



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		Suwalal Patni Arts & Commerce College, Pulgaon
• Name of the Head of the institution	Dr. Bushan M. Ranteke	
• Designation	Officiating Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	9325544232	
• Mobile No:	8668789598	
• Registered e-mail	spcollegepulgaon@reddifmail.com	
• Alternate e-mail	kishor.dhumne3108@gmail.com	
• Address	Housing Board Colony, Arvi By Pass Road, Pulgaon	
• City/Town	Pulgaon	
• State/UT	Maharashtra	
• Pin Code	442302	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Rashtrasant Tukadoji Maharaj Nagpur, University Nagpur				
• Name of the IQAC Coordinator	Dr. Kishor M. Dhumne				
• Phone No.	8668789598				
• Alternate phone No.	9834863189				
• Mobile	9860469468				
• IQAC e-mail address	kishor.dhumne3108@gmail.com				
• Alternate e-mail address	spcollegepulgaon@reddifmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.spcpulgaon.in/aqar">www.spcpulgaon.in/aqar</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.spcpulgaon.in/naac">www.spcpulgaon.in/naac</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.40	2022	07/12/2022	06/12/2027
<b>6.Date of Establishment of IQAC</b>			08/06/2020		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>Value Added Programs has been designed and conducted.</li> <li>Feedback related to design and review of syllabus conducted.</li> <li>Mechanism for slow and advanced learners.</li> <li>Mentoring System.</li> <li>Learning is made student-centric.</li> <li>Outcome Based Education System.</li> <li>Sports, Cultural and Extension Activities.</li> <li>Energy Conservation, Waste Management, Green Campus Initiatives.</li> </ul>		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
<ul style="list-style-type: none"> <li>Value Added Programs.</li> <li>Feedback Collection.</li> <li>Remedial Coaching for Slow learners.</li> <li>Implementation of Mentoring System.</li> <li>Implementation of Outcome Based Education System.</li> <li>Sports, Cultural and Extension Activities Conducted.</li> <li>Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.</li> </ul>	<b>Done</b>	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>	

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	01/04/2023

#### 15. Multidisciplinary / interdisciplinary

Multidisciplinary/ interdisciplinary subjects were present in the syllabus of affiliating university. The college has conducted Value Added Programs to make students aware of the latest happenings in the industry and society.

#### 16. Academic bank of credits (ABC):

Currently, ABC Logins created for students as per the guidelines of affiliating university.

#### 17. Skill development:

The college focuses on the skill development of the students, and for the same many capability enhancement programs were conducted.

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

During the pandemic, all the events were conducted online along with a regular teaching-learning process.

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

The college has defined various outcomes and formulated a mechanism for calculating various attainment of outcomes.

#### 20. Distance education/online education:

College is yet to take steps regarding distance/ online education.

### Extended Profile

#### 1. Programme

1.1

2

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	No File Uploaded	
<b>2.Student</b>		
2.1 Number of students during the year		<b>428</b>
File Description	Documents	
Data Template	No File Uploaded	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		<b>120</b>
File Description	Documents	
Data Template	No File Uploaded	
2.3 Number of outgoing/ final year students during the year		<b>125</b>
File Description	Documents	
Data Template	No File Uploaded	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>8</b>
File Description	Documents	
Data Template	No File Uploaded	
3.2 Number of Sanctioned posts during the year		<b>13</b>

File Description	Documents
Data Template	No File Uploaded

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	7
4.2 Total expenditure excluding salary during the year (INR in lakhs)	10
4.3 Total number of computers on campus for academic purposes	30

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Institute is affiliated hence follows the curriculum prescribed by the affiliating university. Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned A faculty meeting is then conducted by the principal to discuss the Academic Calendar, teaching load distribution and time table. The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program. The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards. Final year projects are also decided and allotted as per interest area of students. Every faculty prepares the course plan to deliver lectures as per the course syllabus. If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them. Method of continuous internal evaluation/ assessment of the student is done as per the guidelines of affiliating university.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college is affiliated hence has to follow the academic calendar of affiliating university for conducting the curricular activities. According to the academic calendar of the affiliating university, the college prepares academic calendar before the commencement of each academic year. The calendar includes the schedule of examination, semester end examination, internal examination, curricular, co-curricular and extracurricular activities. The college has no formal choice to make changes in assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university. It is a mandatory component and the college must conduct the internal assessment and report the marks to the university.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**A. All of the above**

