YEARLY STATUS REPORT - 2020-2021

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.   8668772598

- Mobile No: 9657233055

- Registered e-mail   accollegeyeoda@gmail.com

- Alternate e-mail   iqacaccy@gmail.com

- Address   AT POST YEODA, TQ. DARYAPUR, DIST. AMRAVATI

- City/Town   YEODA

- State/UT   MAHARASHTRA

- Pin Code   444706

2.Institutional status

- Affiliated / Constitution Colleges

- Type of Institution   Co-education

- Location   Rural

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **SANT GADGE BABA AMRAVATI, UNIVERSITY, AMRAVATI**

- Name of the IQAC Coordinator **DR. ANIL M. KATROJWAR**

- Phone No. **0724237063**

- Alternate phone No. **9420713449**

- Mobile **9420713449**

- IQAC e-mail address **anilkatrojwar73@gmail.com**

- Alternate e-mail address **iqacaccy@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://accy.ac.in/pdf/AQAR2019-2020.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://accy.ac.in/pdf/pp/Academic%20Calendar%202020-21.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**

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
N.A.	**N.A.**	**N.A.**	**N.A.**	**00**

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`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File]()

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

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

- `Organization of online Webinars.`

- `New MOUs with different organisations.`

- `Emphasis on online teaching.`

- `Social responsibilities during COVID-19 pandemic.`

- `Organisation of online Quiz, G.K. Tests etc.`

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
Annual Planning 2020-21	Annual Planning Committee coordinator Dr. D.M. Mohod was suggested to prepare the Annual Plan and all the faculty members to prepare their plans accordingly
Continuation of Online Lectures	In order to cope-up with the disturbed teaching learning process due to COVID-19, the IQAC decided to continue the online teaching process further
Organisation of Webinars	International Webinar on Yoga, National workshop on Niramay Yog Jivan and a webinar on New Education Policy were roganised.
Organisation of Online Quiz and G.K. Tests	In order to keep the students in touch with the co-curricular activities online Quiz and G.K. tests were conducted.
Social Responsibilities during COVID-19	As a matter of social service, students were asked to prepare masks and the same were distributed to the poor and needy.

13.Whether the AQAR was placed before statutory body?　　　　**Yes**

- Name of the statutory body

Name	Date of meeting(s)
CDC	01/05/2022

14.Whether institutional data submitted to AISHE

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
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• Mobile No:	9657233055
• Registered e-mail	accollegeyeoda@gmail.com
• Alternate e-mail	iqacaccy@gmail.com
• Address	AT POST YEODA, TQ. DARYAPUR, DIST. AMRAVATI
• City/Town	YEODA
• State/UT	MAHARASHTRA
• Pin Code	444706
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• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	SANT GADGE BABA AMRAVATI, UNIVERSITY, AMRAVATI
• Name of the IQAC Coordinator	DR. ANIL M. KATROJWAR

• Phone No.	**0724237063**
• Alternate phone No.	**9420713449**
• Mobile	**9420713449**
• IQAC e-mail address	**anilkatrojwar73@gmail.com**
• Alternate e-mail address	**iqacaccy@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://accy.ac.in/pdf/AQAR2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://accy.ac.in/pdf/pp/Academic%20Calendar%202020-21.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**

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
N.A.	**N.A.**	**N.A.**	**N.A.**	**00**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
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Yes

- Name of the statutory body

Name	Date of meeting(s)
CDC	01/05/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	23/02/2022

15.Multidisciplinary / interdisciplinary

Interdisciplinary learning is a great way to fully integrate education into one comprehensive unit, rather than scrambling to make connections between seemingly unrelated parts. It enables students to see tangible connections in course material rather than scrutinizing each one. It is a method of studying a single topic from the perspective of multiple disciplines. An interdisciplinary approach relies on people across disciplines to share knowledge, thereby expanding the scope and depth of learning. Interdisciplinary education is similar to interdisciplinary in the sense that it appears to bring together knowledge from multiple disciplines. However, it emphasizes the importance of the process, not the product of something. Interdisciplinary focus is the combination of theories, methods and perspectives from two or more disciplines; connecting a single theme or idea across disciplines. Interdisciplinary learning refers to the different levels of participation of multiple disciplines on the same continuum. Common words interdisciplinary and interdisciplinary are additive and interactive, respectively. When the nature of the multiple disciplines involved is unknown or uncertain, the more general term "interdisciplinary" is recommended. While multidisciplinary teamwork is suitable for complex problems, it is not required for every project. The Yoda School of Business follows the CBCS curriculum and we look forward to offering interdisciplinary study and course options. Our college is located in a rural setting and most students do not receive proper instruction at home. They realize their potential and power only when their teacher guides, motivates and guides them in the best direction. Interdisciplinary education is not one-way, so students have the opportunity to explore their interests in different disciplines and ultimately choose a career that suits them. This will help them understand the real world and plan their future career paths accordingly.

16.Academic bank of credits (ABC):

The institute is affiliated with Sant Gadge Baba Amravati University, Amravati University. The university has not yet implemented the NEP 2020, so the college does not follow the policy. As the University implements the NEP 2020, the institute is committed to following the Policy. The institute aims to provide the best education to rural students. The institution's vision is to cater to the student's educational needs University

affiliated with the college "Sant Gadge Baba Amravati University, Amravati" has not yet adopted the New Education Policy 2020, and the institution is not following the system of the Academic Bank of Credits.

17.Skill development:

Skill Development courses give an ample opportunity to nurture the original talent that an individual has, subsequently giving an individual a scope to identify the field where he/she can be employed. The chief objective of the country in the current era is to empower the youth of the country with adequate skill sets that will enable their employment in relevant sectors and also improve productivity. It is yet to be implemented by the affiliating university. Hopefully, after implementation, our college will be highly benefited. Our college is located in a rural area so students along with education are already involved in different skill-based work to support their families and continue their education. Due to financial crisis, they do not get proper training as a result of it most of them struggle to get established in their life. If they get an opportunity to pursue skill development courses, they will get the proper training to get secure positions in the job market.

The institute caters for education in Arts and Commerce streams. There is very less scope for providing vocational education. Still, the learners are educated from banking and commerce points of view. Apart from providing quality education and building the minds of the students, the institute aims at strengthening the hearts of the students to help them become noble citizens of India. And to serve the purpose emphasis is given to imbibing human values like truth, patience, righteous conduct, love, peace, non-violence etc. The curriculum also stresses universal human values. All the departments focus on human values through teaching. The department of English has also conducted Value-Added Certificate Course in "Significance of Human Values". Whereas, activities like the Poster Competition organised by the department of Marathi stress the importance of human values.

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

1. Our country India is a mix of cultures with different languages ??and diverse religions. Culture is linked to the regional language and if higher education is emphasized in Indian languages ??then our rich culture will not decline. Acceptance of an Indian language does not mean disrespecting a foreign language which has its own importance and utility at the international level. However, if there is scope to integrate the Indian knowledge system with the Indian language, our future generation may think differently.

2. Our college is a multilingual college as it is in a rural area. Here students speak not only in their mother tongue Marathi but also in their local dialects. Because many are first-generation learners, our faculty members typically take their classes bilingually, thus respecting their native language and imparting the right information to them.

3. The institution provides the facility of languages viz. English, Marathi, Urdu, and Persian and literature of the respective languages. The four languages in the institute stand as the four pillars of education. All the languages focus on their origin and scope and Indian tradition, culture, philosophy, principles, arts, mythologies and so on in general. The study of the four languages not only helps the students in knowing the Indian culture but also in moulding their characters and personalities.

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

Outcome-based education is an educational theory that bases each part of an education system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students achieve the specified outcomes.

The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted. OBE focuses on the following skills when developing curricula and outcomes: Life skills, Basic skills, Professional and Vocational skills, Intellectual skills, and Interpersonal and Personal skills.

Every Department in our college frames proper programme outcomes as per the curriculum of the Sant Gadge Baba Amravati University, Amravati. Keeping in mind the objective of the topics under respective subject heads, course objectives are framed and accordingly classes are taken by the faculty members. Classes are conducted in such a manner that -clarity, flexibility, involvement, and comparison are maintained in the class.

20.Distance education/online education:

Although Sant Gadge Baba Amravati University does not offer any online courses still online education gained significant momentum during the COVID-19 pandemic. Our students were very active in the virtual classes. They participated in every interaction, delivered online presentations, and participated in all types of online activities.

In the same period, online Quizzes, online Webinars, seminars, workshops etc. were organized to keep students connected with education. Thus the process of distance education started and now it has become an important part of our education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**2**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**644**

File Description	Documents
Data Template	View File

2.2	**245**

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 Number of outgoing/ final year students during the year	**153**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**15**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**18**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**13**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**155483/-**
4.3 Total number of computers on campus for academic purposes	**15**

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 adheres to the curriculum laid down by the Sant Gadge Baba Amravati University, Amravati. The annual plan is designed and followed by the teachers. The Principal takes feedback from the departmental meetings about the even distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus. The departments hold Unit Tests, Viva Voce, Practicals or Internals, group discussions, etc. for assessment of the students. Common Tests are also held with the same approach. Semester-wise exams are conducted by the affiliating University.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://accy.ac.in/pdf/SYLLABUS,%20ARTS%20&%20COMMERCE.pdf

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

The academic calendar is drawn up taking into account the declared calendar of the affiliated university. This helps the institution to effectively adhere to the calendar schedule. The calendar of unitary tests within the semester and of the preparatory test at the end of the same is clearly indicated in the calendar of the continuous internal test. It is also foreseen in the planning phase of the academic calendar for the realization of co-curricular activities such as the inauguration of the subject, conferences by invitation, and field visits, and for extra-curricular activities such as in-depth activities,sportsexhibitions, and annual meetings. The teaching plan and its execution through daily notes help the teachersmaintain control and ensure compliance with the curricular delivery program.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://accy.ac.in/pdf/pp/Academic%20Calendar%202020-21.pdf

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	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	View File
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)

00

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

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

00

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

00

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

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 is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programmes,universal moral and social values, sensitivity towards gender issues and environmental consciousness are imbibed in the students. 1. Gender sensitization programmes like lectures, seminars and workshops 2. Observance of Women's Day 3. Environmental education through projects, fieldwork and Green Audit. Students are also encouraged to participate in different programmes like online quiz contests organized by other

Institutions for enhancing awareness related to the environment. 4. Human values are promoted through the activities of the NSS. The NSS unit of the College refers to the Handbook of NSS of the University for illuminating the young minds of the duties and responsibilities of the citizens of this country. 5. Community outreach and other social welfare programmes 6. Value education workshops. 7. Observance of various Days like Youth Day, World Environment Day, International Women Day, Int. AIDS Day, Int. Mother Tongue Day, Education Day, Ghalib Day, Vachan Prerna Divas etc.

