



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**SHIVPRASAD SADANAND JAISWAL COLLEGE, ARJUNI  
MORGAON**

NEAR RAILWAY STATION, ARJUNI/MORGAON, DISTRICT-GONDIA  
441701

[www.ssjaiswalcollege.edu.in](http://www.ssjaiswalcollege.edu.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**April 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

**SHIVPRASAD SADANAND JAISWAL COLLEGE**, affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, Maharashtra, was founded in 1990 by Shri Durga Shikshan Sanstha, Arjuni/Morgaon, inspired by the great visionary and dynamic leader of the region, late Shri. Shivprasad Sadanand Jaiswal, a pioneer to take initiative to provide higher education to the deprived Tribal's and Other Backward Classes in this Naxal affected region.

Our institution is the only grant-in-aid institution in the Taluk, Arjuni-Morgaon. The institution was recognized under 2(f) and 12(B) by the UGC in 2001, and its maiden assessment and accreditation was done by NAAC, Bangalore with B grade in 2004. After the accreditation process, the institution has forwarded in the direction of progress in Physical & IT infrastructure and added Science faculty in 2008 and also increased Ph.D. holders in the teaching faculty. The institution also completed the 2nd cycle of re-accreditation by NAAC with B grade in 2014.

The institution celebrated its silver jubilee with great enthusiasm. The institution also published its **Souvenir**, “**SHIVSHILP**” on this occasion highlighting the milestones of the past 25 years' of achievements. The students in this region are mostly depending upon this institution for higher education. The institution has volition based on the noble concept which is derived from the **Rigveda**. It means, “**Let all knowledge in the world come to us**” is the vision of the institution. By upholding this vision, the institution is still pursuing its voyage towards the direction of quality sustenance and excellence in higher education in the eastern part of Maharashtra.

### Vision

#### VISION

- To Impart higher education, specifically, to financially and educationally deprived, and every aspirant in general, to make them capable in countering the challenges of poverty, superstition, casteism, regionalism and to install into them factual culture of India.
- The institution has volition based on the noble concept from Rigveda It means “**Let all knowledge in the world come to us**”. So as to enable our college to spread and impart it to the stakeholders

### Mission

#### MISSION

- All round personality development of the students;

- To spread education that helps the learners to purify their mind, body and soul;
- To encourage the students to analyze their hidden potential;
- To inculcate the students the value of character and morality as the integral part of true education;
- To collaborate with the society for the sustenance of human values and balanced neighborhood networking;
- To promote awareness among the students and masses that they are responsible and accountable citizens of India;
- To promote methods of innovations in the students;
- To develop practical wisdom in the students to make life successful.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Regular teaching staff in all subjects
- 67% Teachers with Ph.D.
- 9 Teachers with NET/SET Qualifications
- 9 Teachers as recognized Supervisors.
- Maximum Utilization of Physical Infrastructure
- ICT enabled Teaching
- Centralized Campus Management System
- Felicitation of Meritorious Students
- Distinctiveness in Institutional Social Responsibility
- Extension of Distance Education in YCMOU added more Programmes
- Two State Level NSS Camps in the credit of the Institution
- Increased number of Books in the Library
- Well-equipped Laboratories in the Faculty of Science
- Separate Gymnasium building with modern facilities
- Gymnasium opens for Girl students
- INFLIBNET and Network Resource Centre in library
- Computer Lab & Language Lab
- Well-equipped Home-Economics and Geography Departments
- Website with dynamic features
- Study Materials, E-Syllabi & E-Question Bank on Website
- Compulsory Environmental Studies for IV semester students in all Programmes
- Students' Representation in Committees
- Many Supportive facilities for the students, (Cool Drinking Water, Reprography etc.)
- Regular Publication of College Magazine, "SHIVVAANI"
- Releasing "ZOONIVERSE" from the Department of Zoology
- Facility of Group SMS & E-mail under CCMS for students
- Ragging free campus
- Constitution of RUSA Committee
- Books and Research Articles published by the Teachers in UGC listed journals
- Three Elected Teacher Representatives in BoS
- Principal, nominated into BoS of Microbiology and into Academic Council
- Lib-Man Software and OPAC facility in Library
- URKUND plagiarism software link on website

- Functioning IQAC and regular submission of AQAR
- Presence of Students' Council
- Functioning of College Development Committee
- Complete automation of Library
- Wi-Fi facility through three modems
- Mentoring systems
- Language Teachers (Marathi, English) use Audio-Videos for teaching
- Separate well equipped **IQAC** Office
- Active Parents-Teachers Association
- Nutritious Food to Sports Students
- Sanitary Napkin Vending Machine in Girls' Common Room
- Continuous Internal Evaluation (CIE) System
- Rain Water Harvesting System
- Power Back Up System
- Facility of Canteen
- Green Campus & Clean Campus
- CCTV Surveillance system for safety & security
- Exposure of hidden talents of the students in Annual Function
- Annual Function under the Leadership of Students' Council
- Online Question Paper delivery in University Examination
- Online uploading of Practical Marks and Internal Assessment Marks
- Direct Beneficiary Transfer (Maha-DBT) System in Scholarship
- Dynamic NSS Unit
- ICT enabled internal communication as the part of green initiatives

### **Institutional Weakness**

- Absenteeism of students in the Faculty of Humanities
- Moderate Academic Performance of B.A. Programme
- Lack of English Language Proficiency among the students
- Lack of enthusiasm for using E-resources
- Inadequate use of **INFLIBNET** by teachers & students
- Insufficient space for Reading Room
- Lack of Documentation of Activities
- ICT enabled teaching not adopted by all teachers
- Morning shift for the Commerce and Science due to insufficient infrastructure
- Lack of inmates in Girls' Hostel
- Lack of reading habits in the academic communities
- Absence of **Long Term Perspective Plan** for the Future Development
- Lack of funding resources
- Little scope for Placement of the students
- Lack of employability to the rural and tribal students through the running academic programs

### **Institutional Opportunity**

- Massive Open Online courses (MOOC) platform SWAYAM for the Teachers and SHREYAS

for Students

- Extension of Institutional Social Responsibility (ISR)
- Exclusive utilization of IT Revolution
- Single shift for all Faculties (Arts, Commerce & Science)
- Use website as a Big Platform for information and Teaching-Learning Aid
- Canteen Committee with students' representative for quality control
- Facility in Canteen can be improved
- Encourage the students to visit the Institutional website
- Strengthening Alumni Association after completing its registration process
- Increase the number of Publication of Books and Research Articles
- Improve the English Language Proficiency of the students
- Training Programme for Administrative Staff
- Further improvement of university examination results especially in the Faculty of Humanities
- Institutional welfare schemes for students
- Scope of Vocational Education and Training (VET)
- Scope of Bridge Course in B.A. & B.Com.
- Employment oriented Certificate & Diploma courses
- Enhance Skill Development Courses through SHREYAS under MHRD
- Extend facility for Web OPAC and M-OPAC
- Coaching for Competitive Examination
- Increase the number of Cultural and Sports Events
- Extension of Leadership of Students' Council
- Scope of special courses for Girl students
- Admission for Girl students in Hostel
- Promotion of students to represent in Inter-University and National Cultural & Sports Events
- Scope of establishing Separate Public Library in the campus by the support of Social Welfare Department
- Scope for introduction of PG programs
- Establishing an active Health Centre and extend its activities in collaboration Hospitals
- Strengthening the functioning of the IQAC by inducting meritorious students as members
- Departmental blogs on the website can be used extensively for the communication with the students
- Google Classroom can extensively be used by the Mentors as a gate way to communicate with the students.

