

NAAC ACCREDITED 'B'



**SMT RADHABAI SARDA
ARTS, COMMERCE AND SCIENCE COLLEGE**

ANJANGAON SURJI, DIST. AMRAVATI (M.S.) 444705

**The Annual Quality Assurance Report
(AQAR) of IQAC**

2016-17

Submitted to

**National Assessment and Accreditation Council
(NAAC)**

For Information & Acknowledgement

Dr Bashisth Choubey

Principal

FOREWORD

It's a matter of pleasure to submit to NAAC this Annual Quality Assurance Report (AQAR) of the IQAC of the College. The Post-Accreditation period made us more dynamic and sensible about our duties and responsibilities. As a result, the activities during academic year **2016-17** have been more constructive, academically focused and motive based. We hope you will acknowledge and appreciate our endeavour. We assure you of a better fulfilment of our fervour and vision in future.

(M J Dagawal)
Co-ordinator, IQAC

(Dr Bashisth Choubey)
Chairperson, IQAC

INTERNAL QUALITY ASSURANCE CELL

(IQAC)

- | | |
|-------------------------------|---|
| 1. Chairperson | Dr Bashisth Choubey |
| 2. Faculty Members | Dr B V Rathi
Dr S A Jawanjal
Shri S U Deshmukh
Shri N U Saraf
Dr S K Zilpe
Shri I G Jadhav
Dr J E Maldhure |
| 3. Administrative officer | Shri B L Mahsal |
| 4. Member from the Management | Dr Amar R Sarada |
| 5. Nominee from students | Mr Sonu N Gour |
| 6. Nominee from Industrialist | Shri Abhay N Sarada |
| 7. Nominee from Local Society | Shri Jagdish Sarada |
| 8. Nominee from Stakeholders | Dr Madhusudan J Sarada |
| 9. Nominee from Alumni | Shri Sudesh More |
| 10. External Expert | Dr N A Tare |
| 11. Co-ordinator | Shri M J Dagawal |

Part – A

1. Details of the Institution

1.1 Name of the Institution

Smt Radhabai Sarda Arts, Commerce and Science
College

1.2 Address Line 1

Daryapur Road , Anjangaon Surji

Address Line 2

Anjangaon Surji

City/Town

Dist. Amravati

State

Maharashtra

Pin Code

444705

Institution e-mail address

smtrscollege@gmail.com

Contact Nos.

9423853815

Name of the Head of the Institution:

Dr Bashisth Choubey

Tel. No. with STD Code:

07223-242010/242011

Mobile:

9423853815

Name of the IQAC Co-ordinator:

M J Dagawal

Mobile:

9326827719

IQAC e-mail address:

iqacrscanj@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN11044

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC|32|034 03 May 2004

1.5 Website address:

www.rscollege.ac.in

Web-link of the AQAR:

http://www.rscollege.ac.in/AQAR-206-17.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details :

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	-	2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

01.03.2005

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR __ 2015--16 (DD/MM/YYYY)
- ii. AQAR__2014-- 15- (DD/MM/YYYY)
- iii. AQAR__-2013--14---- (DD/MM/YYYY)
- iv. AQAR__-2012--13---- (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Under Graduate and Post Graduate

1.12 Name of the Affiliating University (for the Colleges)

SGB Amravati University,
Amravati

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

Autonomy by State/Central Govt. / University No

University with Potential for Excellence No

UGC-CPE No

DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="09"/>	Faculty	<input type="text" value="4"/>
	Non-Teaching Staff	<input type="text" value="2"/>	Students	<input type="text" value="2"/>
	Alumni	<input type="text" value="2"/>	Others	<input type="text" value="1"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Prepared Annual Quality Assurance Report
- Designed academic calendar and monitored the effective implementation of it
- Documented various programmes as per the committees formed by IQAC
- Monitored the performance of the teaching and learning activities.
- Collected the trimonthly report from faculty.
- Organised periodic meetings with teachers, administrative staff, and management representatives.
- Collected Self Appraisal from the faculty for evaluation.
- Conducted Annual Academic Audit.
- Recommended improvement in infrastructural facilities of various departments.
- Gave suggestions to Academic staff about the results of different subjects.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To update Institute Website	Website updated
To reconstitute IQAC of the college	IQAC of the college is reconstituted
To conduct meeting of IQAC with management and staff.	IQAC held meeting with management, Head, faculty and non teaching staff.
To make IQAC paperless	All faculty members communicated all information and notices on their mail.
To form various committees for smooth working of the college	37 different committees were formed for the smooth working of the college
Library must be upgraded with an addition of Books, new magazines, periodicals and Journals.	New books were purchased, journals and magazines were subscribed.