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

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

00

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

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

00

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://accy.ac.in/pdf/pp/2.7.1%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%20(Institution%20may%20design%20its%20own%20questionnaire)%20(results%20and%20details%20need%20to%20be%20provided%20as%20a%20weblink).pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

820

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

513

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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 assesses the learning levels of the students and organizes special programs for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:- More challenging work in the form of home assignments.

  - **A well-stocked library with advanced reference facilities**
  - **Incentives in the form of prizes.**
  - **Encouragement for participation in inter-college and intra-college competitions.**
  - **Special lectures by eminent speakers.**
  - **Counselling by faculty to appear for competitive examinations.**
  - **Career fairs, seminars, and workshops.**

Identification of weak students on the basis of interactions and assessment tests during classes. The strategies adopted to level

up the slow learners are as follows:

- Meeting and communicating with the weaker students.
- Identifying their area of weakness.
- Conducting special tests for slow learners.
- Organizing remedial classes.
- Teachers are available beyond class hours to counsel the weaker students.

File Description	Documents
Link for additional Information	https://accy.ac.in/pdf/Admission-Committee-2021-22.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
644	53.66

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Learning is made more student-centric through a combination of old and new methods of teaching.

1. In order to motivate the students beyond the scope of theoretical knowledge, various student-centric learning methods like workshops, seminars, film shows, group discussions, and field trips have been adopted.
2. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

   - Smart classrooms
   - Interactive projectors and smartboards
   - Personal laptops for faculty
   - Computer Lab.

- Use of ITC.

1. The department of Urdu organizes various programs like the celebration of Anniversaries of Urdu legends like Allama Iqbal, Mirza Ghalib, etc. to make all students aware of their contributions.
2. The department of English conducts programs like Grammar tests, Spoken and written English to increase the various skills of the students.
3. The department of Marathi organizes poster-making and quiz competitions.
4. The Language Literary Forum (English, Marathi, Urdu & Persian) organizes various programs to enhance several skills of students and imbibe human values.
5. Dept. of Commerce organises visits to Banks, Small Scale Industries.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://accy.ac.in/pdf/Procedures_and_policies.pdf

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

1.The ICT-enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. 2. The teachers made use of ICT tools at intervals. Some of the teachers have created YouTube Channels for sharing study materials which are useful not only for college students but for society as well. 3. Faculty are provided with the requisite facilities for the preparation of computer-aided teaching-learning material. Both faculty and students have access to the following modern teaching aids. 4.Since the pandemic times, the use of ICT has become an effective mode of teaching-learning. Regular classes are taken through this online platform according to a fixed routine set by the institution. Subject wise Whatsapp groups were created. 5. Apart from teaching-learning, instructions and information regarding the examination, scholarships, various activities and programs are communicated to the students through the groups.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://youtube.com/channel/UCSsqpsZ95-M9P42JE15cr8Q

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

12

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

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
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

11

File Description	Documents
Any additional information	View File
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

15

File Description	Documents
Any additional information	View File
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.

1. The institution has set the committee for transparent implementation of internal assessment.
2. The Examination Committee coordinates all the internal examinations.
3. The committee coordinator looks into the conduction, results of Unit Tests, Common tests etc.
4. The examination process included the setting of question papers, evaluation of answer scripts within a stipulated period, and submission of marks taken care of.
5. Tutorials were also held regularly. Internal Examination, Viva-voce, Practical, and Incentive Marks are the parts of Internal Evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	https://accy.ac.in/pdf/COLLEGE%20MANUAL.pdf

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

1. The examination is conducted at two levels: internal examinations are in the form of unit tests, home assignments, projects etc.
2. The college has an Examination Committee and College Examination Officer appointed as per the norms of S.G.B.A.U. and he/she deals with all the grievances related to the examination.
3. In addition to this, In the year 2020-21, all the examinations were conducted in online mode in the form of MCQs.
4. The result of the concerned subject was declared by the university alternate day. Hence there were no complaints from the students.
5. Generally, for any grievances related to marks, mark sheets, names etc., the Exam Committee collects the complaints are forwarded through the college to the university.
6. University attends to these grievances within 30 days and sends rectified mark sheets within 30 days.

The mechanism for redressing:

1. In case of any grievances, students can complain within 7 days from the declaration of results.
2. All the grievances are resolved within the given time.
3. Any complaint regarding the internal examination, practical examination, or viva voce is resolved by the head of the concerned department.
4. An open hearing is given in matters related to external examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://accy.ac.in/pages/under_constuction.php

2.6 - Student Performance and Learning Outcomes

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

The POs are made based on attributes like Knowledge outcomes like disciplinary knowledge Skill outcomes like communication skills along with other subject-related hard skills, soft skills, research-related skills etc. Generic Competencies like critical thinking, problem-solving ability, analytical reasoning, teamwork etc. Attitude/Values outcomes like scientific reasoning, moral and ethical awareness, lifelong learning etc. The making: the course coordinators prepare the programme outcomes then the teacher under the direction of the head of the department prepares course outcomes. The opinion of stakeholders, especially, alumni are considered. Mechanism of communication: POs, PSOs, and COs are displayed for all stakeholders at the following locations: The college website Under the IQAC tab has PO, PSO, and CO under which all the departments' outcomes have been given in detail. All the stakeholders can access the outcomes 24X7. The college conducts an induction program wherein the new entrants are made aware of the POs and PSOs. The departments conduct parent-teachers meetings wherein parents are made aware of the outcomes. Teachers conduct introductory lectures every term. In these lectures, students are made aware of the course outcomes of their respective subjects Teachers are made aware of the outcomes by the head of the department in the meeting.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://accy.ac.in/pdf/PROGRAM-&-LEARNING-OUTCOMES-OF-THE-COURSES.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

1. **Program and Course outcomes, as evinced by NAAC have been designed for students and other stakeholders.**
2. **They aim at making the students ready and equipped with the knowledge and skillsets required for the future.**
3. **Evaluation of outcomes serves the institution as an effective tool for introspection and improvement.**

4. **Outcomes have been uploaded on the College website.**
5. **The students are made aware of these during the Students Induction Program.**
6. **Students are guided with required mentoring so they achieve the desired outcomes.**
7. **Evaluation of the stated outcomes is carried out using multiple assessment methodologies.**
8. **It is carried out regularly during routine teaching, periodically through internal assessment, and finally through the University results. Students' progression to higher education is obtained from personal feedback students.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://accy.ac.in/pdf/PROGRAM-&-LEARNING-OUTCOMES-OF-THE-COURSES.pdf

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

148

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**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://accy.ac.in/pdf/pp/2.7.1%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%20(Institution%20may%20design%20its%20own%20questionnaire)%20(results%20and%20d

et

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

04

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

3.2 - Research Publications and Awards

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

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

08

File Description	Documents
Any additional information	View File
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

04

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

   1. All the departments of the institute in general and the

Dept. of NSS strive for the overall upliftment of the students.

2. The students are exposed to cross-cutting issues, through rallies, street plays and webinars including care for the young, old, infirm and weak.

3. Health And Hygiene, Gender Sensitization, Emergencies, Environmental Consciousness and Values are also imbibed and strengthened for redressal at the societal level.

4. On various commemorative days, Blood donation camps are regularly organized.

5. Extension during COVID is being carried out online through webinars for all stakeholders, encompassing diverse social topics.

6. They have made students more aware and responsible. Students have participated in the webinars by planning and anchoring, adding to their holistic development.

7. Various programs like the General Knowledge quiz, Feeding Week, and Birth and Death Anniversaries of the great heroes and personalities were organized.

8. Nowadays traffic has become very unsafe. To make students and society aware of traffic rules, Road Safety Awareness was conducted.

9. Vaccination Awareness Camp, Tree Plantation, International Yoga Day and several other programs for value imbibing and leading to personality development were organized.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.5.1Internal%20Quality%20Assurance%20Cell%20(IQAC)%20has%20contributed%20significantly%20for%20institutionalizing%20the%20quality%20assurance%20strategies%20and%20processes.pdf
Upload any additional information	View File

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

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

00

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

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

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

09

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

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

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

411

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
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

`00`

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

`02`

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

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.

1. **The college has infrastructure facilities and resources as per the Government of Maharashtra resolution no. NGC 2012 / (247/12) / MS4 dated 2nd September 2013.The College is situated in a serene, rural area that provides quality education.**
2. **There are 07 classrooms, 2with ICT facilities.**
3. **There are 2 laboratories (HEC & COMPUTER LAB.), 2 staff**

rooms, and 1 seminar hall.

