognition for all faculty and appointing women as conveners of various committees.

In line with UGC norms, the institution has established committees to handle grievances, prevent sexual harassment, and maintain discipline. The Women's Cell plays a vital role in these efforts, further contributing to the institution's commitment to gender equity.

File Description	Documents
Annual gender sensitization action plan	https://www.accy.ac.in/pdf/SSR/Criteria7/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.accy.ac.in/pdf/SSR/Criteria7/7.1.1.pdf

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

The institution actively promotes gender equity and equality among its students and staff by integrating these principles into co-curricular activities, admissions, administration, and academics. Regular awareness programs on women's safety and security are held, and Women's Day is celebrated by highlighting stories of successful women. A significant focus is on encouraging girls' participation in co-curricular and extracurricular activities, with gender equity awareness introduced during the Induction Program.

Dedicated facilities for women include a Girls' Common Room and

separate sections in the library reading room, ensuring a safe environment for students and staff. The institution follows gender-neutral policies, offering equal recognition to all faculty and appointing women as conveners of various committees.

In accordance with UGC norms, committees are established to handle grievances, prevent sexual harassment, and maintain discipline, with the Women's Cell playing a crucial role in upholding gender equity. The institution is also committed to responsible waste management, ensuring that e-waste is transferred to certified e-waste recyclers. However, biomedical, hazardous chemical, or radioactive waste is not generated at the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**

B. Any 3 of the above

4. Ban on use of Plastic	
5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	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	D. Any 1 of the above

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

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

The institution prioritizes equality and fosters a harmonious work environment where students, staff, and management from diverse backgrounds coexist peacefully without discrimination. Socio-cultural and linguistic diversity is embraced, and the college celebrates national and international festivals to promote unity. A strict Zero Tolerance policy against discrimination is enforced across all departments and committees.

To accommodate a diverse population, administrative communications and academic materials are provided in both the official language and regional languages. The library offers a rich collection of resources, including literature in English, Marathi, Persian, and Urdu, providing diverse learning opportunities.

The institution remains committed to inclusivity, ensuring that its diverse community thrives in an environment of acceptance and respect in all aspects of its operations.

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

The institution is committed to raising awareness among students and staff about the values, rights, duties, and responsibilities of citizens. It collaborates with various departments to organize programs that emphasize the role of civil society in today's democracy. These initiatives include blood donation camps, national day celebrations, cleanliness and tree plantation drives, Constitution Day observance, contributions to national disaster relief, environmental awareness campaigns, gender sensitization programs, and Voter's Day awareness activities.

Additionally, the institution focuses on educating students about civic values during their induction, while promoting environmental sustainability through efforts like maintaining a plastic-free campus. Despite the challenges posed by the pandemic, the institution's commitment to fostering responsible citizenship remains strong.

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

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

A. All 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

During the academic year 2022-23, the institution continued its tradition of celebrating significant national and international events on campus with active student participation. Important days honoring national leaders, freedom fighters, and social reformers were observed with the involvement of both teaching and non-teaching staff, as well as students. These events typically began with an address by the Principal, who explained the significance of the day and its relevance in contemporary times. Students were encouraged to attend these celebrations in large numbers. The objective was to inspire students through the actions of the great personalities being honored, motivating them to contribute towards a brighter and stronger future for the nation.

National Day Celebrations: 1. Birth Anniversary of Dr. S. R. Ranganathan - 13th August 2022 2. Independence Day - 15th August 2022 3. Constitution Day - 26th November 2022 4. Babasaheb Ambedkar Mahaparinirwan Divas - 6th December 2022 5. Savitribai Phule Birth Anniversary - 3rd January 2023 6. Republic Day - 26th January 2023

International Day Celebrations: 1. World Environment Day - 5th June 2022 2. International Yoga Day - 21st June 2022 3. International Youth Day - 12th August 2022 4. World AIDS Day - 1st December 2022 5. International Women's Day - 8th March 2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

Best Practice 1: "Earn While Learn Program"

The "Earn While Learn" program at Arts Commerce College Yeoda provides financial support to students by offering them college-related tasks such as online admissions, scholarship management, and computer work. This initiative helps students manage both their financial and academic responsibilities. Tasks are assigned based on skills and availability, with flexible hours and training provided. The program promotes self-reliance and responsibility, enhancing students' financial stability and academic performance while helping them develop essential skills. Challenges include the need for funding, coordination, and maintaining student interest, but the program has shown positive results in student engagement and financial well-being.

Best Practice 2: "Mahavidyalay Aaplya Dari" (College at Your Doorstep)

This initiative aims to reconnect students who have become disconnected from the college by organizing home visits. Faculty and staff visit students' homes to understand their challenges and encourage them to return to college. These personalized visits help establish connections with students and their families, addressing concerns and offering support. The initiative has led to improved attendance and academic performance among disengaged students. However, logistical issues and privacy concerns present challenges, requiring resources like transportation and staff training to ensure the program's success. Overall, both practices foster student engagement and community support.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Arts Commerce College Yeoda plays a crucial role in empowering rural communities through multilingual education, which drives socio-economic growth and fosters cultural inclusivity. The college prioritizes linguistic diversity by offering courses in English, Marathi, Urdu, and Persian, preserving local languages while equipping students with skills for global engagement.

By bridging linguistic divides, the college fosters social cohesion among students from diverse backgrounds, enhancing their employment prospects and entrepreneurial opportunities, which helps alleviate poverty in rural areas. Additionally, it preserves cultural identity and promotes traditional practices through language courses, facilitating intergenerational knowledge transfer.

Despite challenges such as limited resources, faculty, and materials, the college can expand its programs through partnerships with institutions, nonprofits, and the private sector. These collaborations can enhance teacher training and curriculum development, addressing the needs of marginalized communities.

Overall, Arts Commerce College Yeoda exemplifies the transformative power of multilingual education, enriching cultural heritage while fostering socio-economic development. Its commitment to linguistic diversity ensures a more prosperous and inclusive future for rural communities.

File Description

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

7.3.2 - Plan of action for the next academic year

The college has outlined ambitious plans for the upcoming session, focusing on various areas of development:

1. **Enhancing Sports Infrastructure:** Investment will improve sports facilities, encouraging students' athletic growth.
2. **Contribution to "Unnat Bharat Abhiyan":** The college will actively participate in this national campaign to uplift rural communities through social initiatives.
3. **Skill-Based Courses:** New practical, job-oriented courses will be introduced to enhance students' employability.
4. **National and International Exposure:** Students will be encouraged and supported to participate in national and international sports and cultural events.
5. **Plastic-Free Campus:** The college aims to implement eco-friendly practices to create a plastic-free campus.
6. **Encouraging Research:** Initiatives will promote a research-driven environment, inspiring students to engage in innovative projects.
7. **Competitive Exam Preparation:** Comprehensive support will be offered to students preparing for competitive exams to boost success rates.