### **Institutional Challenge**

- **Tribal & Naxal** affected background
- 40% permission on recruitment on Administrative Staff
- Inadequate finance resources to meet the aspiration of the institution
- Educationally Backward Parents
- Insufficient Public Transport Facilities
- Socially and economically deprived communities around the region
- Absence of English Medium Schools in the region
- Semester Pattern with constraints of **Time Management**

## **1.3 CRITERIA WISE SUMMARY**

## Curricular Aspects

- Mechanism for effective curriculum delivery
- Introduction of Semester Pattern with best Time Management
- University level Academic Calendar
- Academic Planning Committee in institutional level under IQAC
- Paramount role of IQAC in delivering the curriculum
- Departmental Planning and distribution of Academic work among the Teachers
- Teachers' initiative always augmented the curriculum delivery in time
- Excellent communication between Teachers and Students
- Bridge course in some subjects
- Institutional Website used as a platform for communication and a Tool for teaching - learning
- ICT enabled Teaching Method
- Disseminating Knowledge through Practical Experience and enhance the skill of students
- Library used as an important Learning Resources
- INFLIBNET, OPAC, NETWORK RESOURCE CENTRE
- High-speed internet connection for the Teachers and the Students
- Elected Teacher Representatives in Board of Studies of Commerce, Economics & Geography
- Principal serves as nominated member of Academic Council and BoS of Microbiology
- Contributed in Curriculum Enrichment in University Level
- Cross-cutting issues covered in the syllabi
- Curriculum delivered to the marginalized community
- Institution played a significant role in Human Resource Development
- Curriculum made a big impact on the socio-economic development of the region
- Environmental Studies compulsory for all students in Semester IV
- Institution offers courses in Tourism and Food Analysis and Quality Control
- Inculcating sense of Gender equity, fraternity and justice among the students through the syllabus in some subjects and also through various programs
- Curriculum of Commerce generate good entrepreneurs and businessmen to the country
- Generate scientific temper through the faculty of Science
- Programmes organized on the occasion of Birth Anniversaries of National Heroes.
- Feedback collect from students and parents but students feedback has only analyzed and made report.

## Teaching-learning and Evaluation

- Admission Committee identifies the slow learners and advanced learners based on the Board Examination Marks.
- Teachers do the practice of bridging the gap between different learning levels of the students.
- One tutorial per week in subjects, Physics, Mathematics and English.
- Teachers do continuous evaluation through different modes.
- Teachers encourage the advanced learners to prepare PPT slides and present in the classroom and also advise them to read recommended and reference books.
- Effective learning process through Field Projects.
- Batch wise Teaching-Learning process in Practical classes.
- Environmental Studies, mandatory subject for Semester IV students.
- Audio-Visual method used by Language teachers.
- ICT enabled class rooms, 40 inch LCD TV; web based teaching, supply study materials to students

through electronic devices and also upload on website in some subjects with the facility of remote accessibility to students

- Continuous internal evaluation and 20% in credit in internal assessment.
- Teaching Plan and continuous evaluation of the students in different modes.
- IQAC monitors the continuous assessment of the students and gives valuable suggestions.
- Robust and transparent mechanism in internal assessment through periodical tests and assignments.
- Mechanism to assess the students frequently through various ways.
- Enhance the learning experience of the students through student-centric method like experiential learning, participative learning and problem solving learning.
- Efficient mechanism in University level for examination related grievances.
- IQAC ensures the teaching, learning and evaluation as continuous process.
- Time bound delivery of curriculum adhering to Academic Calendar of the University.
- Programme Outcomes communicate to the students.
- Felicitated prominent alumni on the occasion of Silver Jubilee.
- Unblocking the human development of the region through three Academic Programmes.
- Play significant role in overall socio-economic development of the region.
- Teachers profile and quality are good.
- 20 teachers are Ph.D. holders and 9 teachers are recognized Supervisors.
- Institution is well known about the Program outcomes, Program special outcomes and Course outcomes.
- Institution evaluate the outcomes and also maintain rapport of the prominent alumni and felicitated on the occasion of Silver Jubilee.

### **Research, Innovations and Extension**

- 67% teachers obtained Ph.D. and most of them pursued their research after joining in the institution.
- 9 Teachers are recognized Supervisors.
- 20 Teachers published books and chapters in books with ISBN/ISSN.
- Teachers published Research Articles in their concerned subjects in the UGC listed Journals.
- Institution has Innovation and Incubation Centre and under the guidance of the centre, there are some innovative practices such as Re-cycling of E-waste of mobile chargers by the Department of Physics, Azolla Cultivation for organic farming and remote accessibility of study materials on website.
- Three students completed their internship in the Ethanol Industry, Nagpur
- Conducted TB & Zoonotic diagnosis camp and also AIDS awareness camps etc.
- Tree Plantation in collaboration with Forest Department
- Cleanliness drive inside and outside campus
- Street Play by NSS volunteers in villages
- August Kranti Day Rally in collaboration with Tahsil Office
- Disaster Management camp in collaboration Fire Department
- Conducted program on Cyber Crime in the campus
- Kashmir Relief Fund collected by the students
- 50 selected students participated in ABP channel debate conducted in the campus
- Road Safety Awareness program
- Awareness about organic farming and the use of bio-fertilizers among the farmers in collaboration with RUCHI BIO-CHEMICALS
- Constructed Roads and Toilets for the villagers
- Made awareness about water conservation
- Guidance on competitive examinations

- Awareness on constitutional principles and distributed Preamble in Marathi among the villagers
- Made awareness about Emergency Medical Service on 108
- Organized Programme in the campus for the Self-Help Groups in the region for women empowerment on the occasion of Birth Anniversary of Savitribai Phule.
- Organized Bee Keeping workshop for the students and farmers.
- Departments of Zoology and Microbiology contributed to the Fishermen Community along with an NGO through quality assessment of water bodies and disease detection of the fishes of water bodies of Arjuni/Morgaon.
- Head of the Department of Zoology inducted as Environment Expert member of Advisory Committee in Navegaon-Nagzira Tiger Reserve (NNTR).
- Workshop on Food Adulteration and Camp on Registration for Food Vendors.
- Workshop on Solution Chemistry.
- Collaborative work with NGO, **Lifeline Blood Bank, Nagpur** and **RUCHI Bio-Chemicals, Gondia** and recently in the academic session 2018-19 with MCED.

### Infrastructure and Learning Resources

- 18008.58. Sq.mt. campus area and environment friendly atmosphere with lot of trees and also maintained a Garden.
- 12 well-furnished class rooms
- Roof mounted LCD Projectors in 6 class rooms and 6 Movable LCD Projectors
- Interactive Board in one class room
- Labs for Computer and Language.
- 40 Inch LCD TV in the Language Lab exclusively for the students of English Literature.
- Computers connected with LAN and broadband connectivity.
- Use of Laptops, OHP, Portable Amplifier, and USB speaker in curriculum delivery.
- Institutional website as tool for digital learning quik link with SWAYAM, SHREYAS, INFLIBNET, NDL etc.
- Reading space for the Teachers and Students in the Library
- Rich Library with reference books and prescribed Text Books.
- Library Management System, facility of Network Resource Centre, INFLIBNET and OPAC.
- Three Modems for covering Wi-Fi facility in the campus.
- Departments with desk top computers, Laptops, printers, printer-cum- scanner.
- Reprographic facilities in three places.
- Portable Podium with inbuilt speaker and cordless microphone and amplifier.
- Collection of BBC film version of Shakespeare's Plays
- Department of English has a 1TB Hard Disk and collection of Audio-Video DVD's
- Modern Gymnasium built up in area of 1726. sq.ft. in separate building.
- Facility for Indoor and Outdoor Games.
- Nutritious Food Supply to Sports students.
- 50% discount in Sports Kit for the selected students.
- Seminar Hall cum class room.
- Generator for Power Back Up.
- Centralized Campus Management System (CCMS) in Administration and Lib-Man software in Library Management System (LMS).
- Augmented IT infrastructure as per requirements.
- Physical Maintenance System and Academic Maintenance through IQAC.