4. There is an open-air stage and store rooms.
5. There are outdoor facilities for Football, hockey, cricket, athletics and other track and field events, volleyball and basketball, as well as indoor games in the multipurpose auditorium.
6. Basic amenities on college premises include separate staff and student parking, canteen, drinking water coolers, first-aid, solar light night lamp, fire safety and separate washrooms for men, ladies, boys, and a girls' common room.
7. The library is partially computerized and is well-equipped with a stockroom, and reading hall. Its collection of books and resources cater for the needs of the users. There is the optimal use of infrastructure.
8. As a matter of social service or social indebtedness, the multipurpose hall and ground of the institution are provided free of cost to the poor and needy for celebrating functions like Marriage and Dindis (Religious Procession).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://accy.ac.in/pdf/pp/4.1.1%20The%20Institution%20has%20adequate%20infrastructure%20and%20physical%20facilities.pdf

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

1. The institution has a spacious auditorium or multipurpose hall for cultural programs and indoor games. There is an open-air stage for flag hoisting and open-air programs.
2. There are outdoor facilities for Football, hockey, and athletics and other track and field events, separate volleyball and basketball courts, as well as the facility for indoor games such as table tennis, carom, chess and badminton in the multipurpose hall.
3. Yoga Day is celebrated every year, with Yoga demonstrated by experts.
4. The Sports Committee is dedicated to sports activities round the year and the annual sports meet. Several students have achieved ranks in International, National and Regional competitions

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://accy.ac.in/pdf/pp/4.1.2%20The%20Institution%20has%20adequate%20facilities%20for%20cultural%20activities,%20sports,%20games%20(indoor,%20outdoor),%20gymnasium,%20yoga%20centre%20etc..pdf</u>

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://accy.ac.in/pages/weblink_agar.php#</u>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

1,55,483/-

File Description	Documents
Upload any additional information	*View File*
Upload audited utilization statements	*View File*
Upload Details of budget allocation, excluding salary during the year (Data Template)	*View File*

4.2 - Library as a Learning Resource

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

CURRENTLY, ILMS IS NOT ACTIVE IN THE COLLEGE LIBRARY.

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

00

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

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

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

42

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

1. **The institute provides a partial internet facility.**
2. **The library is partially automated.**
3. **Internet facility is available for the staff only.**
4. **The process of admission, salaries, and scholarships is computerized.**
5. **The College has total computers 15 for academic and administrative purposes.**
6. **The college has 02 projectors. Though the college does not have a full internet facility, the teaching-learning process was not disturbed since the teaching-learning process was carried out Online mode creating WhatsApp groups of the students.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://accy.ac.in/pdf/pp/4.3.2%20Number%20of%20Computers.pdf

4.3.2 - Number of Computers

15

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **E. < 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

1,55,483/-

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

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

1. **Maintenance of Classrooms, Furniture and Laboratories are with the respective department staff, and attendants and supervised by the respective Head of the Department. HODs and other in-charges request for required Maintenance work**

to be done to the Principal.

2. Maintenance of Computer and Accessories Computer maintenance and peripheral repairs, and replacements are either carried out by technical support staff selected by the principal.
3. The sports equipment, fitness equipment, ground and various courts on Campus are supervised and maintained by the Physical Director and by the sports committee.

4. The maintenance of equipment for water pumping plants and sewage is undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.

5. The principal then presents the proposal before the college management, who takes the final decision on a priority basis.
6. The principal assigns the work to the concerned personnel.
7. Regular maintenance work in the college takes place immediately, while longer projects are executed during vacation.
8. The Physical Education department maintains the sports facilities and equipment in the college.
9. Stock checking is carried out annually, and the different departments maintain stock books.
10. Library provides a reprography facility. Weeding of old books, binding, pest control and other maintenance measures are undertaken periodically.
11. The coordinated effort of the Management, Principal and the College staff on the various committees for academic and administrative planning has resulted in the enhancement and strengthening of infrastructure for excellent academics, research, and curricular and extracurricular activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://accy.ac.in/pages/weblink_aqar.php#

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

253

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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	View File
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

D. 1 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
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

50

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

50

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

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

A. All of the above

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

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

128

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

`02`

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	[View File]()
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)

Since Elections to the Students Council, have not taken place, the college has formed a student council on its levelthat consists of principals, senior faculty, administrative faculty and college toppers. The student council plays a key role in all the college activities. The representatives of the council actively participate in the execution of the activities that are organized by the college. Students contribute much to the curricular and extracurricular activities. However, In the academic year, 2020-21- the college conducted all the activities in online mode due to the pandemic and lockdown of the institution. Still,

students played an active role in all the activities. Wherever possible student help was taken in the planning, organisation and conduction of activities. Some of the activities are :

1. During the lockdown, the mentor-mentee scheme coordinated effectively between teachers and students and helped in constant communication.
2. Conduction of social extension activities conducted by the social extension committee and by the departments.
3. Some students prepared masks for the college staff and also for distribution in society.
4. In other departments, students actively participated in the activities by making banners, sanitisers, masks, donations of articles etc.
5. Students participated in online quizzes related to the various subjects.
6. In some of the activities like tree plantation, street play etc. students participated in small groups due to the pandemic and limits imposed thereon.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/COLLEGE%20MANUAL.pdf
Upload any additional information	View File

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

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

00

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

5.4 - Alumni Engagement

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

The college has had an alumni association since 2016. As the number of disciplines and number of students passing is huge, the activities are conducted at the college level. Alumni meet: Department of Marathi held an alumni meeting on 2nd January 2021 where the alumni interacted with the students, staff and the principal. Webinars: The alumni of the college were invited for guest lectures and to share their success stories with the present students. The programs like an open discussion on recent trends and technologies used in the software industry, corporate culture, and new trends in literate and language. Emerging Trends IT Industry, IoT and its Uses in Education, Employment and Entrepreneurship. The commerce alumni discussed their success stories and the role played by the college in their success and shared this with B.com students. Some alumni suggested value-added courses in the college like soft skills etc. All these activities were conducted online in the academic year due to the lockdown of the institution.

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

Vision: We strongly believe in moulding students into ideal, responsible, and productive citizens dedicated to Nation. While imparting need-based education, we enrich core values like nationality, honesty, quality, rule-following and cleanliness. The same, we cherish through our aims and objectives. Mission: The establishment and function of the college are aimed at achieving national goals. This is not a mere act of social service, but rather a task dedicated to national duty. We believe that proper education can develop cultured, intellectual, self-reliant students committed to the nation. Keeping students at the focal point, the institute chalks out its policies. The institution has a firm belief that students have tremendous potential. If it is channelized in the right direction, we can find solutions to many problems. Let us join in our humble endeavour of drawing our Godly students into the national stream to take India to the highest pinnacle of glory in the world. OBJECTIVES:

- **To hone the students with quality education.**
- **To make educational opportunities available to an unprivileged and underprivileged section of society.**
- **To channel the students'potential in nation-building.**
- **To inculcate need-based skills among students.**
- **To make the students capable of facing the challenges in the present scenario by providing the knowledge of the latest technology and scientific attitude.**
- **To emphasize values such as nationality, honesty, quality, adherence to rules and cleanliness for the development of high standards of morality.**

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

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

1. **Arts Commerce College, Yeoda has a decentralized administration that provides complete transparency in the decision-making process.**
2. **The college sticks to the principle of decentralization and participative management in every aspect of administrative and academic activities.**
3. **The governing body has given the principal powers to decide on Academic and Co-curricular activities.**
4. **The governing body meets at regular intervals and monitors the activities of the institute.**
5. **The Principal conducts regular meetings with the program coordinators and discusses the department's activities.**
6. **The program coordinators conduct meetings with faculties and Non-teaching staff in the departments and discuss the activities.**
7. **Under the guidance of the Management, the Principal constitutes different committees for the successful operation of the institution.**

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/COLLEGE%20MANUAL.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The functional IQAC of college prepared the perspective plan of the college. This plan was prepared after discussion and deliberation with the stakeholders of the college backed effectively by the benevolent management. The plan was related to annual plans of quality initiatives in the college with the sole

purpose of strengthening the varied sections of the college. Some of the aspects of the perspective plans:

- To prepare Annual Quality Assurance Report of activities in the college.
- Develop a healthy atmosphere where the campus is free of problems like ragging, sexual harassment etc.
- Extend the collaboration with surrounding institutions and organizations.
- Increase in the curricular, co-curricular and extracurricular activities.
- Increase participation in online courses (MOOCs).
- Motivate the staff to use the ICT-enabled tools and innovative methods of teaching in the college.
- Motivate the students to participate in sports competitions at the international and national levels.
- Motivate the teachers to register and complete their research work related to PhD. And motivated faculty members to participate in Orientation, Refresher, FDPs and Short-Term courses for improvement in API.
- Participation in UGC and government-sponsored programs.
- At the end of every year, a review is taken about the implementation of aspects of the perspective plan.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Executive Body: Executive body is the apex body of the college. There are 7 members of the executive council as president, secretary, treasurer, and other members. Principal: The principal is the head of the institution as an administrative officer and member secretary in CDC. He is assisted in his responsibility by IQAC. College Development Committee: The College Development Committee comprises the president, secretary, head of the department, teacher representative, non-teaching representative, IQAC coordinator, student representative, principal as member secretary and local member. There are 15 members of the CDC.