To organise Excursion/ Study Tour for UG students	Department of Botany and Zoology arranged an Excursion on 21 st Sept.2016, at Panjabrao Deshmukh Krushi Vidyapith Akola, Katepurna forest and Fish culture center Katepurna.
To promote permanent and CHB faculty to complete their content of curriculum.	<ul style="list-style-type: none"> • IQAC conducted Internal Academic Audit of all the departments on the basis of Academic Diary to review the teaching and learning process. • Department wise meetings were conducted by the head of the departments and instructions given for completion of curriculum.
To emphasize on participative and experimental learning	<ul style="list-style-type: none"> • Members of Science faculty used PPT and Models for teaching. • Conducted Seminars and Group Discussions • Debate competition was organised in annual gathering.
To organise conferences, workshops and seminars	<ul style="list-style-type: none"> • Organised One Day Workshop on 'Teacher in U' for teachers, on 11/04/2017.
To encourage students to participate in various activities and competitions conducted by different organisations and universities	<ul style="list-style-type: none"> • Students participated in Youth Festival, organised by the SGB Amravati University. • 3 student got colour coats in Yoga by SGB Amravati and one student got colour coat in Shot Put.
To Organise special camp of NSS in adopted village	Special camp was arranged at adopted village Shendgaon from 09/ 01/2017 to 16/01/2017.
To organise Cleanliness drive and Environment awareness programmes	Cleanliness drive organised by NSS, NCC and all departments in college campus.
To Arrange annual gathering and prize distribution ceremony for students.	<ul style="list-style-type: none"> • Annual Gathering was organised from 01/ 02/2017 to 02/02/2017 • Prize Distribution Ceremony was organised on 26/01/2017
To encourage faculty members to do training at various levels in the subject domain.	Five faculty members completed Refresher Course and two Faculty members completed Orientation Programme / staff training.
Updating of office automassion	Installed Master Software for admission process and office updation

To enhance a quality feedback from Students, Faculty , Alumni and parent.	Structured Feedback forms collected, analysed and action taken by Principal to improve the quality.
To organise guest lecture on Career guidance and compititative examination.	Organised lectures on career guidance.
To conduct common test examination for undergraduate students.	<ul style="list-style-type: none"> • Common test examination conducted in the month of February for Arts & Commerce students. • Common test examination conducted in the month of October and March for science students.
To form Science , Commerce & Social Science forum.	<ul style="list-style-type: none"> • Science forum formed and celebrated National science day 28th Feb 2017. • Commerce forum formed and organised guest lecture to aware the student regarding the latest development.
To link with other institute , NGO and industries .	<ul style="list-style-type: none"> • Science faculty has signed an MOU with Jay Hanuman Tissue Culture Lab Bochra Ta. Akot Dist Akola. • College has signed MOU with Bhagvantrao Shivaji Patil College, Paratwada. • College has signed MOU with Avirat Financial Education and Traning institute. • Department of Chemistry has signed MOU with Shri Dr R G Rathod College, Murtizapur.

*** ACADEMIC CALENDAR ANNEXURE: I**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed in the meeting of the College Development Committee (CDC) of the college. Necessary instructions concerned with academic and administrative matters were given to the principal and the Co-ordinator to mobilise the activities in the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	--	--	--
PG	03	--	03	--
UG	03	--	--	--
PG Diploma	01	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	09	--	--	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

The college offers academic flexibility through elective option.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	--
Annual	06

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

(Note: Feedback analysis report is attached as ANNUEXURE : II)

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

Since the courses are affiliated to the university, revision/update of regulation or syllabi is regulated by respective BOS of the subject.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others(Principal)
	29	22	6	-	1

2.2 No. of permanent faculty with Ph.D. 10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	22	5	6	-	-	-	1	-	29	5

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	21	03
Presented papers	07	08	02
Resource Persons	Nil	Nil	Nil

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

- Motivated teachers to use various ICT equipments.
- Guest lectures are organised periodically.
- Assignments, seminars, Group-discussions, debates, viva-voce, and presentations on the syllabi are conducted regularly.
- Educational/Excursion Tours, field works are done periodically.
- College library tries to procure recent books of various subjects.

2.7 Total No. of actual teaching days during this academic year 250

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) University Examination pattern is followed

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2 2 -

2.10 Average percentage of attendance of students

77.65

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I	474	-	23.91	63.04	13.04	9.73
BA II	268	-	17.07	87.50	1.21	31.72
BA III	225	2.06	22.68	75.25	-	48.11
BCom I	120	-	67.50	32.50	-	33.33
BCom II	83	-	26.08	78.57	-	33.73
BCom III	89	-	70.73	29.26	-	46.06
BSc I (Sem I)	137	6.34	39.68	53.96	-	45.99
BSc I (Sem II)	135	14.85	52.47	32.67	-	74.81
BSc II (SemIII)	111	7.20	51.35	27.02	-	33.33
BSc II (SemIV)	109	24.48	55.10	20.40	-	44.95
BSc III (SemV)	109	12.96	66.66	20.37	-	49.51
BSc III (SemVI)	109	20.45	63.63	15.90	-	85.73
MA I (Marathi)	19	-	-	-	100	15.89
MA II(Marathi)	6	-	-	-	-	-
MA I (English)	6	-	-	100	-	30.33
MA II (English)	19	-	-	66.66	33.33	15.78
MA I (Home-Eco)	6	-	-	100	-	33.33
MA II (Home-Eco)	10	-	90	10	-	100

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

1. Being an important academic and administrative body, IQAC looks after the smooth functioning of various departments
2. It forms various committees and assigns duties to them to boost and monitor the teaching-learning process effectively.
3. Academic plan is prepared which is followed in the entire session.
4. Staff is promoted to use PPT presentations, audio-visual aids, multimedia and other ICT facilities to make teaching-learning process more interesting.
5. It guides various departments to seek the benefits of various educational schemes of UGC.
6. Structured feedback form is collected, analysed and action taken teaching & learning process from students, Faculty and various stakeholders.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01

UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	-

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	-	Nil	Nil
Technical Staff	4	4	Nil	Nil

Criterion – III**3. Research, Consultancy and Extension :**

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

- 1) The IQAC has formed Research Committee comprising of the Principal and three heads of the departments.
- 2) The committee looks after the activities concerned with the students and the staff.
- 3) The committee took review of research proposals and projects .