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

## 1.2 - Academic Flexibility

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

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

2

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

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

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

6

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 )	No File Uploaded

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

428

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



428

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

### 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 has taken initiatives regarding the issues like ethics, gender, human values, environment, and sustainability. It became the matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, death and birth anniversary of great national heroes, leaders and freedom fighters have been organized for the holistic development of the students in each academic year. Boys and girls are given equal opportunity in every academic, co-curricular and sports activities. Students are made aware of the disadvantages of gender discrimination through invited talk by eminent personalities. The students are encouraged to participate in vivid activities of NSS and Life Long Learning. Environmental Studies is a compulsory subject for the students which is a remarkable step to make them aware of environmental issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

10

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

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

428

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

### 1.4 - Feedback System

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

A. All of the above

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

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

240

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

#### 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

120

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

### 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 institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 40 are

identified as slow learner and above 40 are identified as advanced learners.

#### Strategies adopted for Slow Learners:

The institute has been following the induction program for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs. Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and re-explanation of crucial topics for improving performance.

#### Strategies adopted for Advanced Learners:

With a view point to boost up the already possessed talent of the advanced learners the institute takes up number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently. Apart from this, workshops, seminars, guest lectures, aptitude and communication skills improvement programs are conducted time to time at the institute. Teachers ask the students to prepare examination like UPSC, MPSC, NET, SET etc. Various motivation speeches are organized for their future development. Teacher also helps students to acquire higher percentage than previous university examination by guiding them.

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

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

Number of Students	Number of Teachers
428	8

File Description	Documents
Any additional information	No File Uploaded

#### 2.3 - Teaching- Learning Process

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

**Experimental learning:** The students learn social responsibility by taking part in Extension Activities at nearby villages, awareness programmes, blood donation camps etc. While participating learning activities like regular laboratories exercise, seminars, assignments, study tours, field visits and research institutional visits etc. The college invites various experts from other college to share their experiences with the students. Library facility and computer facility play important role to enhance the knowledge of students.

**Participative learning: Discussions:** Wide varieties of topics relating to arts are discussed to make the students to think broad and come up with their opinions and suggestions. **Debates:** Debates are conducted in most of the courses of arts where students are required to come with different opinions, thought processes to develop sense of time management, teamwork, and critical thinking. **Presentations and Seminars:** The faculty encourages the students to participate in class seminars, group discussion and many more activities.

**Problem Solving Methodologies:** Problem solving ability of the students are developed by giving them proper assignments and projects related to respective subjects. Tutorial classes of some subject are used for solving students' problems.

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

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

**Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains. Power Point Presentations:** Faculty uses power point presentations including the video lectures on management topics based on the syllabus and as per requirements during the sessions. **Training Program:** The institute organizes internal as well as external training program for overall development of students.

The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement etc. have been conducted in the institute through external experts. Seminars and Guest Lectures: Various seminars and guest lecturers are conducted in which the experts from either industry or academia are invited to give latest trends about scenarios in the industry and research.

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

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

#### 2.3.3.1 - Number of mentors

8

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

8

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

**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**

6

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

**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**

167

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

**2.5 - Evaluation Process and Reforms**

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

Internal and External Evaluation System for evaluating the academic performance of the students is done by referring guidelines given by affiliating university.

Transparency in internal assessment is maintained by- Displaying Continuous Internal Evaluation Norms. Sharing of evaluated assignments with each individual student. Returning evaluated answer sheets of class tests. Sharing evaluative remark of subject presentation/ viva-voce seminar by panel of faculty internally and externally by outside experts.

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

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

At Institute level: If any grievance is noticed by students, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the principal.