## Student Support and Progression

- Student support mechanism like NSS, Lifelong Learning & Extension, Parents-Teachers Association, Alumni Association.
- Career Counseling and Placement Cell.
- Bridge Courses in Science Subjects.
- Scholarships Facility for the students.
- EBC Concession for the students.
- Guidance Programme for Competitive Examination.
- Language and Computer Labs.
- Personal Counseling through Mentor-Mentee system and Teachers using **Google Class Room App** for communication with Mentees.
- VET in Commerce Faculty (Computer Application)
- Internal Complaint Committee for prevention of Sexual Harassment in the campus.
- Anti-Ragging Committee in the campus.
- Monitoring system for students' progress from UG to PG.
- One former student passed SET during the Assessment period.
- Formation of Students' Council and its active role in organizing Annual Function and other Programmes in the campus.
- Students' Council's initiative, a Vigilance Committee for prevention of Tobacco Consumption.
- Significant role played by students in organizing Programmes like Associations of subjects.
- Teachers' Day celebrated with students' initiative.
- NSS plays important role in grooming leadership qualities among the students.
- Active participation of students in various academic, administrative and extension activities.
- Functioning Alumni Association's presence in the campus.
- Prominent Alumna contributing as Member in the Statutory Body, College Development Committee (CDC).
- Prominent Alumna contributing as Member in the IQAC.
- Tradition of inviting Alumni to NSS camps.
- Strong emotional attachment of the Alumni and many prominent alumni felicitated on the occasion of Silver Jubilee.
- Alumni's article on "Souvenir".

## Governance, Leadership and Management

- Vibrant functioning of democratic principles like decentralization and participative management in organizing the big event, Silver Jubilee and the publication of Souvenir, "**SHIVSHILP**".
- Implementation of Strategic Plan in augmentation of IT infrastructure and ICT facility in Teaching-Learning process.
- Centralized Campus Management System (CCMS 3.0) with cloud based integrated technology and Library Management System (LMS)
- Effective management system through College Development Committee and IQAC.
- Vibrant Parents-Teachers Association and resolved many issues promptly.
- Many welfare measures for Teaching and Non-Teaching Staff like Group Accidental Insurance Policy, deduction of the premium of LIC policy, supporting for different loans including loan from GPF also.
- Facility for Medical Reimbursement from the Govt. of Maharashtra.

- Provision of Earn Leave and Maternity Leave.
- PBAS for the Teaching Staff and no system for the Non-teaching staff.
- Transparent Financial Management and regular audit of the Finance Accounts.
- Regular submission of the AQAR and Timely Preparation of 3rd cycle SSR.
- Binary Management system for the preparation SSR under two Assistant Coordinators.
- Continuous Internal Evaluation Committee monitors the overall internal assessment of the students.
- IQAC motivates the teachers for ICT enabled teaching and uploads internal assessment mark in the Portal of University.
- Many Post-Accreditation Quality Initiatives like appointment of Mathematics Teacher, Mentoring Committee for Scholarships, outstanding contribution in Rural Development as Institutional Distinctiveness, Two State Level NSS camps, adoption of the village, introduction of Parents feedback, innovative steps to appoint Two Assistant Coordinators for Two Metrics.

### **Institutional Values and Best Practices**

- System for Gender Sensitivity inside and outside campus like uniform and I-Card.
- CCTV Surveillance System for safety and security and also deployed a security at the Main Gate.
- Girls' Common Room with Sanitary Napkin Vending Machine and attached washrooms.
- New Block washrooms on the first floor with water heater facility.
- Mentor-Mentee system for personal counseling.
- Garbage Bins with message, "USE ME" placed in key places of the campus.
- Presence of Cleanliness Committee for the mission, Clean Campus-Green Campus.
- Rain Water Harvesting system effective in Hot Summer for keeping the campus Lush green.
- Green Effect Mechanism, students use bicycles and public transport system exclusively for travelling.
- Inculcate Human Values and Ethics through organizing different Programmes.
- Internal Finance Monitoring Committee (IFMC) for internal mechanism for Financial Transparency.
- IQAC and its Continuous Internal Evaluation Committee do the Academic Audit of the institution.
- Chairman and College Development Committee do the Administrative Audit.
- Presence of Purchase Committee.
- Meritorious Students in all fields Highlighted on the Flex Board in the campus and felicitated in the Annual function as Best Practice.
- Ensuring Scholarships to all eligible students, a Mentoring System for Scholarship as Best Practice.
- Contribution of Institution in Rural Development is the Institutional Distinctiveness.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHIVPRASAD SADANAND JAISWAL COLLEGE, ARJUNI MORGAON
Address	NEAR RAILWAY STATION, ARJUNI/MORGAON, DISTRICT-GONDIA
City	ARJUNI MORGAON
State	Maharashtra
Pin	441701
Website	<a href="http://www.ssjaiswalcollege.edu.in">www.ssjaiswalcollege.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S. D. PATANKAR	07196-220158	9890201620	07196-22037 1	ssjcollege@rediffmail.com
IQAC / CIQA coordinator	K. J. SIBI	-	8275868234	-	sibi419@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-09-1990

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	24-07-2001	<a href="#">View Document</a>
12B of UGC	24-07-2001	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1553794481.pdf</a>
If yes, has the College applied for availing the autonomous status?	No

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	NEAR RAILWAY STATION, ARJUNI/MORGAON, DISTRICT-GONDIA	Rural	4.546739	4022.99

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Commerce	36	HSC	Marathi	360	238
UG	BA,Home Economics	36	HSC	Marathi	180	77
UG	BA,Humanities	36	HSC	Marathi	480	405
UG	BSc,Science	36	HSC	English	432	343

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				22			
Recruited	1	0	0	1	6	1	0	7	20	2	0	22
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				15
Recruited	6	1	0	7
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				8
Recruited	3	1	0	4
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	5	1	0	16	2	0	25
M.Phil.	0	0	0	0	0	0	4	0	0	4
PG	0	0	0	1	0	0	0	0	0	1

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	4	0	8

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	378	0	0
	Female	685	0	0	0	685
	Others	0	0	0	0	0



<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	97	92	78	98
	Female	159	187	191	175
	Others	0	0	0	0
ST	Male	43	48	51	50
	Female	71	89	109	95
	Others	0	0	0	0
OBC	Male	164	157	153	144
	Female	293	359	390	364
	Others	0	0	0	0
General	Male	5	8	5	8
	Female	10	12	15	23
	Others	0	0	0	0
Others	Male	51	54	41	58
	Female	81	87	101	90
	Others	0	0	0	0
<b>Total</b>		<b>974</b>	<b>1093</b>	<b>1134</b>	<b>1105</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 40

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1105	1134	1093	974	854

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
716	716	716	719	435

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
204	226	156	108	116

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	29	29	27

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	32	32	32	32

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 13**

#### Number of computers

**Response: 27**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
51.23	92.98	36.61	33.53	33.48

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The institution has an effective system of curriculum delivery through a well planned and documented process with best time management in the newly introduced Semester pattern in the B.A., B.Com and B.Sc. Programmes.

- The institution is affiliated to RTM Nagpur University, Nagpur. The university has a well planned and well documented process of curriculum design and delivery in all Programmes by issuing the Academic Calendar.
- Therefore, the institution has enough scope to chalk out its curriculum delivery at the institutional level.
- The IQAC of the institution plays a paramount role in preparing the documented plan of delivering the curriculum.
- The IQAC of the institution has an Academic Planning Committee for preparing the Teaching Plan in accordance with the university's academic calendar.
- Every department prepares their departmental planning and distribution of academic work among the teachers.
- There are some initial difficulties due to the introduction of semester pattern. The students who are allowed to continue their studies in the next semester immediately after the completion of the university examination without waiting for their results.
- Teachers' initiative brings best results in the process of curriculum delivery in time.
- The institution has magnificent potentiality to deliver the curriculum with regular and well qualified teachers in all subjects. These teachers convey their teaching plan, syllabus, question patterns and also the examination pattern in the beginning of the academic session.
- For the students who take admission in the first year in every Programme, the IQAC in its initiative, introduce Bridge Course in some subjects with a planned syllabi.
- Those teachers, who do not have the syllabus for the Bridge course, also engage their lectures in the beginning of every academic session to the first year students to fill up the academic gap.
- IQAC in its initiative to minimize the dictation practice of the teachers in the class, instead of dictating in the class, the same study materials upload the same study materials on the institutional website with remote accessibility.
- The ICT enabled teaching methods used by the teachers in the institution have definitely supported the timely delivery of the curriculum.
- The practical based subjects have well equipped labs and different tools in teaching the students with effective way of disseminating knowledge and enhance the skills expected in the Programme special outcomes.
- Library plays a significant role in timely delivery of the curriculum because it is the brain of the institution. Teachers and students are using the library as an important Learning Resources as per their requirements.