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	01	-----	-----
Outlay in Rs. Lakhs	-----	1.25	-----	-----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	02	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	07	01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	00	00
Minor Projects	From 26/02/2015 ongoing	UGC	1.25	NIL
Interdisciplinary Projects	--	--	00	00
Industry sponsored	--	--	00	00
Projects sponsored by the University/ College	--	--	00	00
Students research projects <i>(other than compulsory by the University)</i>	--	--	00	00

Any other(Specify)	--	--	00	00
Total (in lakhs)	--	--	1.65	1.50

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	01	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	-
International	Applied	Nil
	Granted	-
Commercialised	Applied	Nil
	Granted	-

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

Total	International	National	State	University	Dist	College
Nil	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

03

18

3.19 No. of Ph.D. awarded by faculty from the Institution

07

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 00 SRF 00 Project Fellows 00 Any other 00

3.21 No. of students Participated in NSS events:

University level 10 State level --

National level -- International level --

3.22 No. of students participated in NCC events:

University level 41 State level 02

National level -- International level --

3.23 No. of Awards won in NSS:

University level --- State level ---

National level --- International level ---

3.24 No. of Awards won in NCC:

University level --- State level ---

National level --- International level ---

3.25 No. of Extension activities organized

University forum -- College forum --

NCC 08 NSS 15 Any other 21

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Institution has persistently undertaken various social awareness programmes and activities through NSS and NCC and cultural department.

National Service Scheme (NSS)

A Seven Days Residential Camp was organised from **09 JAN. 2017 to 16 JAN. 2017** at a village **Shendgaon Tq. Anjangaon Surji Dist Amravati**. The activities undertaken to guide and aware the villagers and students during the camp are as follows

- Guidance on Mobile Money Transfer
- Cashless Transactions
- Voter Awareness and Guidance
- Guidance on Soyabean Processing Technology
- Skill Development Programme
- Fetish Elimination

National Service Scheme (N.S.S.) organised the following programme for students:-

1. International Yoga Day
2. Tree Plantation
3. Blood Donation Camp
4. Women Empowerment Programme
5. Swachh Bharat Swasth Bharat Campaign
6. Jatiya Salokha baitthak (Communal Harmony Meeting)
7. Guidance on Donation of Human Body parts
8. Voting Awareness Programme
9. Sanwidhan Diwas (Constitution Day)
10. Aids Awareness

Following activities and programmes organised by various departments

1. Developing Communication skill
2. Conducted lectures on the usage of Grammar
3. Syntactical Expression
4. Workshop on Financial Education
5. Workshop on Banking
6. Career Guidance on Entrance process required for MBA
7. Blood Group Test
8. Visit to Mihan Fish Culture
9. World Women's Day
10. Dish decoration
11. Rangoli Competition
12. Melghat (Girgoti Village) preparation of Nutritious meal
13. Nutrition Week
14. Breast Feeding Week
15. Health Awareness among women
16. Food Festival
17. Kusumagrajchya Kavita Reading
18. Vittiya Workshop (Financial Literacy)
19. Water & Soil Awareness

National Cadet Corps (NCC)

To serve the society and to bring awareness among the deprived people, NCC conducted and actively participated in various activities such as Blood Donation Camp, Tree Plantation and Communal Harmony Campaign etc.

Criterion- IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	52730 sq. meter	Nil	---	52730 sq. meter
Class Rooms	24	00	UGC and Senior College Fund	24
Laboratories	06	00	UGC and Senior College Fund	06
Seminar Halls	01	00	College (Society) Fund	01
No. of important equipments purchased ($\geq 1 - 0$ Lakhs) during the current year.	00			
Value of the equipment purchased during the year (Rs. In Lakhs)		1431624/-	College Fund & UGC Fund	
Other		1968762/-	College Fund & UGC Fund	

4.2 Computerization of administration and Library

* Office is fully automated with College Management System (CMS) Software of Master's Software.
 * Library is also fully automated with Library Management Software (Lib-Man)
 * Office Software is updated.

4.3 Library Services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30265	3426758	709	206001	30974	3632759
Reference Books	797	334307	04	995	801	335302
e-Books	17	00	00	00	17	00
Journals	14	11520	15	625841	29	625841
e-Journals	-	-	-	-	-	-
Digital Databases	-	-	-	-	-	-
CD & Video	30	Free	00	00	30	00
Other	-	-	-	-	-	-

4.4 Technology Up gradation (Overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	43	01	43	06	01	01	06	
Added	00	00	03	00	00	00	02	
Total	43	01	46	06	01	01	08	

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

* Faculty, administrative staff and students are promoted to take formal training of ICT. Most of the faculty members have completed the certificate course of MS-CIT.
 * The computer department of the college provides regular guidance to the faculty and administrative staff
 * Information regarding the use of OPAC and Library is provided to library users
 * Availability of computers to faculty and students for internet access and other computer related works in computer laboratory and library