Internal Quality Assurance Cell: IQAC plays a catalytic role in college for quality enhancement. It comprises 20 members including a principal, a management representative, and the nominee from the local society, a teacher representative, a student representative, an alumni representative, an industrialist representative, and a non-teaching representative. Head of Department: He is the head and administrative responsibility of the department and reports to the principal. Office Head Clerk: He has administrative responsibilities in office work. Senior clerks, junior clerks, peons, etc. work under the supervision of the head clerk. Librarian: Librarian is responsible for library materials and he provides different library resources to students and faculty members. Committees: The College has different committees to do various work. It has a decentralized process of administration. The committee comprises faculty members, non-teaching staff, students, etc.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/Procedures_and_policies.pdf
Link to Organogram of the Institution webpage	https://accy.ac.in/pages/about_society.php
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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

1. **The teaching staff is granted duty leave to participate in various UGC-MHRDC sponsored courses such as orientation Programme, Refresher, Short Term, FDP, etc.**
2. **Teaching and nonteaching staff is granted different types of leaves such as Casual Leave, Medical Leave, Maternity Leave, etc. as per the state government, university statutes, and UGC norms.**
3. **The indoor and outdoor sports facilities are provided to teaching and non-teaching staff.**
4. **The college acknowledges the academic and non-academic achievements of teaching and non-teaching staff. As per norms, due care is taken for availing GPF and DCPS shames.**
5. **Moreover, the physical and mental well-being of the staff has been given Prime importance. Health camps are being organized from time to time with the help of specialized doctors and approaching college staff.**
6. **Our physical Education Department provides various facilities to the staff members for their physical activities.**
7. **The director of physical education gives all possible guidance to the students and college staff during their workout sessions.**
8. **Yoga camps are also being organized by the department with the help of experts and most of the senior staff members get benefited from the camps.**

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.3.1%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-%20teaching%20staff.pdf
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

08

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

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

1. **As per the direction of UGC and Joint Directorateof Higher Education, Government of Maharashtra, the Institution has a performance appraisal system.**
2. **Teachers have to submit filled-information for PBAS (Performance Based Appraisal System) to the Principal. Apart from that, AnnualProformas are submitted by the Teachers/Librarian Cell-in charges to the IQAC which help in the collation and cross-checking of the information.**
3. **For Career Advancement under CAS, PBAS formats submitted to the Principal at the end of every academic session are forwarded by the Principal to J.D and the affiliating S.G.B. AmravatiUniversity after approval by an Internal Scrutiny Committee.**
4. **Every Teaching and non-teaching staff has to submit Confidential Reports to the Principal via HoD.**
5. **The performance of Teachers is also assessed through Student feedback, taken at the end of every academic session and appropriate instructions were given to staff by the Principal.**
6. **Daily Notes Diary is also maintained by the individual staff and submitted to the Principal at the end of every month.**
7. **The IQAC reviews Administrative and Academic progress so as to review the performance of all the departments and office administration.**
8. **After the evaluation of the report by the Principal and management, it is communicated to the respective department for improving shortcomings.**

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.3.5%20Institutions%20Performance%20Appraisal%20System%20for%20teaching%20and%20non-%20teaching%20staff.pdf
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

Internal-external audits are conducted regularly. Internal auditor checks 1. All receipts and payment vouchers 2. Utilization of funds received from various agencies. 3. The college has a separate mechanism to ensure financial discipline. The external auditor is appointed by the parent society. External auditor checks 1. Purchase register and a dead stock register 2. Library records and accession register. 3. External auditor checks whether proper procedure is followed for utilization of grants as well as whether expenditure is allowed under the particular head and its limit. 4. Queries raised by the auditor are duly clarified and no queries remain pending to date.

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

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

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

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

College raises its funds through various resources such as fees from students, Salary grants received from the government etc. A well-defined procedure is followed for purchases. The committee reviews quotations given by vendors thoroughly and the final decision is taken based on comparative analysis. The college has a Purchase Committee which authorizes infrastructure development or the creation of permanent structures on campus.

1. **Every year budget is prepared taking into consideration the requirements of each department, office and various committees.**
2. **The budget is presented before the parent society and approved by the same.**
3. **The utilization of the budgeted amount is closely monitored. Special permission is required for non-budgeted expenditure.**
4. **Compliance with timely internal and external financial audit**
5. **Fees received from students are used for the development of the college, non-grant faculty and staff salaries, and are properly audited.**
6. **Library services and Sports services are strengthened through funds received from these sources.**
7. **The use of technology in the teaching-learning process has increased.**
8. **Maintenance of academic and physical facilities is carried out regularly.**

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

6.5 - Internal Quality Assurance System

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

IQAC as an advisory and evaluative body has played a pivotal role in

1. Enhancing the quality of all strategic planning and its effective implementation. During the academic year, 2020-21 on account of the lockdown of educational institutions, IQAC changed the method of delivery of curricular, co-curricular and extracurricular activities. Some of the contributions were
2. IQAC of the institution is constantly working on quality improvement in various areas. Under the aegis of IQAC, the Academic Planning Committee prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure.
3. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, and research and development.
4. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching and faculty efforts are taken for enhancing knowledge from the domain area.
5. Improvements in the teaching-learning process with a focus on digital mode.
6. Development of ICT tools and increase in its usage in daily teaching-learning and administration.
7. Establishment of functional collaborations with the institution and organizations in the college.
8. Motivating the staff and students for conducting extension services, especially during the pandemic period.
9. Conduction webinars for teachers, students & mentees.
10. Collection of feedback from all the stakeholders on the curriculum.
11. Conduction of Student Satisfaction survey.
12. Setting and reviewing departmental goals of the departments.
13. Review of the working of college committees.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.5.1.%20updated.pdf
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

1. **The college has a functional IQAC setup as per norms that include Teacher Representatives, Members of Management, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni, Employers, Industry and Parents.**
2. **IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders.**
3. **Based on the feedback action is taken in the form of communication with the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT-based teaching methods to improve the teaching-learning process.**
4. **IQAC organises an induction program for students to introduce many things regarding syllabus and college infrastructure etc.**
5. **IQAC organises departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted.**
6. **IQAC also organises training sessions for defining learning outcomes and for their attainment. Every teacher is expected to submit a work done report periodically on the teaching-learning process and co-curricular and extracurricular activity.**
7. **Every year teacher is expected to fill the annual Performance Based Appraisal Form which IQAC scrutinizes for API verification.**

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/PROGRAM-&-LEARNING-OUTCOMES-OF-THE-COURSES.pdf
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://accy.ac.in/pdf/pp/IQAC%20meeting(s)%20and%20Action%20Taken%20Report%20%202020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution had taken several measures to the promotion of gender equity.

- **The institution promotes gender equality through co-curricular activities.**
- **The institution conducted periodically awareness programs related to the safety and security of women employees and students.**
- **The institute promotes Gender Equity in admissions, administrative functionality, and academic activities.**
- **The institute celebrates Women's Day and presents success stories of famous women to inspire the girl students and to make them understand their potential.**
- **The institute encourages the participation of girls in Co-Curricular and Extra-Curricular activities.**
- **During the Induction Program, awareness is created of gender**

equity among the students.

- The institution promotes gender equality through facilities for women.
- The institute has a policy of appreciating faculty without gender bias. Based on their ability, women faculties are nominatedas conveners of various committees and efficiently discharge their duties.

The institution constituted the following committees as per norms laid down by University & UGC.

1. Institution Grievance Redressal Committee,
2. Anti-Ragging Committee,
3. Sexual harassment prevention cell,
4. Students' Disciplinary Committee,

- The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through induction programs.
- Girls' Common Room is provided on the campus as required facilities.
- Separate space is provided for girls in the library reading room to avoid inconvenience.
- The campus has safety facilities for students and staff.

The Women's Cell promotes a "gender equality environment" to promote gender equality. A complaint box has also been set up on the college campus, in which not a single complaint has been received from the girls to date, and on this basis, the institution proudly declares that 'We are a gender-neutral educational institution.

File Description	Documents
Annual gender sensitization action plan	https://accy.ac.in/pdf/pp/7.1.1.%20ANNUAL%20GENDER%20SENSITIZATION%20ACTION%20PLAN%202020-21.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://accy.ac.in/pdf/WOMENSSAFETYANDSECURITY.pdf

7.1.2 - The Institution has facilities for   B. Any 3 of the above

**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**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

1. **The college has adopted state-of-the-art methods for degradable and non-degradable waste management and segregated waste into green and blue bins. The college also uses biodegradable waste as fertilizer for plants in the garden.**
2. **Solid waste is collected and converted into compost using a composite pit. The use of paper is reduced by using e-circular such as E-mail, and various social media platforms.**
3. **Liquid waste is collected in closed collection tanks and used to water lawns, plants and trees on campus.**
4. **E-waste management is the process of disposing of broken or usable electronic items in a safe and scientific way. Our college transfers all of its e-waste to certified e-waste recyclers.**
5. **Note:Biomedical waste management and the management of hazardous chemicals and radioactive waste are exceptions to our college because such waste is not produced here.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://accy.ac.in/pdf/pp/7.1.3.%20PROCEDURE%20OF%20WASTE%20MANAGEMENT%20ADOPTED%20IN%20THE%20COLLEGE.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File

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

7.1.6.1 - The institutional environment and   **C. Any 2 of the above**

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

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

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

B. Any 3 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 is a firm propagator of the philosophy of equality in principle and spirit throughout its functions. Students, Staff, and Management belonging to different caste, religions, and regions peacefully enjoy a harmonious work environment with no discrimination of any sort.

1. With a diverse socio-cultural background and different linguistics, the institution upholds tolerance towards cultural, regional, linguistic, communal socio-economic, and other diversities are achieved. College celebrates national and international festivals, and days are celebrated with great passion and oneness.
2. The college has a well-articulated Zero Tolerance policy toward any sort of discrimination against any member of the institution.
3. All the departments and committees work strictly as per the policy and always assure a harmonious environment. Believing in affirmative action in furtherance of our tolerance of Diversity the Linguistic assistance is provided in all our administrative circulars and academic endeavours.
4. Catering to the needs of the heterogeneous populous, the instructions are declared in the official Language along with the convenient regional language also.
5. Value addition is also made by providing a variety of Library resources beyond the curricular books.
6. The English, Marathi and Urdu literature on varied subjects provide the members with a unique opportunity to learn and develop conveniently.

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 sincerely takes initiatives to sensitize students and employees toward the values, duties, rights, and responsibilities of citizens. The college organized various programs in collaboration with the IQAC and other departments to highlight the importance of civil society in Democracy at present

time. The college conducts various programs to achieve the sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens and its goals, the details of which are given below.