At University level: According to the guideline of the affiliating university, the students are informed to follow the procedure along with prescribed fees for re-checking, re- evaluation, photocopy of answer sheet etc.

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

## 2.6 - Student Performance and Learning Outcomes

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

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library and Seminar Hall, IQAC Office etc. Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers. The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course.



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

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

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely: Planning, Implementation, Evaluation and Action Taken.

Various outcomes are defined and a correlation is established between outcomes and tools used. A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects. An individual faculty member uses different direct tools like Class Tests, University Exam, Assignments, Seminars, Projects etc., for the evaluation of Course outcomes (COs). Principal/ HOD evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, Employer, Parents, Teachers, and Students etc. PEOs are also evaluated by using Indirect Tools only. Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, PSOs and PEOs. If attainment was up to the expectation, then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

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

### 2.6.3 - Pass percentage of Students during the year

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

111

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[www.spcpulgaon.in/sss](http://www.spcpulgaon.in/sss)

## 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)**

0

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

**3.1.2 - Number of 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**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

5

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

### 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

8

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

#### 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**

8

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

**3.3 - Extension Activities**

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

As a part of holistic development of student's Institute provide different opportunities to inculcate the qualities to develop a social consciousness and solve the problems of society and thereby contribute in the personality development of the students. This objective is achieved through the NSS/ Extension Cell. Program Coordinator conduct regular meet ups with volunteers and plans forthcoming activities. College has conducted many skill development programmes, Digital Saksharta and Surakha for the Schools and Junior College Students as well as programs like Cleanliness Drives, Environmental Awareness, Cashless Movement, Blood Donation, Tree Plantation, Ekta Rally, Shramdan, Vachan Prerana Divas and Road Safety Were Also Conducted.

Women Development Cell play an active role in empowerment of female students and faculty by organizing various activities like Celebration of International Women's Day, Expert Talks on Legal Aspects, Gender Equity Session, Save Girl Child Program, Entrepreneurships Development, and Rally on Women's Empowerment Etc.

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

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

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

5

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

**3.3.3 - 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**

12

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

**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**

428

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

**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**

2

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

2

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

**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.

**Classrooms-** All the classrooms in the Institute are furnished, capacious and well ventilated. All the classrooms are equipped with Desks, bench, Platform, Fans, Tube lights, White Board, Smart Board, LCD Projector, Curtains and LAN/Wi-Fi connectivity thus creating the conducive environment for teaching-learning.

**Laboratories-** Laboratory facilities are as per the affiliating university norms satisfying the requirements of furniture, carpet area, lighting, and ventilation. These well-equipped laboratories provide adequate experimental set-ups for carrying out experiments as per the University syllabus. The laboratories are permitted to open beyond institute working hours depending on the need of students.

**Computing Equipment-** The Institute has computers with licensed/ free software installed. Enough supporting equipment like scanners and printers are also available. Internet facility of bandwidth 50 Mbps is also into existence. To secure internal LAN, antivirus is installed. Adequate licensed/ Free software is available with every department

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

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

**Sports and Games-** The Institute has a spacious and well equipped indoor-sports room, where students can play games. Sufficient area is allocated to outdoor sports and games with adequate facilities.

**Cultural-** All the seminar halls, auditorium is provided with adequate facilities to conduct various cultural activities. When required open auditorium is created in playground for conduction of cultural event.

**Gymnasium-** A gymnasium, with facilities like weight lifting, boxing equipment, physique development equipment, bodybuilding equipment, dumbbells etc.

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

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

**LMS, etc.****1****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****1**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

**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)****12**

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

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college has a well-developed library equipped with Integrated Library Management System. Library has a good collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi, and English. It also has provision for separate reading sections for teachers and students, reference, and digital section for accessing e-books, e-journals, and online open-source books.



Library is open for users from 09.00 AM to 05.00 PM. The college also has membership of N-List/ DELNET to provide unlimited e-resources to our students and teachers.