- Library has all modern facilities to access books and journals through INFLIBNET, OPAC, and NETWORK RESOURCE CENTRE and is fully automated in operation.
- There are 11 computers installed with high-speed separate broadband internet connection with surfing facility.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 1

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 24.14

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	1	2

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 2.5

1.2.1.1 How many new courses are introduced within the last five years

Response: 1

**File Description****Document**

Details of the new courses introduced

[View Document](#)**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 33.33

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 1

**File Description****Document**

Name of the programs in which CBCS is implemented

[View Document](#)

Any additional information

[View Document](#)**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 1.21

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
32	0	10	8	12

**File Description****Document**

Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs

[View Document](#)

Any additional information

[View Document](#)

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

#### Response:

The vision and mission of the institution is really matching with the curriculum designed by RTM Nagpur University. The institution has an active role in the curriculum enrichment through the elected representatives in Board of Studies of Commerce, Economics and Geography. Besides this, the Principal of the institution has been nominated by the Hon'ble Vice-Chancellor into Board of Studies of Microbiology as member and also in the Academic Council. Therefore, the institution has an ample contribution in the curriculum enrichment at the university level.

- The institution has adopted the curriculum provided by the RTM Nagpur University. The curriculum prescribed for the subjects embodies various cross-cutting issues such as Gender, Environment and Sustainability, Human Values and Professional Ethics.
- The institution has three Programmes; Humanities, Commerce and Science and overall activities of the institution as per the vision and mission of the institution reflect all the cross-cutting issues.
- The institution delivers the curriculum to the marginalized community of this region. Programme Outcomes and Programme Special Outcomes are the real products of the curriculum.
- Therefore, the institution plays a magnificent role in the Human Resource Development of the region through qualitative delivery of the curriculum.
- The curriculum transaction in different subjects has given a strong impact on the socio-economic and cultural development of the people of this region.
- The compulsory subject, Environmental Studies, as per the UGC syllabus for the students of all Programmes has played holistic role in forming awareness about Environment and Sustainability. Study of Geography plays a crucial role in creating awareness about Anthropology, Global Warming and Climate Change.
- Gender Sensitivity, Sense of Equality, Sense of Fraternity and also Sense of Justice have been inculcated into the mind of the students through the different subjects taught in the humanities.
- The syllabus of the subjects like History, Sociology, Political Science, Marathi and English Literature are actually chiseling the mind of the students through different areas of history of the nation, the problems of the society, Indian economy, development of the nation, women empowerment, humanism, human rights, human values, morality, ethics, critical thinking and democratic values such as the importance of the **Voice of Dissent** in the functioning of democracy.
- The subjects taught in the faculty of commerce are definitely making the students become best businessmen and best entrepreneurs in their life with good communication skills and soft skills, marketing skills etc.
- The subjects taught in the faculty of science help us to develop scientific temper in the students, society as well as the nation.
- The teachers in the faculty of science contribute to curriculum enrichment of the institution by making the syllabus for the Bridge Course.
- The different Programmes organized in the institution on different occasions like birth anniversaries of national heroes discuss various cross-cutting issues in the curriculum.

File Description	Document
Any Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 6.79

1.3.3.1 Number of students undertaking field projects or internships

Response: 75

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** E. None of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**



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

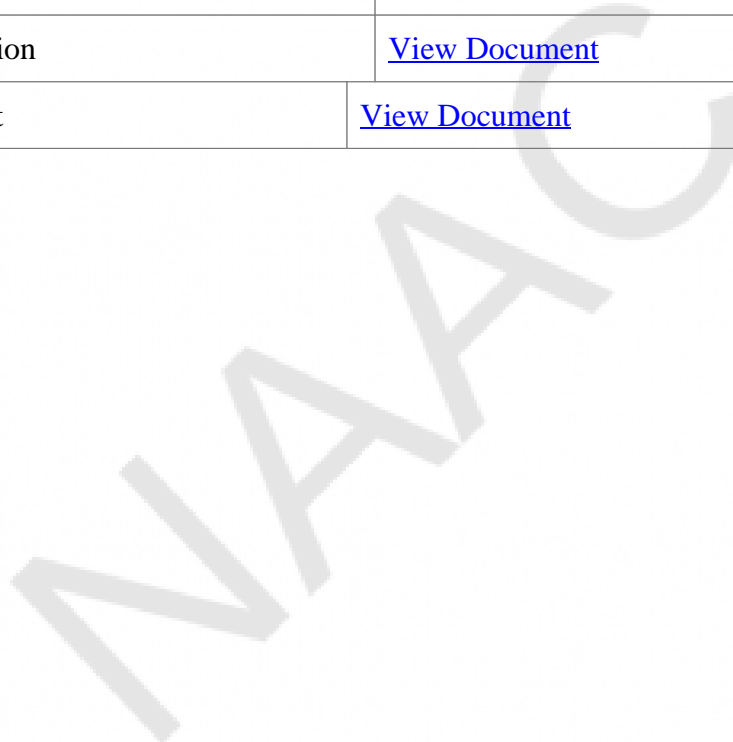
**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** E. Feedback not collected

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 40.44

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
569	575	572	585	531

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1404	1404	1404	1410	1380

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

**applicable reservation policy during the last five years****Response:** 135.34

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
926	972	932	827	724

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

It is indeed a great challenge to address the students' diversity and their different learning levels. The institution is located in rural area and the majority of villages around the catchment geographical area identified as coming under the **Tribal Naxal Belt**. The students taking admission in the institution in different Programmes belong to socially, economically and educationally backward class. They are mostly first generation learners. Owing to this, there is a lot of diversity in the learning level of the students. It is indeed a real challenge to address this diversity in their learning and the teachers in the institution face different levels of challenges. The institution chalks out a strategic plan to identify the slow learners and advanced learners and also takes various steps for their academic development of the students.

- Under the Internal Quality Assurance Cell (IQAC), there is an Admission Committee for monitoring the entire admission process. The admission processes is done on the basis of merit and also as per the rules of the State Government and RTM Nagpur University. The admission committee displays the list on the Notice Board before the actual process of admission. At the initial stage of admission for B.A., B.Com. & B.Sc. programmes, the institution identifies the slow learners and advanced learners based on Board Examination and marks obtained in respective subjects.
- During the process of teaching, the teachers take initiatives to assist the slow learners by conducting periods in the beginning of every academic session. This practice bridges the gap between different learning levels of the students. The IQAC monitors the entire exercises.
- The teachers who teach difficult subjects (Physics, Mathematics, English) take one tutorial per week for the purpose of supporting the slow learners in their respective subjects.
- The teachers also conduct Continuous Internal Evaluation (CIE) through different methods such as

oral tests in the class room, unit tests, home-assignments, regularity in the classroom.

- The students in the Science Programme and practical based subjects in Humanities such as Geography and Home-Economics are always assessed based on their performance in the practical classes.
- The teachers in the concerned subjects are very positive and consider the differences in the learning capability of their learners and support them to overcome the barriers in their academic development.
- For the advanced learners in the Science subjects, the teachers encourage them to prepare and present the PPT presentations regularly during class room teaching. These practices definitely make them learn from their own efforts to exhibits their learning outcomes before the teachers as well as the students in the class.
- For the advanced learners in Humanities and Commerce, the teachers advise them to read the list of recommended books and some reference books for furthering their knowledge in the respective subjects.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.2.2 Student - Full time teacher ratio

**Response:** 36.83

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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

**Response:**

Diversity of learners in the institution is a big challenge due to difference in the socio-economic background and also different aptitude and attitude of the students. The IQAC of the institution has very

well understood these challenges and has taken some initiatives to make the teaching-learning process as an enjoyable experience for the students.