1. BLOOD DONATION CAMP
2. CELEBRATION OF NATIONAL DAYS
3. CLEANLINESS/PLANTATION DRIVE
4. CONSTITUTION DAY
5. CONTRIBUTION TO NATIONAL DISASTERS
6. ENVIRONMENTAL AWARENESS
7. GENDER SENSITIZATION PROGRAMMES
8. INDUCTION OF THE STUDENTS ON VALUES, RIGHTS, DUTIES AND RESPONSIBILITIES
9. PLASTIC-FREE CAMPUS
10. ROAD SAFETY WEEK
11. VOTER'S DAY AWARENESS PROGRAMMES

However, due to the pandemic situation, most of the programs could not be conducted with students during the academic session 2020-21.

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	View File

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

The institution celebrates all the important events and days of national and international importance on the college premises along with the students. The days of national leaders, freedom fighters, and social workers are celebrated on the campus along with the teaching, non-teaching staff, and students. The days are celebrated with the Principal address to the students where the importance of the day is explained and its relevance in today's time. Students are asked for their maximum attendance to the programs and the days celebrated. Students get inspired by the action of the great people whose day is being celebrated and get more inspired to work for a better future and stronger future for the country. NATIONAL DAY CELEBRATION 1: Birth Anniversary of Dr. S.R.Ranganathan (13th August 2020) 2: Independence Day (15th August 2020) 3: Constitutional Day Celebration (26th November 2020) 4: Babasaheb Ambedkar Mahaparinirwan Divas (6th December 2020) 5: Savitribai Phule Birth Anniversary (3rd January 2021) 6: Republic Day Celebrations (26th January 2021) INTERNATIONAL DAY CELEBRATION

1. **World Environment Day (5 June)**
2. **International Yoga Day (21 June)**
3. **International Youth Day (12 August)**
4. **World AIDS Day (1 December)**
5. **International Women's Day (8 March)**

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

7.2 - Best Practices

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

1: Title of the Best Practice 1: "COOPERATIVE LEARNING CAMPAIGN" SUMMARY OF BEST PRACTICE: Cooperative learning practice involves students working together for a common educational goal. College teachers launched a cooperative learning campaign to provide students with appropriate educational activities during the lockdown due to COVID-19 epidemics. At a time when the world was at a standstill, continuing education in such a time was a blessed step in which teachers and students worked together and made it a success. ===================== 1: Title of the Practice2: "UNESCO'S INTERNATIONAL-DAYS CELEBRATION" Objectives of the Practice: 1. To raise awareness and educate the community on issues of concern that require global attention. 2. To educate the public on issues of concern, mobilize political resources to address global issues, and celebrate and strengthen humanity's achievements on a global and national scale. The College has decided to celebrate the 5 International Days to promote a sense of educational, social, moral, environmental and health care responsibility among the students. All these International Days have been selected from the official list of UNESCO.

1. WORLD ENVIRONMENT DAY (5 JUNE)
2. INTERNATIONAL YOGA DAY (21 JUNE)
3. INTERNATIONAL YOUTH DAY (12 AUGUST)
4. WORLD AIDS DAY (1 DECEMBER)
5. INTERNATIONAL WOMEN'S DAY (8 MARCH)

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

7.3 - Institutional Distinctiveness

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

Arts Commerce College, Yeoda, was established in 1994 to provide higher education to the children of Yeoda and its surrounding villages. The college uses a scheme called "Education at Your Doorstep" to connect the children of the surrounding areas with higher education. It can be implemented in 3 ways as mentioned follow. 1.Mentoring is not a panacea for all problems, but a sustained human relationship that influences the life and future of your mentee. The Mentor-Mentee scheme of the college helps students in many ways, including maintaining student attendance, helping with subject selection, helping with exam preparation, helping with outstanding fees and other matters, strengthening the student-teacher relationship, and helping with scholarship matters. 2.Social media can be used to promote education and help students learn from a distance. It can be used to accept papers for review electronically, deliver additional instructions, encourage students to fill out exam forms, give information about results, and inform students about college programs. 3.The goal of the "COLLEGE AT YOUR DOORSTEP CAMPAIGN" is to promote education in villages where the attendance of students is low. This is done by organizing rallies, displaying banners and slogan cards, and creating public awareness through a street play.

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 adheres to the curriculum laid down by the Sant Gadge Baba Amravati University, Amravati. The annual plan is designed and followed by the teachers. The Principal takes feedback from the departmental meetings about the even distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus. The departments hold Unit Tests, Viva Voce, Practicals or Internals, group discussions, etc. for assessment of the students. Common Tests are also held with the same approach. Semester-wise exams are conducted by the affiliating University.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://accy.ac.in/pdf/SYLLABUS,%20ARTS%20 0&%20COMMERCE.pdf

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

The academic calendar is drawn up taking into account the declared calendar of the affiliated university. This helps the institution to effectively adhere to the calendar schedule. The calendar of unitary tests within the semester and of the preparatory test at the end of the same is clearly indicated in the calendar of the continuous internal test. It is also foreseen in the planning phase of the academic calendar for the realization of co-curricular activities such as the inauguration of the subject, conferences by invitation, and field visits, and for extra-curricular activities such as in-depth activities,sportsexhibitions, and annual meetings. The teaching plan and its execution through daily notes help the teachersmaintain control and ensure compliance with the curricular delivery program.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://accy.ac.in/pdf/pp/Academic%20Calendar%202020-21.pdf

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	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	View File
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)

00

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

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

00

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

00

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

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 is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programmes,universal moral and social values, sensitivity towards gender issues and environmental consciousness are imbibed in the students. 1. Gender sensitization programmes like lectures, seminars and workshops 2. Observance of Women's Day 3. Environmental education through projects, fieldwork and Green Audit. Students are also encouraged to participate in

different programmes like online quiz contests organized by other Institutions for enhancing awareness related to the environment. 4. Human values are promoted through the activities of the NSS. The NSS unit of the College refers to the Handbook of NSS of the University for illuminating the young minds of the duties and responsibilities of the citizens of this country. 5. Community outreach and other social welfare programmes 6. Value education workshops. 7. Observance of various Days like Youth Day, World Environment Day, International Women Day, Int. AIDS Day, Int. Mother Tongue Day, Education Day, Ghalib Day, Vachan Prerna Divas etc.

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

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

00

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

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

00

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

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

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://accy.ac.in/pdf/pp/2.7.1%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%20(Institution%20may%20design%20its%20own%20questionnaire)%20(results%20and%20details%20need%20to%20be%20provided%20as%20a%20weblink).pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

820

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

513

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 assesses the learning levels of the students and organizes special programs for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:- More challenging work in the form of home assignments.

- **A well-stocked library with advanced reference facilities**
- **Incentives in the form of prizes.**
- **Encouragement for participation in inter-college and intra-college competitions.**
- **Special lectures by eminent speakers.**
- **Counselling by faculty to appear for competitive examinations.**
- **Career fairs, seminars, and workshops.**

Identification of weak students on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Meeting and communicating with the weaker students.
- Identifying their area of weakness.
- Conducting special tests for slow learners.
- Organizing remedial classes.
- Teachers are available beyond class hours to counsel the weaker students.

File Description	Documents
Link for additional Information	https://accy.ac.in/pdf/Admission-Committee-2021-22.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
644	53.66

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Learning is made more student-centric through a combination of old and new methods of teaching.

1. In order to motivate the students beyond the scope of theoretical knowledge, various student-centric learning methods like workshops, seminars, film shows, group discussions, and field trips have been adopted.
2. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

   - Smart classrooms
   - Interactive projectors and smartboards

- **Personal laptops for faculty**
- **Computer Lab.**
- **Use of ITC.**

1. **The department of Urdu organizes various programs like the celebration of Anniversaries of Urdu legends like Allama Iqbal, Mirza Ghalib, etc. to make all students aware of their contributions.**
2. **The department of English conducts programs like Grammar tests, Spoken and written English to increase the various skills of the students.**
3. **The department of Marathi organizes poster-making and quiz competitions.**
4. **The Language Literary Forum (English, Marathi, Urdu & Persian) organizes various programs to enhance several skills of students and imbibe human values.**
5. **Dept. of Commerce organises visits to Banks, Small Scale Industries.**

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://accy.ac.in/pdf/Procedures_and_policies.pdf]()

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

1.The ICT-enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. 2. The teachers made use of ICT tools at intervals. Some of the teachers have created YouTube Channels for sharing study materials which are useful not only for college students but for society as well. 3. Faculty are provided with the requisite facilities for the preparation of computer-aided teaching-learning material. Both faculty and students have access to the following modern teaching aids. 4.Since the pandemic times, the use of ICT has become an effective mode of teaching-learning. Regular classes are taken through this online platform according to a fixed routine set by the institution. Subject wise Whatsapp groups were created. 5. Apart from teaching-learning, instructions and information regarding the examination, scholarships, various activities and programs are communicated to the students

through the groups.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://youtube.com/channel/UCSsqpsZ95-M9 P42JE15cr8Q

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

12

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

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
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

11

File Description	Documents
Any additional information	*View File*
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

15

File Description	Documents
Any additional information	*View File*
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.

1. **The institution has set the committee for transparent implementation of internal assessment.**
2. **The Examination Committee coordinates all the internal examinations.**
3. **The committee coordinator looks into the conduction, results of Unit Tests, Common tests etc.**
4. **The examination process included the setting of question papers, evaluation of answer scripts within a stipulated period, and submission of marks taken care of.**
5. **Tutorials were also held regularly. Internal Examination, Viva-voce, Practical, and Incentive Marks are the parts of Internal Evaluation.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://accy.ac.in/pdf/COLLEGE%20MANUAL.pdf

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

1. The examination is conducted at two levels: internal examinations are in the form of unit tests, home assignments, projects etc.
2. The college has an Examination Committee and College Examination Officer appointed as per the norms of S.G.B.A.U. and he/she deals with all the grievances related to the examination.
3. In addition to this, In the year 2020-21, all the examinations were conducted in online mode in the form of MCQs.
4. The result of the concerned subject was declared by the university alternate day. Hence there were no complaints from the students.
5. Generally, for any grievances related to marks, mark sheets, names etc., the Exam Committee collects the complaints are forwarded through the college to the university.
6. University attends to these grievances within 30 days and sends rectified mark sheets within 30 days.