The library provides following facilities and services: - Easy circulation: There is a set method of issuing books to students, staff, and other users. A special issue register is maintained by the attendant under the guidance of librarian. Issue return period: The students are given a 7 days issue retaining period normally which can be extended for another 7 days by renewing it. There is no such time limit for staff members. Digital Section: The library also houses a computer lab wherein computers are kept for students' use exclusively. The librarian monitors the computer lab. OPAC: Online Public Access Catalogue (OPAC) allows users to browse a book by author, title, publisher, or any keyword.

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**

**A. Any 4 or more 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)	No File Uploaded

**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)**

2

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

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

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

45

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

#### 4.3 - IT Infrastructure

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

Institute provides computing facility with required configuration for computer system and laptops. These are distributed among the various departments for academic and administrative work. The Institute has high speed internet of 50 Mbps to cater the need of academics as well as allied processes.

##### Key Features:

Computer laboratory is available to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online. Exclusive Language Laboratory having sufficient computers with software which enable the students to learn life skills by improving pronunciations with proper accent which in turn helps them in overall personality development. E- Governance system by use of ERPs is implemented in Administration office, Exam Section for providing efficient service to the students, staff and faculty members. LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN, and Internet facility etc. are also available for effective teaching learning process. Digital section in Central Library with high-speed internet connection helps the students and faculty to browse NPTEL videos, e-journals, e-

magazines, e-newspapers etc. Institute has open-source software which are easily available and purchased many software to pertain academic requirement.

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

#### 4.3.2 - Number of Computers

30

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

15

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

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

The institute has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available in the campus.

Laboratories- In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

Utilization of support facilities-The infrastructural and resources utilization of the institute are administered by the Principal. Head of departments are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities.

Sport / Ground Maintenance- A faculty In-charge is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.

House Keeping of classrooms, laboratories and the entire institute campus- Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire campus.

IT Facilities- Institute has appointed computer technician to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner, and other peripherals.

Electrical Maintenance- All the electrical maintenance of the peripherals, equipment's, infrastructure, and power related resources available in the institute are carried out by electrician hired from outside as per need.

Garden- Institute has employed a dedicated gardener and support staff who take care of garden, lawn and the indoor plants placed at various locations in the institute.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

378

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

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

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

0

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

**125**

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

**125**

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

78

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

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

12

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

**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**

2

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.**

2

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



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 )

As per the directions of the Director Student Welfare of the affiliating university, the student council is formed every year.

The Student Council consists of following members:

1. University Representative/ General Secretary
2. Cultural Representative
3. Sports Representative
4. Ladies Representative
5. Reserved Category Representative
6. Class Representatives
7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year. Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell etc.

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

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

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

2

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

#### 5.4 - Alumni Engagement

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

Alumni network is strengthened by bringing all graduates together to share their experiences, offer support, and provide guidance to students. Alumni are globally connected to students and teachers through social media. Every year, the Institute hosts the alumni meet where 50 to 60 alumni attend the event. During the meeting, alumni share their memories as student, experience as alumni, bond with teachers, attachment and express their ideas for overall improvement. Alumni effectively contribute in terms of guidance through guest lectures, seminar, and workshops. Currently they guide students using online portals. Students interested in pursuing higher education get guidance from alumni in this regard. Alumni provide input through feedback forms on the institute's infrastructure and other academic processes, as well as suggest gaps in the curriculum based on current industry demands. Our alumni boost confidence of the students by relating their own journey, and extending their support for extensive career and social responsibilities.

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

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision and mission of the college have been developed with the active participation of all stakeholders and guidance from experts in various fields. The college aims to become a renowned college of student choice with courses aligned with recent developments and the needs of society. The college follows ethical practices and encourages Indian culture and value system. The college is also committed to rural youth development and women empowerment.

The top management including Trustees, the Governing body, the Local Managing Committee, the Principal, and the faculty are involved in the design and implementation of quality policies and plans.

The resolutions related to policies and plans, made during meetings of the Governing body and local managing committee are communicated to the principal. These are discussed in regular meetings of the Principal and Faculty and action plans are prepared. Action plan for the college based on the Academic Calendar, Vision Mission of the college, and Co-curricular and Extra-curricular activities is prepared by the Principal and committee in-charges. The difficulty if any in execution is conveyed to management to fulfill the needs.