- For developing a sense of responsibility among the students, the IQAC in its initiative has encouraged all the teachers of the institution to take Home-Assignments regularly in each subject as part of their internal assessment.
- Some of the teachers encourage the learners to present such Home-Assignments in the class room and also conduct seminar on certain topics as part of their curriculum.
- The institution ensures that there should be effective learning process through different methods such as participative learning, practical based learning and learning through field projects in certain subjects like Environmental Studies, Zoology & Geography etc.
- Attainment of skill and knowledge through experience is always a great pleasure for every student. The students of the Computer Application, a self-financing subject in the faculty of Commerce are developing their skills and enhancing their knowledge through the experiential method.
- The students in the practical based subjects are divided into small batches and do the practical through the interactive and experimental methods. These practices in the institution make the teaching-learning process more enjoyable for the students.
- Environmental Studies is a mandatory subject for all the UG students in the institution. Therefore, all the students admitted in the B.A. IV Semester, B.Com. IV Semester & B.Sc. IV Semester is undergoing the process of project based learning.
- The students in the Faculty of Commerce are encouraged to do the practice of problem solving method as the part of their learning experience.
- Study tours have been organized for the students in some subjects as the part of student-centric method. Teachers in the Faculty of Commerce organize industrial visits for their students to understand the concept of entrepreneurship.
- Language teachers in the institution undertake Audio-Visual method for teaching languages. The teachers use the maximum facility of Wi-Fi facility to download relevant videos from the internet and show them to the students.
- The IQAC of the institution plays a paramount role in achieving this shift from traditional method to student-centric method in the process of teaching-learning.
- The institution and IQAC has almost successfully changed the mindset of many teachers to adopt the ICT enabled Teaching by providing such facility in the class rooms.
- Step by step, the institution has provided a self-learning platform in the library by increasing the number of computers for the students.

Though the institution is constrained due to its rural background and it has tried its best to make the teaching-learning process as enjoyable and meaningful activity for the under privileged rural students.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 60

2.3.2.1 Number of teachers using ICT	
Response: 18	
<b>File Description</b>	<b>Document</b>
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

<b>2.3.3 Ratio of students to mentor for academic and stress related issues</b>	
<b>Response: 39.46</b>	
2.3.3.1 Number of mentors	
Response: 28	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

<b>2.3.4 Innovation and creativity in teaching-learning</b>
<b>Response:</b>
<p>The institution in its initiative through the IQAC has identified the potentialities of the ICT enabled teaching and learning process. The institution has already installed roof mount LCD projectors in almost all the class rooms with a view to motivating the teachers to use this facility extensively for class room teaching. The institution also provides unlimited internet connectivity and also subscribes INFLIBNET among other steps in the Learning Management System (LMS).</p>
<ul style="list-style-type: none"> <li>• Innovation and creativity in teaching-learning process is entirely depending upon the aptitude and attitude of the teachers in the institution. After providing the facility of ICT enabled class rooms, most of the teachers use this facility to make teaching-learning effective and student-friendly.</li> <li>• The institution through its IQAC, has taken initiative to upload Question Bank of all subjects in the institutional website. The students can download this for their learning purposes.</li> <li>• The syllabi of all subjects are also available on website and the students can access this from anywhere. Thus institution has recognized the importance of institutional website for the innovative purpose of benefiting the students in a better way.</li> <li>• Teachers are motivated to take initiatives learn recent developments in the pedagogic method in striving to become excellent in their teaching in the class room. Students are very enthusiastic about this practice. The ICT enabled classes of the teachers who use PPT slides in their concerned subjects is highly creative and innovative.</li> <li>• The Department of English has a 40 inch LCD TV which is used as an effective tool for teaching students of English Literature and Language. The Department of English has a rich collection of</li> </ul>

William Shakespeare's BBC Film version of 37 Plays. For the final semester students of English Literature, there is always one Shakespeare play in the syllabus. Therefore, this exclusive collection is beneficial to easily understand the play by watching the film version of the play many times.

- Besides this, the Department has substantial collection of study materials on Spoken English and English Lectures in MP3 and MP4 format which are supplied to the needy students through electronic devices (Pen Drive, Memory Card).
- Some teachers in the Faculty of Science use the innovation of applying web-based technique in their teaching. These teachers also use the observation method and survey method in the teaching-learning process.
- Different scientific equipments are exclusively used as effective teaching tools in all the practical based subjects taught in the institution. Teaching of every subject has its own way and therefore, ultimately, it is an art and this art can be evolved by the teachers in accordance with their innovation and creativity.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 86.16

#### File Description

#### Document

Year wise full time teachers and sanctioned posts for 5 years

[View Document](#)

List of the faculty members authenticated by the Head of HEI

[View Document](#)

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 57.68

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	16	15	13

#### File Description

#### Document

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)

Any additional information

[View Document](#)

**2.4.3 Teaching experience per full time teacher in number of years****Response:** 14.98

## 2.4.3.1 Total experience of full-time teachers

Response: 449.25

**File Description****Document**

Any additional information

[View Document](#)**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 6.9

## 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 2.98

## 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1



File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

The institution has a system of Continuous Internal Evaluation (CIE), functioning under the IQAC. When the institution was following the Annual Pattern, the institution had conducted Annual Test in the model of University Examination for all classes. Before that, every teacher after completing every unit in the syllabus conducted unit test, oral test and also used question-answer method in the class room for the purpose of continuous evaluation of the students.

RTM Nagpur University has understood that the teaching, learning and evaluation are the three dimensional continuous activities in the higher educational institutions. As a result, the affiliating university has introduced semester pattern for the Under Graduate Programmes in which continuous internal evaluation is an integral part. 20% credit has been given to the internal assessment taken by the teachers at the institutional level. During the whole semester, teachers adopt different methods to assess the academic performance of the students by way of Home-Assignments, Viva-Voce and Unit test and also the regularity of students in the class and assess the entire performance of the students. In this way, teachers of all subjects are engaged in the continuous and comprehensive evaluation of the students' learning levels at the institutional level.

- The institution strictly follows the University's Academic Calendar which is uploaded on the website of the university every year. In accordance with this Academic Calendar, the teachers in the Departments prepare Teaching Plan for each semester in which planning for the continuous internal evaluation is an integral part. Teachers use different devices to assess the learning level of the students in the class room.
- Oral test of the students and Question-answer method are exclusively used by the teachers as a part of continuous internal evaluation. These types of oral practices of the students are very effective and helpful to the students especially for the very short answer questions in every subject in the semester pattern.
- Teachers use the ICT enabled class rooms for the purpose of evaluating the learning level of students. Displaying the questions on the LCD projector and asking the students to answer these questions in the class room is an effective method used by some of the teachers in the institution.
- The institution has introduced the optical mark reading (OMR) system in the answer sheets supplied to the students for the unit test. Thus, the students in the institution became familiar with the University examinations. RTM Nagpur University has launched the optical mark reading (OMR) system in the answer sheets of every subjects.
- The teachers who teach practical based subjects in the institution assess the performance of their students at the time of practical sessions and also assess them through the interactive method.

The above mentioned reforms and practices definitely help the students in their performance of their university examination as well as in their future ventures.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

The institution has a mechanism of internal assessment as part of its semester pattern introduced by the affiliating RTM Nagpur University. As per the directions of the IQAC, the teachers in the institution frequently adopt a variety of methodologies to assess the overall academic performance of the students.