The mechanism for redressing:

1. In case of any grievances, students can complain within 7 days from the declaration of results.
2. All the grievances are resolved within the given time.
3. Any complaint regarding the internal examination, practical examination, or viva voce is resolved by the head of the concerned department.
4. An open hearing is given in matters related to external examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://accy.ac.in/pages/under_constuction.php

2.6 - Student Performance and Learning Outcomes

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

The POs are made based on attributes like Knowledge outcomes like disciplinary knowledge Skill outcomes like communication skills along with other subject-related hard skills, soft skills, research-related skills etc. Generic Competencies like critical thinking, problem-solving ability, analytical reasoning, teamwork etc. Attitude/Values outcomes like scientific reasoning, moral and ethical awareness, lifelong learning etc. The making: the course coordinators prepare the programme outcomes then the teacher under the direction of the head of the department prepares course outcomes. The opinion of stakeholders, especially, alumni are considered. Mechanism of communication: POs, PSOs, and COs are displayed for all stakeholders at the following locations: The college website Under the IQAC tab has PO, PSO, and CO under which all the departments' outcomes have been given in detail. All the stakeholders can access the outcomes 24X7. The college conducts an induction program wherein the new entrants are made aware of the POs and PSOs. The departments conduct parent-teachers meetings wherein parents are made aware of the outcomes. Teachers conduct introductory lectures every term. In these lectures, students are made aware of the course outcomes of their respective subjects Teachers are made aware of the outcomes by the head of the department in the meeting.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://accy.ac.in/pdf/PROGRAM-&-LEARNING-OUTCOMES-OF-THE-COURSES.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

1. Program and Course outcomes, as evinced by NAAC have been designed for students and other stakeholders.
2. They aim at making the students ready and equipped with the knowledge and skillsets required for the future.
3. Evaluation of outcomes serves the institution as an effective tool for introspection and improvement.
4. Outcomes have been uploaded on the College website.
5. The students are made aware of these during the Students Induction Program.
6. Students are guided with required mentoring so they achieve the desired outcomes.
7. Evaluation of the stated outcomes is carried out using multiple assessment methodologies.
8. It is carried out regularly during routine teaching, periodically through internal assessment, and finally through the University results. Students' progression to higher education is obtained from personal feedback students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://accy.ac.in/pdf/PROGRAM-&-LEARNING-OUTCOMES-OF-THE-COURSES.pdf

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

148

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	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://accy.ac.in/pdf/pp/2.7.1%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%20(Institution%20may%20design%20its%20own%20questionnaire)%20(results%20and%20det

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

04

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

3.2 - Research Publications and Awards

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

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

08

File Description	Documents
Any additional information	View File
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

`04`

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

1. All the departments of the institute in general and the Dept. of NSS strive for the overall upliftment of the students.
2. The students are exposed to cross-cutting issues, through rallies, street plays and webinars including care for the young, old, infirm and weak.
3. Health And Hygiene, Gender Sensitization, Emergencies, Environmental Consciousness and Values are also imbibed and strengthened for redressal at the societal level.
4. On various commemorative days, Blood donation camps are regularly organized.
5. Extension during COVID is being carried out online through webinars for all stakeholders, encompassing diverse social topics.
6. They have made students more aware and responsible. Students have participated in the webinars by planning and anchoring, adding to their holistic development.
7. Various programs like the General Knowledge quiz, Feeding Week, and Birth and Death Anniversaries of the great heroes and personalities were organized.
8. Nowadays traffic has become very unsafe. To make students and society aware of traffic rules, Road Safety Awareness was conducted.
9. Vaccination Awareness Camp, Tree Plantation, International Yoga Day and several other programs for value imbibing and leading to personality development were organized.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.5.1Internal%20Quality%20Assurance%20Cell%20(IQAC)%20has%20contributed%20significantly%20for%20institutionalizing%20the%20quality%20assurance%20strategies%20and%20processes.pdf
Upload any additional information	View File

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

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

00

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

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

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

09

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

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

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

411

File Description	Documents
Report of the event	View File
Any additional information	View File
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

00

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. **The college has infrastructure facilities and resources as per the Government of Maharashtra resolution no. NGC 2012 / (247/12) / MS4 dated 2nd September 2013.The College is situated in a serene, rural area that provides quality education.**
2. **There are 07 classrooms, 2with ICT facilities.**
3. **There are 2 laboratories (HEC & COMPUTER LAB.), 2 staff rooms, and 1 seminar hall.**
4. **There is an open-air stage and store rooms.**
5. **There are outdoor facilities for Football, hockey, cricket, athletics and other track and field events, volleyball and basketball, as well as indoor games in the multipurpose auditorium.**
6. **Basic amenities on college premises include separate staff and student parking, canteen, drinking water coolers, first-aid, solar light night lamp, fire safety and separate washrooms for men, ladies, boys, and a girls' common room.**
7. **The library is partially computerized and is well-equipped with a stockroom, and reading hall. Its collection of books and resources cater for the needs of the users. There is the optimal use of infrastructure.**
8. **As a matter of social service or social indebtedness, the multipurpose hall and ground of the institution are**

provided free of cost to the poor and needy for celebrating functions like Marriage and Dindis (Religious Procession).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://accy.ac.in/pdf/pp/4.1.1%20The%20Institution%20has%20adequate%20infrastructure%20and%20physical%20facilities.pdf

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

1. **The institution has a spacious auditorium or multipurpose hall for cultural programs and indoor games. There is an open-air stage for flag hoisting and open-air programs.**
2. **There are outdoor facilities for Football, hockey, and athletics and other track and field events, separate volleyball and basketball courts, as well as the facility for indoor games such as table tennis, carom, chess and badminton in the multipurpose hall.**
3. **Yoga Day is celebrated every year, with Yoga demonstrated by experts.**
4. **The Sports Committee is dedicated to sports activities round the year and the annual sports meet. Several students have achieved ranks in International, National and Regional competitions**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://accy.ac.in/pdf/pp/4.1.2%20The%20Institution%20has%20adequate%20facilities%20for%20cultural%20activities,%20sports,%20games%20(indoor,%20outdoor),%20gymnasium,%20yoga%20centre%20etc..pdf

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://accy.ac.in/pages/weblink_aqar.php#
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)

1,55,483/-

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

CURRENTLY, ILMS IS NOT ACTIVE IN THE COLLEGE LIBRARY.

File Description	Documents
Upload any additional information	**No File Uploaded**
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)	<u>View File</u>

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)

00

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

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

42

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

1. **The institute provides a partial internet facility.**
2. **The library is partially automated.**
3. **Internet facility is available for the staff only.**
4. **The process of admission, salaries, and scholarships is computerized.**
5. **The College has total computers 15 for academic and administrative purposes.**
6. **The college has 02 projectors. Though the college does not have a full internet facility, the teaching-learning process was not disturbed since the teaching-learning process was carried out Online mode creating WhatsApp groups of the students.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://accy.ac.in/pdf/pp/4.3.2%20Number%20of%20Computers.pdf

4.3.2 - Number of Computers

15

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

1,55,483/-

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

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

1. Maintenance of Classrooms, Furniture and Laboratories are with the respective department staff, and attendants and supervised by the respective Head of the Department. HODs and other in-charges request for required Maintenance work to be done to the Principal.
2. Maintenance of Computer and Accessories Computer maintenance and peripheral repairs, and replacements are either carried out by technical support staff selected by the principal.
3. The sports equipment, fitness equipment, ground and various courts on Campus are supervised and maintained by the Physical Director and by the sports committee.

4. The maintenance of equipment for water pumping plants and sewage is undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.

5. The principal then presents the proposal before the college management, who takes the final decision on a priority basis.
6. The principal assigns the work to the concerned personnel.
7. Regular maintenance work in the college takes place immediately, while longer projects are executed during vacation.
8. The Physical Education department maintains the sports

facilities and equipment in the college.
9. Stock checking is carried out annually, and the different departments maintain stock books.
10. Library provides a reprography facility. Weeding of old books, binding, pest control and other maintenance measures are undertaken periodically.
11. The coordinated effort of the Management, Principal and the College staff on the various committees for academic and administrative planning has resulted in the enhancement and strengthening of infrastructure for excellent academics, research, and curricular and extracurricular activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://accy.ac.in/pages/weblink_aqar.php#

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

253

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
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	View File
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

D. 1 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
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

50

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

50

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[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

04

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

128

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

02

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	View File
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)

Since Elections to the Students Council, have not taken place, the college has formed a student council on its levelthat consists of principals, senior faculty, administrative faculty and college toppers. The student council plays a key role in all the college activities. The representatives of the council actively participate in the execution of the activities that are organized by the college. Students contribute much to the curricular and extracurricular activities. However, In the academic year, 2020-21- the college conducted all the activities in online mode due to the pandemic and lockdown of the institution. Still, students played an active role in all the activities. Wherever possible student help was taken in the planning, organisation and conduction of activities. Some of the activities are :

1. During the lockdown, the mentor-mentee scheme coordinated effectively between teachers and students and helped in constant communication.
2. Conduction of social extension activities conducted by the social extension committee and by the departments.
3. Some students prepared masks for the college staff and also for distribution in society.
4. In other departments, students actively participated in the activities by making banners, sanitisers, masks, donations of articles etc.
5. Students participated in online quizzes related to the various subjects.
6. In some of the activities like tree plantation, street play etc. students participated in small groups due to the pandemic and limits imposed thereon.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/COLLEGE%20MANUAL.pdf
Upload any additional information	View File

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

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

00

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

5.4 - Alumni Engagement

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

The college has had an alumni association since 2016. As the number of disciplines and number of students passing is huge, the activities are conducted at the college level. Alumni meet: Department of Marathi held an alumni meeting on 2nd January 2021 where the alumni interacted with the students, staff and the principal. Webinars: The alumni of the college were invited for guest lectures and to share their success stories with the present students. The programs like an open discussion on recent trends and technologies used in the software industry, corporate culture, and new trends in literate and language. Emerging Trends IT Industry, IoT and its Uses in Education, Employment and Entrepreneurship. The commerce alumni discussed their success stories and the role played by the college in

their success and shared this with B.com students. Some alumni suggested value-added courses in the college like soft skills etc. All these activities were conducted online in the academic year due to the lockdown of the institution.