4.6 Amount spent on maintenance in lakhs:

i)	ICT	108320/-
ii)	Campus Infrastructure and facilities	1535809/-
iii)	Equipments	1431624/-
iv)	Other	1465996/-
	Total:	4541749/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ IQAC formed various coordinating committees
- ❖ It organized Parents-Teacher Meet
- ❖ It formed the Career Guidance Cell
- ❖ It also formed Teacher-Students Guardian Scheme which is helpful to solve various problems of the students
- ❖ IQAC formed Students' Council Cell

5.2 Efforts made by the institution for tracking the progression

- ❖ Progression is evaluated in Staff Council Meetings frequently presided by the Principal.
- ❖ Students' Feedback Committee is helpful to enhance the teaching-learning process.
- ❖ Students' Guardian Scheme helped to increase the attendance of the students in the classroom.
- ❖ Students are encouraged to utilise the library facility at optimum.
- ❖ Encouraged students for various competitive examinations.
- ❖ Students are encouraged to take active participation in various social activities through NSS, NCC, Extension Activity Committee etc.
- ❖ 'Gavilgad', an annual magazine of the college helped to develop students writing skill and boost their thinking faculty on socio-political, socio-economic and socio-cultural etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1753	87	10	

(b) No. of students outside the state

--

(c) No. of international students

--

Men	No	%	Women	No	%
	561	30.48		1279	69.51

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
162	298	23	1400	--	1883	72	338	21	1409	--	1840

Demand ratio 1 : 1 % Dropout % : 2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- ❖ One day Workshop was organized by NSS on Competitive Exams .
- ❖ The faculty of the college and external resources guide students for competitive examinations
- ❖ College has Career Guidance and Counselling Cell.
- ❖ The students are informed about various examinations and career opportunities.

No. of students beneficiaries

436

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The faculty of the college and external resources guide students for competitive examinations.
- Career guidance programme organized by career counseling cell

No. of students benefitted

436

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			25

5.8 Details of gender sensitization programmes

- Breast Feeding Week
- A programme was conducted in the college on Female Foeticide
- A programme on Women Empowerment was organised by NSS on 09/08/2016

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	---	---
Financial support from government	1460	24,21,580=00
Financial support from other sources	13	13000=00
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION :

To provide need based quality education to the people living in the vicinity of Anjangaon Surji so as to make them responsible citizens and well equipped to face the challenges of this highly competitive and globalised world.

MISSION :

- To provide educational opportunities to all irrespective of the caste, colour, creed and sex.
- Besides making them employable in the fast changing world scenario, the college also strives to instill the spirit of national integration and patriotism in the young minds of the students through the medium of value-based education.

OBJECTIVE:

- To make teaching more effective and learner-oriented with the help of different methods and techniques.
- To exercise continuous evaluation of students to ensure quality amongst them.
- To try to develop educational values of discipline, punctuality, respect for elders & teachers.
- To foster mutual co-operation and social understanding amongst students.
- To impart special guidance to meritorious students and to provide remedial coaching classes to educationally disadvantaged students.
- To inculcate the values of national integrity, equality, humanity, scientific temper, democracy, socialism amongst the students.
- To provide a platform to the students keeping in mind the requirements of the job market.
- To promote excellence in the students through active participation in seminars, workshops, conferences and debates etc.
- To provide an enriching range of co-curricular & extra-curricular activities which nurture diverse talents and give pupils experience and confidence for the future.

6.2 Does the Institution has a Management Information System

Yes, there is a Management Information System in the College. The following procedures are undertaken through this system

- 1) Finance
- 2) Student admission
- 3) Student records
- 4) Evaluation and examination procedures
- 5) Research
- 6) Administration

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

6.3.1 Curriculum Development

Being affiliated to Sant Gadge Baba Amravati University, the college has a very marginal role in developing curriculum. The college follows the directives of the various academic bodies such as BOS of the university. However, some of the faculty members contribute in the curricular developments of the university as members of the Curriculum Development Committee of the university. Some of the faculty members can only participate in Syllabus Revision Workshop organised by the university.

6.3.2 Teaching and Learning

Quality Improvement in teaching and learning is achieved through:

- Teaching and evaluation planning
- Preparing academic calendar.
- Blending of conventional and ICT methods for teaching -learning
- IQAC and Departmental Meetings
- Conducting unit tests, group discussions and home assignments etc.
- Exposing students for outdoor learning through educational tours, excursions, camps etc.
- Focus is given on student centric methods such as participative and experimental learning for ex. group discussion, seminars, debates, viva, etc
- Special efforts are taken for slow learners and fast learners.
- Books, updated study materials and special guidance are provided to the Advance Learner
- The evaluation and analysis is made time to time.
- Academic diaries of faculty members are checked weekly.

6.3.3 Examination and Evaluation

- Being an affiliated college, the institute follows the examination and evaluation patterns as per prescribed by the University. In addition, every department of the college arranges internal tests, group discussion, and surprise tests in order to evaluate their preparation of the examination.
- Different departments organise seminars, presentation of the students. The themes of these activities are related with the topics taught by the concerning faculty.
- Science faculty followed continuous internal assessment system prescribed by the University.
- Regular unit tests and common tests are conducted
- More efforts are taken on Group Discussion, Classroom Seminars and Assignments.
- Time Table is prepared and incorporated in Academic Calendar.