- Teachers give advanced information to the students prior to taking the unit test of the particular topic. When the students are ready to write the unit test, then only teachers take their unit test considering the slow learners in their class.
- As part of the student-centric teaching method, teachers use interactive method in the form of oral tests for assessing the learning levels of the students.
- Teachers encourage the students to check their answer sheets after the unit test as a part of self-evaluation about the actual performance in answering the questions and let the students know about the evaluation method adopted by the teachers.
- Language teachers especially, English teachers test the reading proficiency of the students by asking them to read out the passages from the prescribed lessons in the syllabus. Therefore, teachers can understand the problem of pronunciation of the students and help them to improve the reading skills in English.
- Practical based subjects taught in the institution have a robust mechanism of internal assessment in which teachers can analyze the performance of the students in the practical sessions. Teachers in these subjects have enough scope in the internal assessment of the actual academic performance in comparison with other teachers in the institution.
- Internal Quality Assurance Cell (IQAC) monitors the internal assessment of the students in every Programme and reviews the actual outcome of the assessment in each subject and gives valuable suggestions to the concerned department for further improvement of the students.
- The institution has a transparent and robust mechanism of internal assessment as a result of the reforms introduced by RTM Nagpur University. Internal assessment of the students has been completed by the teachers on the basis of different parameters such as regularity of students in the class room, assignments given to them and timely submission of the assignment, oral examination, PPT presentation in the class room and overall performance of the students in the campus.
- RTM Nagpur University has given the institution a login ID and password to upload the internal assessment mark of the students through the portal maintained by the Promarc (Software Company). The institution uploads the internal assessment marks of each subject before the commencement of the theory examination.
- The internal assessment of the students is transparent and robust also because the internal marks given by every teacher is shown separately on the university examination mark sheet of the students so that every student can understand clearly about their assessment by the teachers in

every subject. As per this system, the students can improve their performance in future assessments.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

There is an efficient mechanism to deal with the examination related grievances of the students as per Direction 16 of 2015 issued by the Hon'ble Vice-Chancellor of RTM Nagpur University. As per this direction, the mechanism to deal with the grievances of the students is very transparent, time-bound and efficient. If any student is not satisfied with the marks obtained in the university examination, there is a system of reassessment at the university level. We quote from the Direction 16 of 2015 issued by the university about the eligibility and procedure of application for the perusal.

#### **Eligibility:**

- i) The examinee shall be entitled to apply, in prescribed form along with requisite fees, for soft copies only of his/her assessed answer book(s) of such immediately preceding university examination(s) in which he/she has appeared.
- ii) The examinee shall be eligible to apply for soft copy of Maximum two answer books of each immediately preceding university examination(s) for which he/she had appeared.
- iii) The examinee shall not be eligible to apply for the soft copy of assessed answer books pertaining to the practical, sessional, viva-voce examinations, dissertation, thesis and also of such university examinations where only grade is awarded instead of numerical marking.

#### **Procedure for Application:**

- i) The examinee alone shall be entitled to procure the online soft copy of the assessed answer book.
- ii) The person desirous of procuring the online soft copy of assessed answer book shall be required to apply in the prescribed form. The person shall be required to submit separate application for each examination.
- iii) The application form shall be made available, on website viz. [www.nagpuruniversity.org](http://www.nagpuruniversity.org) by the University.
- iv) The person shall have to submit application form within 5 days (excluding the day of declaration of the result) from the date of declaration of result of the concerned examination.
- v) The person shall have to submit application at the same college where he/she had submitted the examination form for the concerned examination. The concerned Principal should take care that all the received forms must be uploaded online on or before 7th day.
- vi) An application form received after the last date shall not be accepted by the Principal of the concerned

college.

vii) Application form shall be accompanied by the prescribed non-refundable fee of Rs.300/- per answer book or such fee as may be prescribed by the university from time to time payable in cash or Demand Draft, drawn in the name of Finance & Account Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Out of Rs.300/- received from the person, Rs.50/- may be utilized by the college towards downloading, printing, scrutiny & other miscellaneous expenses.

viii) The application must be accompanied with the photo copy of the mark list of the concerned examination attested by the Principal/full time approved teacher of the College.

ix) The Principal of the college, in receipt of such application(s), shall scrutinize and submit them to the university.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

The IQAC of the institution plays a very substantial role in maintaining the academic calendar for the conduct of continuous internal evaluation of the students. RTM Nagpur University publishes its Academic Calendar for every academic session in advance. By following the University's Academic Calendar, as per the direction of the IQAC, every department prepares the teaching plan for the students in which continuous internal evaluation is an integral part. The schedule for the students is conveyed to them in the class room in advance at the beginning of every academic session.

- The IQAC of the institution strictly monitors and observes whether the teachers adhere to the schedule prepared by them.
- The IQAC provides answer sheets to the teachers for taking Continuous Internal Evaluation (CIE) of the students. The IQAC of the institution ensures that teaching, learning and evaluation is a continuous process in the institution throughout the academic session.
- The institution is a recognized examination centre of RTM Nagpur University to conduct the University Examination of the university as per the norms laid down by the University.
- Most of the teachers in the practical based subjects are the internal examiners in the practical examination conducted by the university. Therefore, they want to follow strictly the teaching plan and time bound delivery of the curriculum to the students and conduct the students' Continuous Internal Evaluation (CIE) of the students without fail.

- Curriculum delivery, curricular activities and extra-curricular activities are very strictly followed under vigilance of the IQAC of the institution. Therefore, the institution has good potentiality to adhere to the Academic Calendar of the concerned university with full time approved teachers in every department.

The sound infrastructural facilities along with regular and potential teachers with well equipped practical labs in the institution have efficiently delivered the curriculum with excellent performance of the students as per their capacities.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

The quality of the company can generally be decided on the basis of the quality of the products. Similarly, the quality of the Programme Outcomes, Programme Special Outcomes and Course Outcomes can also be measured on the basis of the outcomes in all Programmes. The institution has three main Programmes, B.A., B.Com. and B.Sc.

The Programme Outcomes and Programme Special Outcomes are really matching with the mission of the institution to provide responsible and accountable citizens to the country. The Curriculum in many of the subjects (English Literature, Marathi Literature, Political Science, Sociology, History, Economics and Geography & Home-Economics in the Faculty of Arts.) is designed to generate many of the capabilities planned in the Higher Education such as **Critical Thinking**, **Effective Communication Skill** (Speaking, Reading, Writing, Listening) in English and in one Indian language, **Social Interaction** ( Understand the views of others and express dissent voice in different context), **Effective Citizenship** (Empathetic social concern through Sociology and effective citizenship through Political Science by understanding the Constitution with more civic sense), **Understanding the Human life along with Ethics** through the understanding of Literatures, **Environment and Sustainability** through Geography and Environmental Studies, **Life-long learning**, **Childcare**, **Home Management** through Home-Economics, learning history means understanding past world brings capability of understanding present and future historical development among the students, Learning Economics brings capability of understanding the economy of the nation as well as economy of the other world.

In the Faculty of Science, subjects such as Mathematics, Physics, Microbiology, Chemistry, Zoology and Botany are taught through the medium of English. These subjects are bringing so many capabilities in the students including scientific temper and eradicating superstitions. The pass out students are capable to take admission in reputed institutions in the region and also in reputed institutions of the country in large.

The subjects taught in the Faculty of Commerce are bringing capability to the students of Commerce either

to become Entrepreneurs, Businessmen, Managers, Chartered Accountants and also Govt. Employees in their life.

### **Mechanism of Communication**

The institution has E-Syllabi facility on the website. The hard copy of the Syllabi are also available in the library. Programme Outcomes, Programme Special Outcomes and Course Outcomes have also uploaded briefly in some subjects on the Website. Teachers are also communicated the outcomes to the students in their class room teaching.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

#### **Response:**

The institution is always well aware of the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) offered through three Programmes, B.A., B.Com. & B.Sc. The B.Sc. Programme and Compulsory English in B.A. & B.Com Programme and English Literature are taught through the medium of English. All the other subjects are taught in the institution through regional medium, Marathi. The institution follows the curriculum designed by the RTM Nagpur University matches with the vision and mission of the institution.

- The institution is monitoring the attainment of POs, PSOs, & COs on the basis of student progression into the PG Programmes in the reputed educational institutions of the region to pursue higher studies and also on the basis of attaining jobs which will make them successful in life.
- The prominent alumni were felicitated on the occasion of Silver Jubilee Celebration. They include Police Inspectors, Judges, Advocates, Professors, Chartered Accountants, Bank Employees, Teachers, Entrepreneurs, and successful Businessmen etc.
- The institution is really catering to the needs of the students from the rural areas and socio-economically backward classes. We inculcate ethics, human values, human rights, understanding of the complexity human life, awareness of social issues, family values and social problems, awareness of contemporary national & international issues through study of Humanities and Social Sciences.
- The Entrepreneurs and successful businessmen, chartered accountants etc. are the POs of the Commerce Faculty.
- The students of the Faculty of Science are empowered in many aspects in their respective lives. Except Compulsory Marathi Language, the Science students are taught in the medium of English.
- In rural area, the students become the messengers and eradicate unhealthy social evils followed by the people.
- These practices are always unblocking the human development index of the region.
- The real attainment of the Science Faculty is unblocking such unscientific ideas from public life and support the nation with a healthy secular which is at par with the institutional vision and the

Principles laid down in the Indian Constitution.