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

Vision: We strongly believe in moulding students into ideal, responsible, and productive citizens dedicated to Nation. While imparting need-based education, we enrich core values like nationality, honesty, quality, rule-following and cleanliness. The same, we cherish through our aims and objectives. Mission: The establishment and function of the college are aimed at achieving national goals. This is not a mere act of social service, but rather a task dedicated to national duty. We believe that proper education can develop cultured, intellectual, self-reliant students committed to the nation. Keeping students at the focal point, the institute chalks out its policies. The institution has a firm belief that students have tremendous potential. If it is channelized in the right direction, we can find solutions to many problems. Let us join in our humble endeavour of drawing our Godly students into the national stream to take India to the highest pinnacle of glory in the world. OBJECTIVES:

- To hone the students with quality education.
- To make educational opportunities available to an unprivileged and underprivileged section of society.

- **To channel the students'potential in nation-building.**
- **To inculcate need-based skills among students.**
- **To make the students capable of facing the challenges in the present scenario by providing the knowledge of the latest technology and scientific attitude.**
- **To emphasize values such as nationality, honesty, quality, adherence to rules and cleanliness for the development of high standards of morality.**

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

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

1. **Arts Commerce College, Yeoda has a decentralized administration that provides complete transparency in the decision-making process.**
2. **The college sticks to the principle of decentralization and participative management in every aspect of administrative and academic activities.**
3. **The governing body has given the principal powers to decide on Academic and Co-curricular activities.**
4. **The governing body meets at regular intervals and monitors the activities of the institute.**
5. **The Principal conducts regular meetings with the program coordinators and discusses the department's activities.**
6. **The program coordinators conduct meetings with faculties and Non-teaching staff in the departments and discuss the activities.**
7. **Under the guidance of the Management, the Principal constitutes different committees for the successful operation of the institution.**

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/COLLEGE%20MANUAL.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment	

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The functional IQAC of college prepared the perspective plan of the college. This plan was prepared after discussion and deliberation with the stakeholders of the college backed effectively by the benevolent management. The plan was related to annual plans of quality initiatives in the college with the sole purpose of strengthening the varied sections of the college. Some of the aspects of the perspective plans:

- To prepare Annual Quality Assurance Report of activities in the college.
- Develop a healthy atmosphere where the campus is free of problems like ragging, sexual harassment etc.
- Extend the collaboration with surrounding institutions and organizations.
- Increase in the curricular, co-curricular and extracurricular activities.
- Increase participation in online courses (MOOCs).
- Motivate the staff to use the ICT-enabled tools and innovative methods of teaching in the college.
- Motivate the students to participate in sports competitions at the international and national levels.
- Motivate the teachers to register and complete their research work related to PhD. And motivated faculty members to participate in Orientation, Refresher, FDPs and Short-Term courses for improvement in API.
- Participation in UGC and government-sponsored programs.
- At the end of every year, a review is taken about the implementation of aspects of the perspective plan.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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.

Executive Body: Executive body is the apex body of the college.

There are 7 members of the executive council as president, secretary, treasurer, and other members. Principal: The principal is the head of the institution as an administrative officer and member secretary in CDC. He is assisted in his responsibility by IQAC. College Development Committee: The College Development Committee comprises the president, secretary, head of the department, teacher representative, non-teaching representative, IQAC coordinator, student representative, principal as member secretary and local member. There are 15 members of the CDC. Internal Quality Assurance Cell: IQAC plays a catalytic role in college for quality enhancement. It comprises 20 members including a principal, a management representative, and the nominee from the local society, a teacher representative, a student representative, an alumni representative, an industrialist representative, and a non-teaching representative. Head of Department: He is the head and administrative responsibility of the department and reports to the principal. Office Head Clerk: He has administrative responsibilities in office work. Senior clerks, junior clerks, peons, etc. work under the supervision of the head clerk. Librarian: Librarian is responsible for library materials and he provides different library resources to students and faculty members. Committees: The College has different committees to do various work. It has a decentralized process of administration. The committee comprises faculty members, non-teaching staff, students, etc.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/Procedures_and_policies.pdf
Link to Organogram of the Institution webpage	https://accy.ac.in/pages/about_society.php
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	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

1. The teaching staff is granted duty leave to participate in various UGC-MHRDC sponsored courses such as orientation Programme, Refresher, Short Term, FDP, etc.
2. Teaching and nonteaching staff is granted different types of leaves such as Casual Leave, Medical Leave, Maternity Leave, etc. as per the state government, university statutes, and UGC norms.
3. The indoor and outdoor sports facilities are provided to teaching and non-teaching staff.
4. The college acknowledges the academic and non-academic achievements of teaching and non-teaching staff. As per norms, due care is taken for availing GPF and DCPS shames.
5. Moreover, the physical and mental well-being of the staff has been given Prime importance. Health camps are being organized from time to time with the help of specialized doctors and approaching college staff.
6. Our physical Education Department provides various facilities to the staff members for their physical activities.
7. The director of physical education gives all possible guidance to the students and college staff during their workout sessions.
8. Yoga camps are also being organized by the department with the help of experts and most of the senior staff members get benefited from the camps.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.3.1%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-%20teaching%20staff.pdf
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

08

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

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

1. **As per the direction of UGC and Joint Directorateof Higher Education, Government of Maharashtra, the Institution has a performance appraisal system.**

2. Teachers have to submit filled-information for PBAS (Performance Based Appraisal System) to the Principal. Apart from that, AnnualProformas are submitted by the Teachers/Librarian Cell-in charges to the IQAC which help in the collation and cross-checking of the information.

3. For Career Advancement under CAS, PBAS formats submitted to the Principal at the end of every academic session are forwarded by the Principal to J.D and the affiliating S.G.B. AmravatiUniversity after approval by an Internal Scrutiny Committee.

4. Every Teaching and non-teaching staff has to submit Confidential Reports to the Principal via HoD.

5. The performance of Teachers is also assessed through Student feedback, taken at the end of every academic session and appropriate instructions were given to staff by the Principal.

6. Daily Notes Diary is also maintained by the individual staff and submitted to the Principal at the end of every month.

7. The IQAC reviews Administrative and Academic progress so as to review the performance of all the departments and office administration.

8. After the evaluation of the report by the Principal and management, it is communicated to the respective department for improving shortcomings.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.3.5%20Institutions%20Performance%20Appraisal%20System%20for%20teaching%20and%20non-%20teaching%20staff.pdf
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

Internal-external audits are conducted regularly. Internal auditor checks 1. All receipts and payment vouchers 2. Utilization of funds received from various agencies. 3. The college has a separate mechanism to ensure financial discipline. The external auditor is appointed by the parent

society. External auditor checks 1. Purchase register and a dead stock register 2. Library records and accession register. 3. External auditor checks whether proper procedure is followed for utilization of grants as well as whether expenditure is allowed under the particular head and its limit. 4. Queries raised by the auditor are duly clarified and no queries remain pending to date.

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

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

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

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

College raises its funds through various resources such as fees from students, Salary grants received from the government etc. A well-defined procedure is followed for purchases. The committee reviews quotations given by vendors thoroughly and the final decision is taken based on comparative analysis. The college has a Purchase Committee which authorizes infrastructure development or the creation of permanent structures on campus.

1. Every year budget is prepared taking into consideration the requirements of each department, office and various

committees.
2. The budget is presented before the parent society and approved by the same.
3. The utilization of the budgeted amount is closely monitored. Special permission is required for non-budgeted expenditure.
4. Compliance with timely internal and external financial audit
5. Fees received from students are used for the development of the college, non-grant faculty and staff salaries, and are properly audited.
6. Library services and Sports services are strengthened through funds received from these sources.
7. The use of technology in the teaching-learning process has increased.
8. Maintenance of academic and physical facilities is carried out regularly.

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

6.5 - Internal Quality Assurance System

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

IQAC as an advisory and evaluative body has played a pivotal role in

1. Enhancing the quality of all strategic planning and its effective implementation. During the academic year, 2020-21 on account of the lockdown of educational institutions, IQAC changed the method of delivery of curricular, co-curricular and extracurricular activities. Some of the contributions were
2. IQAC of the institution is constantly working on quality improvement in various areas. Under the aegis of IQAC, the Academic Planning Committee prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure.
3. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum

development, teaching-learning, examination and evaluation, and research and development.

4. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching and faculty efforts are taken for enhancing knowledge from the domain area.
5. Improvements in the teaching-learning process with a focus on digital mode.
6. Development of ICT tools and increase in its usage in daily teaching-learning and administration.
7. Establishment of functional collaborations with the institution and organizations in the college.
8. Motivating the staff and students for conducting extension services, especially during the pandemic period.
9. Conduction webinars for teachers, students & mentees.
10. Collection of feedback from all the stakeholders on the curriculum.
11. Conduction of Student Satisfaction survey.
12. Setting and reviewing departmental goals of the departments.
13. Review of the working of college committees.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/pp/6.5.1.%20updated.pdf
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

1. The college has a functional IQAC setup as per norms that include Teacher Representatives, Members of Management, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni, Employers, Industry and Parents.
2. IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders.
3. Based on the feedback action is taken in the form of communication with the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT-based

teaching methods to improve the teaching-learning process.