Various committees at the college level are formed in each academic year. The faculties constitute the members of these committees and are authorized to make appropriate decisions according to the role of the committee in academics.

Interaction with stakeholders viz. alumni, parents, and employers, take place, and their suggestions, and feedback are taken for continuous improvement in the teaching and learning process.

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

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

The local management committee/ College Development Committee is the apex governing body of the college headed by the chairperson responsible for policy making and budget approval. The college decisions are made by the principal in consultation with management. Faculty and various committee/cell in-charges are directed by the principal.

The college has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. The principal monitors the functioning of every committee for the smooth conduction of academic and administrative activities.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The functioning of the institute operates at four different levels such as Student, Faculty, Principal and Management.

The institute provides various forums for all of them to develop and deploy the same at institute and society level by assigning them various responsibilities.

Principal as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks.

The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in best possible way.

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

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

Our college is affiliated So, we follow the statutory norms and guidance of affiliating University in academic as well as administrative functional areas. The university through its local Inquiry Committee (LIC) conducts the inspection of academic and administrative procedures of the college and submits the report to the university authorities. Based on a positive LIC report university grants the affiliation.

The college strictly follows the statutory norms and procedures in the recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the regulatory authority and affiliating authority i.e. University. The college must follow the recruitment and promotion policy of these bodies. For recruitment, the college gives advertisements for faculty positions in the newspaper which has national coverage. After the expiry of the period notified in the advertisement, the college receives the application and invites eligible candidates for the interview. The college informs the University and the Vice Chancellor constitutes the selection committee for interview. The duly constituted selection committee by the vice chancellor takes the interview and selects the candidates based on merit and performance. So, the college has no independent role in the selection process of candidates.

The college follows the statutory norms and direction of promotional policy directed by the regulatory authority and affiliating university.

The college follows the grievance redressal mechanism as per the guidelines prescribed by affiliating university.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

The institute implements several welfare measures for the teaching faculty as well as its non-teaching staff like

**Teaching Faculty:** Motivates and deposes teachers for pursuing higher education. Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same. Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives. Encourages teachers to participate in research orientated activities and to publish research papers in reputed Journals/conferences. Promotes and motivates teachers to use the ICT tools in their teaching-learning process. Grants promotion to teachers on time. Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes.

**Non-Teaching Staff:** The institute organizes training programs as per the need for skill development of non-teaching staff. They are encouraged to participate in the organization of social events organized under Community Out-reach Services.

The other welfare provisions made for both teachers and non-teaching staff are: Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms. Maternity leave for female staff members and Group Insurance.

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

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

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

8

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)	No File Uploaded

**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**

2

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)	No File Uploaded

### 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

13

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

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

#### Teaching staff:

The performance appraisal is done in 3 steps:-

1. Teachers are asked to fill up and submit their Self-appraisal Forms before the end of every academic year.



2. Individual performance is assessed by the Principal based on his observations and the documentary evidence produced.
3. Increment/promotion is granted if the performance is satisfactory.

**Non-teaching staff:** Performance of non-teaching staff members is observed and evaluated on the basis of their knowledge of the work at hand, behaviour, sincerity, punctuality, attitude towards students & colleagues, etc.

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

#### **6.4 - Financial Management and Resource Mobilization**

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

**Internal Audit:** Internal financial audit is a continuous process and accountants mainly handle it. Internal audit is carried out annually.

**External Audit:** Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the college's financial records and book as per guidelines of the income tax department. For external audits, Management has appointed a chartered accountant firm who takes care of external audits at the end of every financial year.

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

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

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

0

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

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

The Fee Regulating Authority has formed certain norms and regulations beyond which the college cannot charge anything. The major part of fees collected is utilized towards salary of Temporary Staff and other expenses.