Thus, the institution is playing a paramount role in building a welfare state through qualitative education of the rural population and also a significant role in the overall socio-economic development of the region.

### 2.6.3 Average pass percentage of Students

**Response:** 52.74

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 106

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 201

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.57

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

**Re-use of E- Waste:** E-waste is a major problem for the present generation. It is also making certain problems for the environment. People are not aware about the problems of E-waste deposit in different locations.

Department of Physics has developed an innovative idea to collect the useless mobile chargers from the students and teachers. Old model chargers have become useless due to the arrival of new models of mobile phones. The collected mobile chargers are repaired and used for the purpose of conducting the electronic Practical in the Physics Lab. Generally, the entire Practical in Physics Lab is conducted with exact



5Voltage. For example, in digital electronic practical like GATES (AND, OR, NOT, NOR, Ex.OR, Ex.NOR) and so many Boolean Operations are conducted on bread board. The re-used charger is used as the unit of power supply to the bread board.

This innovative practice helps us to reduce the E-waste and the students of the physics have already used this re-use of the old chargers in their practical. This innovative practice is naturally transferring the practical knowledge of re-using the old chargers to the students and their families.

**Azolla Cultivation:** The institution is situated in an agricultural background and most of the students are belonging to the farmers' community. Considering the lowering of the agricultural products and distressing the farmers' community, the institution has initiated to introduce the innovative idea of cultivation of Azolla in the campus and trained some students. Teachers contact farmers through the students in some villages and guide the farmers and encourage them to cultivate the Azolla in the artificially made ponds in their places. As per the requirements of the farmers, the institution supplies the ex-plants and coordinates the cultivating farmers. The roots of Azolla have the cyano-bacteria (*Anabaena azollae*) which fix the Nitrogen from the atmosphere. When it is used as bio-fertilizer by farmers, Azolla enriches the soil with nitrogen and other nutrient contents. If farmers are using it as bio-fertilizer in their farm, it helps them to boost the yield of the crops. Azolla can be used as fodder for the Cattles and helpful to boost the products of the milk and meat also.

This innovative practice initiated by the institution spread among the local community and places through the helping hands of the teachers and students. Now the knowledge of Azolla cultivation is spreading to more farmers and other local villages of the region.

**Remote access to Study Materials to the students through Institution's website:** The institution has up dated with dynamic features like study materials on its website. It is an innovative idea suggested by the innovation and incubation centre of the institution for the sake of the students. Some of the Departments have uploaded its PPT and other helpful materials of the concerned subjects. Now, the institution has planned to upload the study materials of the subject exclusively on its website and made accessibility to the students and oriented the students in the use of ICT.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

#### 3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<p><b>3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</b></p> <p><b>Response: Yes</b></p>											
File Description	Document										
Institutional data in prescribed format	<a href="#">View Document</a>										
Any additional information	<a href="#">View Document</a>										
<p><b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b></p> <p><b>Response: No</b></p>											
<p><b>3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years</b></p> <p><b>Response: 0.18</b></p>											
<p>3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>2</td> <td>3</td> <td>2</td> <td>4</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	16	2	3	2	4
2017-18	2016-17	2015-16	2014-15	2013-14							
16	2	3	2	4							
File Description	Document										
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>										
<p><b>3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</b></p> <p><b>Response: 1</b></p>											
<p>3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years</p>											

2017-18	2016-17	2015-16	2014-15	2013-14
14	4	7	2	2

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

The institution has taken many initiatives in the direction of extension activities by considering the situational background with many surrounding villages.

- The institution has made survey in the surrounding villages and understood that many of the people in the villages are still suffering from the severe disease of Tuberculosis (TB). The institution has conducted TB Diagnosis & AIDS awareness camp in the surrounding villages that has made good contribution in the mission of TB free nation.
- The institution has availed the campus and also taken leadership for organizing the Programme of Birth Anniversary of Savitribai Phule on 3 January 2018. The speaker of Maharashtra Assembly Shri. Haribhau Bagade addressed hundreds of women volunteers of the Self-Help Group in the region. It was a good contribution of the institution towards women empowerment of the region.
- For the purpose of uplifting the farmers economically, the institution has organized a 5 day workshop on **Bee Keeping** for students as well as farmers in collaboration with Khadi & Gramodhyog, Nagpur Division. Experts were invited to train the students and the farmers. Many students and farmers were really benefitted from organizing such workshop.
- The institution has made outstanding contribution to the fishermen community in collaboration with the NGO (Bhandara Nisarg Va Sanskruti Mandal). The institution through its Zoology Department and Microbiology Department and its students support along with the NGO made water quality assessment in water bodies and disease detection of the fishes of water bodies of Arjuni-Morgaon Taluka.
- Dr.G T Paliwal, Head of the Department of Zoology is rendering best services as **Environment Expert** member of Advisory Committee in Navegaon-Nagzira Tiger Reserve (NNTR). The institution has been contributing in the National Tiger Reserve Project in this way. Dr. G T Paliwal has also been awarded by International Council for Man & Nature.
- Department of Chemistry has organized a One Day District Level workshop on **Food Adulteration** on 3rd October 2016. 22 teachers participated from all over the district from different colleges and benefitted from the workshop. 282 students from different colleges of the district were participated in the workshop and the knowledge and messages from the workshop.

- Department of Chemistry has also organized a Taluka Level Camp on **Registration for Food Vendors** on 15 February 2017 and made awareness about Regulation of Food Safety Act, 2017.
- The institution has also extended its helping hand through the Department of Chemistry and organized a 2 day workshop on Solution Chemistry for the 11th & 12th standard students and invited 42 students from various junior colleges to the chemistry lab.
- The institution has approached the 11th & 12th standard students from the nearby junior colleges and introduced the well- equipped labs of the Science Faculty and oriented them into the wonderful world of science and inspired them to take admission in the institution in advance considering them as the future students of the institution.

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 3**

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	0	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 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 last five years

**Response: 46**

#### 3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	10	8	11	3

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 38.27

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
420	477	123	250	635

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 1**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The institution has adequate infrastructure facilities for delivering the process of teaching-learning such as building, class rooms, and laboratories with sufficient equipments and instruments. All departments are having sufficient computing equipments. The college has made available a sprawling and environment friendly campus with lot of Ashoka trees, teak plantation in the back part of the main building and other plants in an 18008.58 Sq. Mt of land area.

- There are 12 well-furnished spacious class rooms for delivering lectures to the students with enough seating capacities with desks and benches and also with light facility and ceiling fans.
- 6 out 12 class rooms are ICT enabled with roof mounted LCD projectors.
- In one class room, Interactive Board has been permanently installed for the purpose of effective teaching.
- Separate room for the Computer lab and Language lab with enough number of desk top computers.
- 40 inch LCD TV is installed permanently in the Language Lab for the purpose of effective teaching with audio-video facility to the students especially used for the students of English Literature.
- All computers are connected with LAN and broadband connectivity and exclusively used by the students of Computer Application in the Computer Lab.
- Portable Amplifier, USB Speaker, Laptops are exclusively used by some teachers in the class room teaching. Many of the teachers use their personal laptops in their class rooms for teaching.
- The institution has a website with PPT slides, PDF files, E-Question Bank of subjects in the Head of Study Material, the IQAC has used website as an innovative tool to remote access of such things to the students.
- The institutional Library is providing separate reading space for the teachers and the students.
- The library has lot of reference books and sufficient prescribed text books of the subjects.
- Teachers use 6 movable LCD projectors and laptops for the teaching and also use OHP for class room teaching.
- INFLIBNET facility is available in the library and there is also the facility of OPAC in the library.
- Almost all the Departments have internet connectivity or the access of Wi-Fi through three Modems available in the institution in three different places almost covering the whole campus.
- The institution has also provided computers, laptops, printers, printer-cum-scanner to many Departments.
- The institution also has reprographic facilities in library, in the administrative office and in the office of Distance Education Centre of YCMOU and also in the Exam Department.
- Portable Podium with inbuilt speaker and cordless microphone and amplifier are used effectively at the time of Guest Lectures organized by different Departments of the institution.
- The Library has large number of audio-videos in the form of CDs and DVDs.
- The Department of English has complete collection of BBC film version of Shakespeare's Plays.
- There are many DVDs in the Department of English and there is also a 1TB hard Disk with full of audio-video collection.
- All the practical based subjects have adequate equipment's for teaching their subjects to the

students with well-maintained laboratories.