6.3.4 Research and Development

- Faculties are encouraged to prepare proposal for Minor Research Project.
- Resource persons are invited to promote and enhance research culture.
- Faculties are motivated for active participation in National, International Conference and seminars.
- During this academic year, faculty of our college published 27 research papers in National and International Journals. 03 research papers were published in Conference Proceeding. 29 Research papers were presented in seminars and conferences ,16 chapters were published in edited books by the college faculty members.
- The institute encourages the faculty to participate in the research activities.
- Two students from the Science faculty participated in Avishkar Competition Inter-Collegiate Research Festival organised by the University.
- The institute encouraged faculty to publish research papers in the National and International Journals.
- The institute encourages the faculty to undertake research.
- Reference resources (books, journals and e-materials) are available in the college library for research scholars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Library is the soul of the institute; it is made more updated and upgraded by purchasing more reading materials every year from UGC grant and College fund.
- The college library has 30914 Text Books, 801 Reference Books, 29 Referred Journals, 17e-books and 30 CDs in its collection and it is enriched every year by adding number of books in it.
- The college library is fully automated with Library Management Software(Lin-Man)
- Online Public Access Catalogue (OPAC) is available for library users.
- The library committee as per the recruitment and the yearly budget, the books, journals are procured.

ICT Facility:

- LCD facility is made available for teaching and learning.
- Animations on various topics and CDs of various subjects are made available.
- Students are given free access to internet in Library, Reading Room and Computer Lab

Physical Infrastructure:

- The institution provides adequate infrastructure facilities to keep pace with the academic growth.
- There are three main buildings in the college campus.
- These buildings comprise of administrative offices, Principal's cabin, classrooms of BA, BCom, BSc, MA, PGDYT Course Hall, Home-Economics Lab, Sports, NSS , NCC, departments, enriched library, spacious reading rooms, two LCD rooms, Computer Lab. Staff- room, Science Labs, and IQAC Office etc.
- Apart from this, there is a large play ground with a track of 200 meter , a Basketball Court and obstacles are built in the college.

6.3.6 Human Resource Management

- Use of Human Resource as per their competency to complete a particular task (Academic and Administrative)
- Training of the Human Resource at Centre of Higher Learning and Excellence
- College promotes its faculty for the participation in workshop and training programme in order to retrieve maximum performance.
- In the above context various committees were formed at institute and department level for the smooth function of teaching, learning, examination, admission and co-curricular activities.

6.3.7 Faculty and Staff recruitment

- The recruitment of the faculty and non-teaching staff is done on the basis of type of post created, strictly by following the rules and regulation laid on down by the state government , university and U.G.C.
- The temporary non-teaching staffs are recruited for one year on the institutional level.
- Faculty on CHB is/are appointed as per requirement of the department.

6.3.8 Industry Interaction / Collaboration

- Apart from curriculum , various departments arranged industrial tour.
- The students of Life Sciences visited to Biodiversity areas with the concerning faculty.

6.3.9 Admission of Students

- Admission process is conducted through the transparent mechanism and as per the norms, rules and regulations laid down by University.
- Admission process is coordinated by Admission Committee of the college
- Students are admitted on first come first serve basis taking into consideration the reservations meant for each category

6.4 Welfare schemes for teaching staff, non-teaching staff and students.

Teaching	<ol style="list-style-type: none"> 1. College Salary Earners Society 2. Canteen 3. GPF, GIS, Medical Reimbursement 4. Various Govt. Loan Schemes 5) Consumers Store avails loan facility for purchasing goods
Non-Teaching	<ol style="list-style-type: none"> 1. College Salary Earners Society 2. Canteen 3. GPF, GIS, Medical Reimbursement 4. Various Govt. Loan Schemes 5) Consumers Store avails loan facility for purchasing goods

Students	<ol style="list-style-type: none"> 1. Student Welfare Fund 2. Computer with internet access free of cost 3. Admission fees in instalments 4. Cash Prizes are given to the meritorious students in Academic, Cultural and Sports Fields 5. Students are permitted to open their bank account with zero amount facility.
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	IQAC
Administrative	No	--	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

- Since the college is affiliated to Sant Gadge Baba Amravati University, it follows the reforms and measures directed by the University. However, University takes regular review of the syllabi as well as examination patterns and makes reformation accordingly.

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

Maharashtra University Act 1994 gives liberty to acquire Autonomous status.

6.11 Activities and support from the Alumni Association

- The ex students of the college working in diverse fields and having key positions in the society are the members of alumni association.
- Some of the alumni are serving as teaching and non-teaching staff in our college.
- The ex-students visit college and share their experiences, views and ideas with the current students.
- The alumni association has been collaborating and supporting the college for the development of the college.

6.12 Activities and support from the Parent – Teacher Association

We don't have formal Parent-Teacher Association but parents are invited with their wards on the occasion of Republic Day. Suggestions are taken from the parents regarding teaching and learning on the same day. Whenever needed parents are called for discussion about academic matters of their ward.

6.13 Development programmes for support staff

The support staff plays important role in the development of the institution. Taking into consideration their health and recreation following activities have been introduced.