The process for mobilization policy is given below:

- College detailed budget.
- College receipts (Tuition and Development fees) are properly deposited and utilized for the college salary and non-salary expenditure. This complete process is monitored by the Accountant and Principal.
- As per the requirements of different departments, laboratories, central library, store and student support and infrastructure facilities in charge of facilities can directly write to principal for any purchase/ alteration/ new facility creation.

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

#### 6.5 - Internal Quality Assurance System

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

**Practice I**

**Agenda: To Conduct VAP**

**Resolution:** It was brought to the notice of all IQAC members that VAPs are to be conducted. Thorough discussion was made and it was decided to conduct VAP for all classes.

**Evidence of Success:** VAPs Conducted.

**Practice II**

**Agenda: Restructuring stakeholder feedback mechanism.**

**Resolution:** It was proposed that there is need of restructuring feedback mechanism for collecting stakeholder feedback as per NAAC Manual i.e. there is need of inclusion of curriculum/ syllabus related questions in the feedback form. Thorough discussion was made and it was decided that feedback mechanism at the institute level must be restructured for collecting, analysing and implementing feedback of all stakeholders. IQAC core committee was given responsibility to restructure the existing feedback forms and come up with a new mechanism.

**Evidence of Success:** Feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in new format.

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

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

**Practice I**

**Agenda: Implementation of OBE**

**Resolution:** It was brought to the notice of all IQAC members that OBE philosophy is important as far as progress of students is concern. Thorough discussion was made and it was decided to

implement OBE.

**Evidence of Success:** Excel Sheet with formulas is prepared to calculate attainment of outcomes.

**Practice II**

**Agenda:** Restructuring Course File Contents.

**Resolution:** It was proposed that there is need of restructuring course file contents for improvement in teaching learning. Thorough discussion was made and it was decided to add contents in course file as per need.

**Evidence of Success:** Course file contents changed and teacher prepared course files accordingly.

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

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

A. All of the above

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

**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**

**Promotion of gender equity:**

Being a progressive college, We believe in providing equal opportunity to all the employees including students in matters related to gender sensitivity with facilities such as safety, security, counselling, and common room for the students.

**Security and Safety:**

- Identity Cards are compulsory for students and staff members.
- Outsiders are not allowed on college premises until and unless they maintain their entry in the security register.
- The College has installed CCTVs/Fire Extinguishers at key locations.
- Anti-Ragging committee and Women Development Cell are established.

**Counselling:**

- Faculties are appointed as mentors to the group of students.

**Common Room:**

- Common rooms are available for boy's and girl's students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures**    Solar energy

A. 4 or All of the above

<b>Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded
<p>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</p> <p>The institute is very much conscious about the waste management to keep the campus clean and eco-friendly. The waste management in the campus is as briefed below.</p> <p><b>Solid Waste Management:</b> The normal waste in the campus is collected in Dust Bin carried out by Local Authorities.</p> <p><b>Liquid Waste Management:</b> The liquid waste generated from the campus goes directly to the drainage system created by the local authorities in the vicinity of the institute.</p> <p><b>E-waste Management:</b> The Institute has MOU with computer vendor for Collecting and Disposing e-waste generated in campus.</p>	
File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded
<b>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</b>	<b>A. Any 4 or all of the above</b>

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

### 7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

A. Any 4 or All of the above

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

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

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

A. Any 4 or all of the above

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

A. Any 4 or all of the above

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

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

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

The Institute provides education to all students irrespective to their culture, region communal socio economy and gender. The Institute has faculty and staff members from different culture, region, and community. The Institute provides same platform to all students, irrespective to their culture, region, and community. All students participate together in all activities of the institute like sport, cultural and extension activities.

**Events:**

1. Annual Sports Day
2. Annual Cultural Day
3. NSS Activities

**Festivals:**

1. Diwali



2. Navratri

3. Christmas

4. Makarsankanti

5. Eid

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	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 institute organizes various activities on the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows:

- The college celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.
- Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the college.
- The college also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.
- The college organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood on Gandhi Jayanti.
- Programs imbining Human Values and Professional Ethics are also organized regularly in the college under the NSS cell.
- Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.
- For every election holiday was given for the students and staff to caste the vote, as well awareness of voting is also spread in neighbourhood.
- On Birth Anniversary of Swami Vivekananda, Youth Day is also

celebrated.