4. IQAC organises an induction program for students to introduce many things regarding syllabus and college infrastructure etc.

5. IQAC organises departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted.

6. IQAC also organises training sessions for defining learning outcomes and for their attainment. Every teacher is expected to submit a work done report periodically on the teaching-learning process and co-curricular and extracurricular activity.

7. Every year teacher is expected to fill the annual Performance Based Appraisal Form which IQAC scrutinizes for API verification.

File Description	Documents
Paste link for additional information	https://accy.ac.in/pdf/PROGRAM-&-LEARNING-OUTCOMES-OF-THE-COURSES.pdf
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://accy.ac.in/pdf/pp/IQAC%20meeting(s)%20and%20Action%20Taken%20Report%20%202020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution had taken several measures to the promotion of gender equity.

- The institution promotes gender equality through co-curricular activities.
- The institution conducted periodically awareness programs related to the safety and security of women employees and students.
- The institute promotes Gender Equity in admissions, administrative functionality, and academic activities.
- The institute celebrates Women's Day and presents success stories of famous women to inspire the girl students and to make them understand their potential.
- The institute encourages the participation of girls in Co-Curricular and Extra-Curricular activities.
- During the Induction Program, awareness is created of gender equity among the students.
- The institution promotes gender equality through facilities for women.
- The institute has a policy of appreciating faculty without gender bias. Based on their ability, women faculties are nominatedas conveners of various committees and efficiently discharge their duties.

The institution constituted the following committees as per

norms laid down by University & UGC.

1. Institution Grievance Redressal Committee,
2. Anti-Ragging Committee,
3. Sexual harassment prevention cell,
4. Students' Disciplinary Committee,

- The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through induction programs.
- Girls' Common Room is provided on the campus as required facilities.
- Separate space is provided for girls in the library reading room to avoid inconvenience.
- The campus has safety facilities for students and staff.

The Women's Cell promotes a "gender equality environment" to promote gender equality. A complaint box has also been set up on the college campus, in which not a single complaint has been received from the girls to date, and on this basis, the institution proudly declares that 'We are a gender-neutral educational institution.

File Description	Documents
Annual gender sensitization action plan	https://accy.ac.in/pdf/pp/7.1.1.%20ANNUAL%20GENDER%20SENSITIZATION%20ACTION%20PLAN%202020-21.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://accy.ac.in/pdf/WOMENSSAFETYANDSECURITY.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	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File]
Any other relevant information	[View File]

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

1. **The college has adopted state-of-the-art methods for degradable and non-degradable waste management and segregated waste into green and blue bins. The college also uses biodegradable waste as fertilizer for plants in the garden.**
2. **Solid waste is collected and converted into compost using a composite pit. The use of paper is reduced by using e-circular such as E-mail, and various social media platforms.**
3. **Liquid waste is collected in closed collection tanks and used to water lawns, plants and trees on campus.**
4. **E-waste management is the process of disposing of broken or usable electronic items in a safe and scientific way. Our college transfers all of its e-waste to certified e-waste recyclers.**
5. **Note:Biomedical waste management and the management of hazardous chemicals and radioactive waste are exceptions to our college because such waste is not produced here.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]
Geo tagged photographs of the facilities	https://accy.ac.in/pdf/pp/7.1.3.%20PROCEDURE%20OF%20WASTE%20MANAGEMENT%20ADOPTED%20IN%20THE%20COLLEGE.pdf
Any other relevant information	[View File]

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

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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	**C. Any 2 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 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 is a firm propagator of the philosophy of equality in principle and spirit throughout its functions. Students, Staff, and Management belonging to different caste, religions, and regions peacefully enjoy a harmonious work

environment with no discrimination of any sort.

1. With a diverse socio-cultural background and different linguistics, the institution upholds tolerance towards cultural, regional, linguistic, communal socio-economic, and other diversities are achieved. College celebrates national and international festivals, and days are celebrated with great passion and oneness.
2. The college has a well-articulated Zero Tolerance policy toward any sort of discrimination against any member of the institution.
3. All the departments and committees work strictly as per the policy and always assure a harmonious environment. Believing in affirmative action in furtherance of our tolerance of Diversity the Linguistic assistance is provided in all our administrative circulars and academic endeavours.
4. Catering to the needs of the heterogeneous populous, the instructions are declared in the official Language along with the convenient regional language also.
5. Value addition is also made by providing a variety of Library resources beyond the curricular books.
6. The English, Marathi and Urdu literature on varied subjects provide the members with a unique opportunity to learn and develop conveniently.

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 sincerely takes initiatives to sensitize students and employees toward the values, duties, rights, and responsibilities of citizens. The college organized various programs in collaboration with the IQAC and other departments to highlight the importance of civil society in Democracy at present time. The college conducts various programs to achieve the sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens and its goals, the details of

which are given below.

1. BLOOD DONATION CAMP
2. CELEBRATION OF NATIONAL DAYS
3. CLEANLINESS/PLANTATION DRIVE
4. CONSTITUTION DAY
5. CONTRIBUTION TO NATIONAL DISASTERS
6. ENVIRONMENTAL AWARENESS
7. GENDER SENSITIZATION PROGRAMMES
8. INDUCTION OF THE STUDENTS ON VALUES, RIGHTS, DUTIES AND RESPONSIBILITIES
9. PLASTIC-FREE CAMPUS
10. ROAD SAFETY WEEK
11. VOTER'S DAY AWARENESS PROGRAMMES

However, due to the pandemic situation, most of the programs could not be conducted with students during the academic session 2020-21.

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	[View File](#)

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

The institution celebrates all the important events and days of national and international importance on the college premises along with the students. The days of national leaders, freedom fighters, and social workers are celebrated on the campus along with the teaching, non-teaching staff, and students. The days are celebrated with the Principal address to the students where the importance of the day is explained and its relevance in today's time. Students are asked for their maximum attendance to the programs and the days celebrated. Students get inspired by the action of the great people whose day is being celebrated and get more inspired to work for a better future and stronger future for the country. NATIONAL DAY CELEBRATION 1: Birth Anniversary of Dr. S.R.Ranganathan (13th August 2020) 2: Independence Day (15th August 2020) 3: Constitutional Day Celebration (26th November 2020) 4: Babasaheb Ambedkar Mahaparinirwan Divas (6th December 2020) 5: Savitribai Phule Birth Anniversary (3rd January 2021) 6: Republic Day Celebrations (26th January 2021) INTERNATIONAL DAY CELEBRATION

1. **World Environment Day (5 June)**
2. **International Yoga Day (21 June)**
3. **International Youth Day (12 August)**
4. **World AIDS Day (1 December)**
5. **International Women's Day (8 March)**

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

7.2 - Best Practices

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

1: Title of the Best Practice 1: "COOPERATIVE LEARNING CAMPAIGN" SUMMARY OF BEST PRACTICE: Cooperative learning practice involves students working together for a common educational goal. College teachers launched a cooperative learning campaign to provide students with appropriate educational activities during the lockdown due to COVID-19 epidemics. At a time when the world was at a standstill, continuing education in such a time was a blessed step in which teachers and students worked together and made it a success. ===================== 1: Title of the Practice2: "UNESCO'S INTERNATIONAL-DAYS CELEBRATION" Objectives of the Practice: 1. To raise awareness and educate the community on issues of concern that require global attention. 2. To educate the public on issues of concern, mobilize political resources to address global issues, and celebrate and strengthen humanity's achievements on a global and national scale. The College has decided to celebrate the 5 International Days to promote a sense of educational, social, moral, environmental and health care responsibility among the students. All these International Days have been selected from the official list of UNESCO.

  1. WORLD ENVIRONMENT DAY (5 JUNE)
  2. INTERNATIONAL YOGA DAY (21 JUNE)
  3. INTERNATIONAL YOUTH DAY (12 AUGUST)
  4. WORLD AIDS DAY (1 DECEMBER)
  5. INTERNATIONAL WOMEN'S DAY (8 MARCH)

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Arts Commerce College, Yeoda, was established in 1994 to provide higher education to the children of Yeoda and its surrounding villages. The college uses a scheme called "Education at Your Doorstep" to connect the children of the surrounding areas with higher education. It can be implemented in 3 ways as mentioned follow. 1.Mentoring is not a panacea for all problems, but a sustained human relationship that influences the life and future of your mentee. The Mentor-Mentee scheme of the college helps students in many ways, including maintaining student attendance, helping with subject selection, helping with exam preparation, helping with outstanding fees and other matters, strengthening the student-teacher relationship, and helping with scholarship matters. 2.Social media can be used to promote education and help students learn from a distance. It can be used to accept papers for review electronically, deliver additional instructions, encourage students to fill out exam forms, give information about results, and inform students about college programs. 3.The goal of the "COLLEGE AT YOUR DOORSTEP CAMPAIGN" is to promote education in villages where the attendance of students is low. This is done by organizing rallies, displaying banners and slogan cards, and creating public awareness through a street play.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

FUTURE PLANS OF ACTION FOR THE NEXT ACADEMIC YEAR 2021-22 A plan of action is determined by IQAC through in-depth discussions, meetings and sessions with staff, departmental heads, committee conveners and the principal. Due to the risk

of a pandemic, most of the activities were planned online in the odd semester of the academic year 2021-22. It is reflected in the academic plan and activity calendar prepared by the IQAC. 1. Introducing Post Graduate Courses 2. Increasing students' participation in national and international online activities. 3. Developing E-Library 4. Introducing PhD. Research Center. 5. MoU with National and International organisations. 6. Introducing various Skill Development courses: Value-added courses by various departments to enhance the employability of the students.