- Time bound allotted duties.
- Participation in the training programmes.
- Career Advancement and Promotion Scheme.
- Computer training is available to the support staff by Department of Computer Science of the college.
- Training of Student Administration Module Software to the administrative staff.
- Support Staff is sent for training programme organised by Govt.

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

- Rainwater harvesting practice in the college premises.
- Recycling and reuse of the wastewater in the campus.
- Implementation of Green and Clean Campus Programme.
- Use of plastic is restricted in the campus.
- Plantation of trees in college campus and adopted village.
- Proper destruction/disposal of the chemical and other laboratory waste.
- Minimum use of paper in administration and teaching by communicating with e-Mail.
- Promotion for e-administration, e-learning and ICT in teaching.
- Save Electricity Campaign by switching off the lights during interval time

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- College has initiated and encouraged employees for paperless communication in the college. The maximum notices, information and communication were conveyed through either e-mail or whatsapp. The teaching and nonteaching staff has formed their Whatsapp group through which they had communicated their important information. Moreover, the various leave application were sent through the e-mail. The IQAC also formed a separate IQAC group on whatsapp. IQAC conveyed all its notices and information to the various committee members either by e-mail or whatsapp.
- The college started online admission of the students from the session 2016-17 with the due directives given by Sant Gadge Baba Amravati University, Amravati. The college installed new software to undertake and assist this new online admission process introduced by the university
- The college library has been equipped with advanced ICT facilities. e-book facility has been started in the library. New Journals are also subscribed in the library.
- Clerical works and administrative mechanism in office is facilitated and assisted by ICT.
- New rooms with LCD facility have been developed.

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

- Training programme has been organised for teacher.
- IQAC has been made paperless – all communications to the faculty are done by email.
- College building repairing initiated.
- Applied for research center in English and Home Economics.
- Enhanced research output- faculty members published research paper in journal and conference proceedings.
- Extension activities and various awareness programme conducted.
- Academic activities done as per academic calendar.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

- 1. Yoga and Health Awareness**
- 2. Open Access for Library to Senior Citizens and Alumni**

Details in Annexure -III

7.4 Contribution to environmental awareness / protection

1. Our college has a well developed NSS Department. It has a unit of 200 volunteers (100 Boys and 100 Girls). The Department undertakes weekly activities in which they look after the cleanliness of the college campus as well as various activities related to Environmental Awareness. Apart from this, a Seven Days Special Camp is organised every year at a certain adopted village. The volunteers undertake various activities related to environmental awareness for the villagers.
2. World Yoga Day is observed and practised in every year in college on 21st June. All the members in teaching and non teaching staff participated in Yoga and Pranayam sessions on this occasion.
3. The NSS department in our college undertakes various activities related to Environmental awareness under “Swachha Bharat- Swasth Bharat Mission” through its weekly activities.
4. 19 NSS volunteers donated blood in Blood Donation Camp organised at Primary Health Centre, Shendgaon, in August 2016.
5. A Programme was arranged by NSS department on ‘Environmental Problems and Remedies’ in October 2016
6. Water sample from the various water sources in Anjangaon Region was collected with the help of students; it was then analyzed in the laboratory in which the hardness and the level of minerals was found out.

7.5 Whether environmental audit was conducted? Yes No


7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

1. A workshop on ‘Protection of Working Women from Sexual Harassment at Workplace’ was organised by the directives of Maharashtra State Women Commission, Mumbai in Feb.2017
2. A workshop “Teacher in U” was organised by the Rasoni Group of Colleges to give training to the teachers about the use of ICT in Teaching -Learning Process.

8. Plans of institution for next year

- To update website of the college.
- To organise conference/ Seminar / Guest lecture.
- To introduce new certificate and value added course in various subject.
- To establish a Botanical Garden
- To renovate and colour college main building
- Library renovation and updation
- Make maximum use of ICT in teaching
- Laboratory renovation as per strength of student
- To organise Inter-Collegiate sports competition
- To register Alumni Association.

Name Mangesh J Dagawal



Co-ordinator
IQAC
Smt. Radhabai Sarda Arts,
Commerce & Science College,
Anjangaon Surji, Dist. Amravati

Signature of the Coordinator, IQAC

Name Dr Bashisth Choubey



Principal
PRINCIPAL
Smt. Radhabai Sarda Arts,
Commerce & Science College
Anjangaon Surji

Signature of the Chairperson, IQAC

Academic Calendar 2016-2017

Sr. No.	Session/Vacation	From	To
1	First Session	Monday 13 June 2016	Saturday 22 October 2016
2	Winter Vacation	Sunday 23 October 2016	Sunday 13 November 2016
3	Second Session	Monday 14 November 2016	Saturday 29 April 2017
4	Summer Vacation	Sunday 30 April 2017	Sunday 11 June 2017