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

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

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

**College initiatives to celebrate / organize national and international commemorative days, events, and festivals:**

**National and international commemorative days:**

- 1. Independence Day**
- 2. Republic Day**
- 3. International Women's Day**

4. Teachers Day (Dr. Sarvapalli Radhakrushnan Birth Anniversary)

5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

6. Yoga Day

Birth/ Death Anniversaries:

1. Gandhi Jayanti

2. Ambedkar Jayanti

3. Shiv Jayanti

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

## 7.2 - Best Practices

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

### Best Practice - I

1. Title of the Practice: Community Engagement through NSS

2. Objective of the Practice: To promote NSS in the neighbourhood community

3. The Context: To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities.

4. The Practice:

Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness etc.

5. Evidence of Success: Institute has got appreciation by renowned

government and non-government agencies in terms of appreciation letters.

6. Problems Encountered and Resources Required: Funding is the major issue for doing activities on large scale.

**Best Practice - II**

1. Title of the Practice: Spreading Awareness About Various Scholarships Schemes of State and Central Government.

2. Objective of the Practice: To increase number of students graduating from rural area by spreading awareness about various scholarship schemes of state and national government.

3. The Context: To provide the right of education to economically backward students who stays away from education stream because of lack of awareness about various schemes of government related to scholarships.

4. The Practice: The various activities to make students aware about scholarship schemes of state and central government has been conducted.

5. Evidence of Success: It is observed that students benefitting from scholarship provided by state and central government has notable count once this awareness program started.

6. Problems Encountered and Resources Required: To bring seriousness among the students of the deadlines, documents required is difficult task.

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

**7.3 - Institutional Distinctiveness**

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

1. Title of the Practice: Mentor: Mentee System

2. Objective of the Practice: To counsel students on personal and professional issues.

3. **The Context:** As the college is situated in a rural area, students have different issues related to family, money, studies, etc. So, the college thought to start the Mentor: Mentee System for counselling students.

4. **The Practice:** At the start of the semester Mentors are allocated to the students. Mentees meet mentors for any issue of their concern and get the solution. A record of the same is also maintained.

5. **Evidence of Success:** It is observed that after the implementation of the Mentor: Mentee Scheme students became more proactive in participating in various activities and students are happy as they got mentors as a parent in the college.

6. **Problems Encountered and Resources Required:** Nil

1. **Title of the Practice:** Remedial Coaching

2. **Objective of the Practice:** To increase the pass percentage and reduce the dropout rate.

3. **The Context:** It is observed that in a few difficult subjects' students get failed because of the 2-3-mark difference. So, college decided to start remedial coaching for such students.

4. **The Practice:** After the declaration of the university results, students failing in a particular subject are identified as slow learners and remedial coaching is planned for them throughout the semester.

5. **Evidence of Success:** It is observed that in the supplementary examination students' pass percentage has increased.

6. **Problems Encountered and Resources Required:** Taking out additional time for remedial coaching from the routine schedule is a difficult task.

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

7.3.2 - Plan of action for the next academic year

1. To conduct one Value Added Program for every class.
2. To collect feedback, analyse it and take action on suggestions given.
3. To plan study tour of students.
4. To identify slow and advanced learners.
5. To allocate mentors to the students.
6. To calculate the attainment of outcomes.
7. To conduct a workshop related to research.
8. To request faculty to publish papers in UGC Care Journals.
9. To plan NSS Activities with maximum involvement of students.
10. To do 2 fresh MOUs.
11. To upgrade library.
12. To aware students about government and non-government scholarship schemes.
13. To improve placements.
14. To strengthen alumni relations.
15. To organize FDP and ADP.
16. To initiate quality initiatives under IQAC.
17. To work on best practices and distinctiveness of college.
18. To strengthen efforts for gender equity, renewable energy use, waste management, green initiatives etc.