Sr. No.	Holiday	Day	Date
1	Ramzan Id	Wednesday	6 July 2016
2	Independence day	Monday	15 August 2016
3	Pateti	Wednesday	17 August 2016
4	Ganesh Chaturthi	Monday	5 September 2016
6	Sarvpitri Amawasya	Friday	30 September 2016
7	Dushehra	Tuesday	11 October 2016
8	Gurunanak Jayanti	Monday	14 November 2016
9	Id-e-Milan	Monday	12 December 2016
10	X-Mas Day	Sunday	25 December 2016
11	Republic Day	Thursday	26 January 2017
12	Shivaji Maharaj Jayanti	Sunday	19 February 2017
13	Mahashivratri	Friday	24 February 2017
14	Holi	Monday	13 March 2017
15	Gudipadwa	Tuesday	28 March 2017
16	Shri Ram Navmi	Wednesday	5 April 2017
17	Mahavir Jayanti	Sunday	9 April 2017
18	Good Friday	Friday	14 April 2017
18	Dr Babasaheb Ambedkar Jayanti	Friday	14 April 2017

Session Starts from	Monday 13 June 2016	
Admission procedure	From Third Week of June 2016 to Last Week of July 2016	
Common Test Examination	Arts & Commerce Faculty (Second Week of February 2016) Science Faculty (Third Week of October 2016 and Second week of April 2017)	
Formation of Study Circle	Last week of August 2016	
Formation and Election of Study Council	First Week of September 2016	
College Gathering	Last week of January 2016	
Science Study Tour	Second week of September 2016 and Second week of January 2017	
NSS Camp	Third week of November 2016	
Jayanti/Punyatithi	As per University Notification	
Month	Activity	Proposed Date
June 2016	Commencement of Academic Session	13 th June 2016
	Management and Staff Meeting	3 rd week
	Staff Council Meeting	3 rd week

	Formation of Committees	3 rd week
	Admission Committee Meeting	4 th week
	Departmental Meetings	4 th week
	Stock Verification of Science Laboratories	4 th week
July 2016	Submission of teaching plan to the Principal	1 st week
	Enrolment of the NSS/NCC/Sports students	4 th week
August 2016	Independence day celebration	15 th August
	Salary Earners' Society meeting	15 th August
	Students' orientation and allocation of assignment/ project / seminar	2 nd week
September 2016	Teacher day celebration	5 th September
	Formation of Students' Council	1 st week
	Formation of Arts, Commerce Science Forum	2 nd week
	Study tour/ Seminars/Group discussion for BSc Students	3 rd week
	Class Test for BSc Students	Last week
	NSS day celebration	24 th September
October 2016	Submission of assignments of BSc Students	1 st week
	Common Test for BSc Students	3 rd week
	Winter vacations	23 rd Oct. - 13 th Nov.
November 2016	Staff Council Meeting	3 rd week
	NSS camp	Last week
December 2016	Commerce industry linkage	Last week
January 2017	Republic Day Celebration	26 th January
	Prize distribution to outstanding students	26 th January
	Alumni/parents meeting	26 th January
	Annual gathering	Last week
February 2017	Common Test for Arts and Commerce	Second week
	Practical, Viva-voce, Assignment submission	4 th week
	Science day celebration	28 th February
March 2017	Study tour/ seminars/ Group discussion for BSc students	1 st week
	Class tests for Science students	2 nd week
April 2017	Common test for BSc Students	1 st week
	Staff Council Meeting	4 th week
	Submission of Teachers' self appraisal	Last week
	Submission of various committee reports	Last week
	Summer vacations	30 th April to 11 th June

Annexure: II

Feedback Analysis Report: 2016-2017**1. Feedback from students on Teachers' Evaluation:**

The feedback on Teachers' evaluation from students for the year 2016-2017 was conducted and analysed. Teachers were evaluated under different aspects like regularity in engaging classes, command over subject, help in extracurricular activities, availability, readiness to resolve students' doubts and use of interactive teaching. Students were asked to grade the teachers under five point scale and the results have been tabulated below

S.N.	Score given by students		No. of Teachers
	Percentage	Response	
1	81 - 100	Excellent	23
2	61 - 80	Very good	02
3	41 - 60	Good	--
4	31 - 50	Average	--
5	00 - 30	Poor	--

2. Teachers' Feedback on Curriculum :

College has conducted a feedback on Curriculum from total 25 teachers and it was analysed as below:

➤ About suitability of course:

The curriculum prescribed by the University is adequate according to 80 % teachers. As a few are involved in the formulation, it fulfils the expected objectives.

➤ About relevance and sufficiency of the books in the library:

95% teachers are contended with the number of books and study material available in the library. 5 % feel to suggest that there is a need for upgrading the existing framework.

➤ About infrastructural facilities and conducive atmosphere:

90 % teachers are satisfied with the conducive atmosphere of the college. About 10 % suggest the need for utilisation of ICT tools.

➤ About college administration:

90 % of the teachers are satisfied with the administration of the college. 10 % of the teachers opine that the atmosphere is good enough to deliver the goods.

3. Parents' Feedback on Curriculum and Institution:

Parent-Teachers' meeting was organised and number of parents gave their feedback on curriculum and institution regarding infrastructure facilities, teaching and non-teaching staff. 90 % of parents are satisfied with the personal, social, academic development of their wards

4. Alumni Feedback on Institution:

Meeting of alumni was conducted and their feedback on various aspects were conducted and analysed as below.

- 1) About relationship with college and teachers, almost all the alumni said that their relationship is excellent.
- 2) 80 % alumni were satisfied about the progress of college.
- 3) 65 % alumni said that they received useful education from college.
- 4) About 95 % alumni strongly agreed the Alumni Association should be permanent.
- 5) About the meeting of Alumni Association, it was concluded that the meeting should be half-yearly.
- 6) 85 % suggested that there should be use of Science and Technology and competitive exams coaching should be conducted.


Principal
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Anjangaon Surji

Annexure -III

BEST PRACTICE- I

1. Title of the practice :

“Yoga and Health Awareness”

2. Goals:

The objective of the activity is to promote the great ancient knowledge and technique of Yoga to the people in and around Anjangaon Surji and to restore wellness of the people through the practices of Yoga. We intend to bring health awareness through this mean among the people in this area.

3. The Context:

In the busy and materialistic life in 21st century, day by day man is going far away from Nature and healthy living. Because of the busy scheduled of the modern man, he has fallen victim to the Fast Food and Pizza culture growing in present time. The occurrence of harmful chemicals and toxic substances in food items in the present time has affected the health of everyone. Moreover, because of the busy lifestyle of modern man, he neither gets time to give a scientific exercise to his body nor any practice to give peace to his mind.

Yoga is a complete practice and a way of living which gives exercise not just to body and mind but also it develops spiritual powers. It is because of all these reasons to bring health awareness among the people, PGDYT (PG Diploma in Yoga Therapy) department in our college has started this unique activity of giving Yoga and Health Training to the students and senior citizens in and around the town, Anjangaon Surji.

4. The Practice :

The Yoga teacher, Shri Nandkumar Kaware conducts Yoga, Health Training, Pranayama and Meditation practices for the students and senior citizens in and around Anjangaon Surji. He also gives the practice of ‘Neti’ and ‘Dhauti’ to the students. He also teaches about Massage Therapy and acupressure techniques to the practioners.

Besides this, the lectures from eminent persons in field of Yoga are arranged. They put forth how prevention of any illness is better than cure. Many expertises in this field also impart the medicinal value of various medicinal plants, fruits, roots and herbs. The PGDYT department has also established linkage with the ‘Patanjali Yoga Mandal’ in the town.

5. Evidence of Success:

The PGDYT (P G Diploma in Yoga Therapy) Department in the college and a few instructors from Patanjali Yoga Peeth, Anjangaon Surji jointly gave Yoga training to the NSS volunteers in

a 7 days Special Camp at Shendgaon. Huge number of villagers had also attended the camp in which they were given precious information about Yoga, Pranayama, Naturopathy, Ayurveda and nutritional diet. They had also given the practice of certain Asanas to the village folk suffering from various diseases a particular type of Asana was advice for the remedy of a particular disorder.

Three students namely- Shubham Dilip Kaware, Miss. Radika Sudhakar Nathe and Deepa Gajanan Kalaskar won color coats in the Inter-University Competition held in Kurushtra, Haryana.

6. Problems Encountered and Resources required :

The **Yoga and Health Awareness** activity is being undertaken by the PGDYT Department in the college. The PGDYT Department was funded by UGC in the first 5 years but later on, the department met its expenses through the fees charged to the students. The department had the problem of resource persons but, with the co-operation of Patanjali Yogapeeth in the town, we overcame the problem.

7. Contact Details:

Name of the Principal: **Dr Bashisth Choubey**

Name of the Institution: **Smt Radhabai Sarda Arts, Commerce and Science College , Anjangaon Surji**

City: **Anjangaon Surji**

Pin Code: **444705**

Accredited Status: **'B'**

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BEST PRACTICE- II

1. Title of the practice :

1. “Open Access for Library to Senior Citizens and Alumni”

2. Goals :

- To promote reading culture among the citizens in Anjangaon Surji.
- To make the students intellectually competent by providing them the reading friendly atmosphere and an ample amount of books.
- To provide an opportunity to the students to read the books which are useful for the preparation of competitive exams.
- To develop interest and curiosity for the literature among the people in Anjangaon Surji.
- To realise the people how reading is a great source of pleasure.

3. The Context:

Now a day, people are so busy in their worries and humdrum of daily life that they do not find leisure time in a pleasure giving and knowledge giving activity i.e. reading. The people in present are engaging their minds in rather many violent and sadistic pleasures; intrigues and destructive tendency. The question is why does this happen? Perhaps, it is because of the company and atmosphere to which they belong. In other words, one's interest and thinking is depended on an atmosphere and company of people around him. We provide a refreshing, relaxing, pleasure-giving and secluded place where students thinking would bloom and positive waves would be created for some constructive activity.

4. The Practice:

There is a spacious reading room built on the upper floor of the library. It has a seating capacity of around 30 to 40 persons with 8 small separate carrels for the readers. Eveyday, the reading room is open for 8 hours i.e. from 9 am to 5 pm. Alumni and the senior citizens have an access for reading the various books and newspapers. Some leading newspapers are kept in the reading room. A good number of books related to various competitive exams are also kept in the reading room in a separate rack for the students. A separate self is made available with some light-hearted as well as thought provoking books for the Senior citizens and Alumni.

A water cooler is kept in reading room. A separate receptionist-cum-attendant is given in the service of Senior citizens and Alumni.

5. Evidence of Success:

Few advanced Computers have also been installed in the Library to cater the need of the growing users. Thousands of online books are being accessed through the Subscription of few sites related to online books and journals.

6. Problems Encountered and Resources required:

The institution does not encounter any problem for implementing this unique practice.

7. Contact Details:

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