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

##### Response:

The institution has adequate facilities for sports & games including indoor and outdoor. The most outstanding aspect of the institution is that there is a separate building for Gymnasium, with a built up area of 1726.sq.ft.

- There are facilities for outdoor games such as Cricket, Volley-Ball, Basket Ball, Kabaddi, Kolf Ball and Kho-Kho.
- There are facilities for Athletics, Discus throw, Shot Put, Long Jump, High Jump, Cross Country.
- There are also facilities for indoor games such as Badminton, Chess, Caroms, Table Tennis.
- There is a Cricket Pitch with 100.00 Sq.Mts.
- The sports students do their practice in the morning from 6.a.m to 8 a.m. & in the evening from 3.30 p.m. to 6 p.m.
- The institution offers practice sessions for students who are selected for the inter-collegiate and University level matches. It also provides Healthy Food Supplements such as Egg, Milk and Banana etc.
- The institution also provides Sports Kit for the selected students with 50% discount from the market price regularly.
- The Gymnasium has lot of facilities for the Health Fitness. It is open to the staff as well as students.
- The institution provides facilities for the cultural activities of the students. The Seminar Hall is used with multi-purpose as class room as well as for conducting small Programmes in the institution.
- Whenever there is any requirement for a big event like Annual Function, the institution has given contract to private persons to lift up Big Pandal in the open space. Thus, the institution has the capacity to accommodate any Big Cultural Event in the campus.
- The institution celebrated its Silver Jubilee in the open space by giving contract to a private person to lift up big Pandal.
- The institution has a Yoga Centre. Open space terrace is used as Yoga Centre by old people in the morning before the beginning of the classes of students. Thus, the institution renders its infrastructure facility for the society. This is a regular practice in the institution in every day in the morning.
- Besides this, the institution celebrates International Yoga Day with great enthusiasm with the participation of the staff.
- The institution has provided the Gymnasium to Govt Employees especially Police etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

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



**LMS, etc**

**Response:** 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 13

**File Description**

**Document**

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 35.27

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
19.86	16.56	16.56	14.84	10.13

**File Description**

**Document**

Details of budget allocation, excluding salary during the last five years

[View Document](#)

Audited utilization statements

[View Document](#)

Any additional information

[View Document](#)

## 4.2 Library as a Learning Resource

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

**Response:**

The institutional Library has an Integrated Library Management System (ILMS). For the complete automation of the functioning of the library, the institution has installed **Lib-Man Software** under the **Centralized Campus Management System (CCMS)** with the version 3.0. Lib-Man is a Programme for the fully automated functioning of the library with effective and remarkable efficiency. The Library has entered all the books in the system and this system manages the information about the books in the library through its facility of Online Public Access Catalogue (OPAC).

- The library has played an important role in the dissemination of knowledge to the teachers as well as the students. The Library has Network Resource Centre with 7 computers.
- The Library has subscribed to N-LIST Programme (UGC INFLIBNET Consortium) to access large number of E-Journals and E-Books.
- Because of other resources available easily in the present context, the use of the INFLIBNET is not enough as per the expectation of the institution. Some of the teaching staff and students have subscribed to the **National Digital Library (NDL)**, sponsored by MHRD and developed by IIT Kharagpur.
- Most of the teachers and administrative staff have Android mobile with 4G network. They always use it as a tool to access the E-resources from different resources such as Google books and Google Scholar etc.
- Many of the subjects are taught in the medium of Marathi in the faculty of Humanities and also in Commerce. The teachers in these faculties rarely visit the INFLIBNET for accessing knowledge because many books and journals available there are in English.
- The Library has large collection of CDs and DVDs as resource for knowledge.
- The Library has large collection of books on Competitive Examinations such as MPSC, UPSC, Police Recruitments, Clerk Grade Examination, Staff Selection Commission etc.
- The Library has many reference books for all subjects and Encyclopedias', English and Marathi Dictionaries and Annual University Reports etc.
- The Library has many Periodicals, Magazines and Peer Reviewed Journals and Marathi, Hindi Dailies and Two English Dailies.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

##### Response:

##### Rare Books:

The Library has 4 rare books in related with Science Faculty. The name of the books and other details are given below:

- Economic Botany: A text book of useful plants and plants products authored by Albert F Hill and published by McGraw Hill Book Company.inc. in 1952.
- Text Book of Botany published by University Tutorials Press Ltd, Clipton House, Euston Road, London, and N.W.1 and authored by W.O. Hawrth & L.G.G.Warne in 1963.
- Organic Chemistry for Advanced Students published by Popular Prakashan, 35-C Tardeo Road, Bombay-34, WB and authored by V.V.Nadkarny & A.N.Kothare in 1962.
- Organic Chemistry for Advanced Students (Vol-1, Part-II) published by Popular Book Depot, Lamington Road, Bombay.

##### Manuscripts:

There is no Manuscript in the Library.

### Special Reports:

Annual University Reports are available in the Library.

### Any other knowledge resources:

The Department of English has I TB Hard disk with Audio-Video Materials.

The Department of English has BBC Film version of Shakespeare's Plays.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years

**(INR in Lakhs)****Response:** 1.52

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.38	2.34	1.41	1.2	1.27

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library****Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

**4.2.6 Percentage per day usage of library by teachers and students****Response:** 6.52

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 74

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The institution has updated its IT infrastructure and facilities for the teachers and students and for the

administrative staff extensively equipped institution with modern technologies and facilities.

- The number of desktop computers with flat monitors has been increased in the institution.
- Reprographic facilities have been made available in four important places of the institution, one in the administrative office, one in library and one in the Distance Education Centre, YCMOU and another one in the Examination Centre of RTM Nagpur University.
- The institution has installed roof mounted LCD Projectors in more class rooms.
- One Interactive Board has been installed in one class room and another one in the Department of Geography for use.
- More Printers & Scanners added to many Departments for the smooth functioning of the institution with more efficiency.
- Bio-metric machine has been installed in the administrative office to monitor the timing of the entry and departure of the whole employees of the institution.
- The institution has installed CCTV Surveillance cameras in key areas of the campus.
- Windows of the Desktop computers and Laptops are updated with latest versions of the windows.
- Important Desktop computers and Laptops are protected with Anti-virus updates.
- The institution has three Wi-Fi Routers in three different places with 10 MBPS speed; they cover almost all areas of the campus with facility to all.
- Principal's Chamber equipped with Computer, Printer, Fax Machine and Scanner and Two Air Conditioners and TV with recording of CCTV footages.
- 40 inch LCD TV in the Language Lab with LAN for the purpose of teachers of the Department of English and students along with number of desktop computers.
- RTM Nagpur University Examination control the room in the ground floor of the main building with full IT infrastructure & power back up.

#### 4.3.2 Student - Computer ratio

**Response:** 19.73

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 5-20 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

<b>Response:</b> No	
<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

<b>4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</b>				
<b>Response:</b> 85.68				
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)				
2017-18	2016-17	2015-16	2014-15	2013-14
48.22	58.87	33.75	33.18	26.73
<b>File Description</b>	<b>Document</b>			
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>			
Audited statements of accounts.	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

<b>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.</b>
<b>Response:</b>
<b>Physical Maintenance:</b>
<ul style="list-style-type: none"> <li>• The institution takes major steps to have Annual Maintenance Contract (AMC) with the Suppliers of certain items and equipments such as Generator, Interactive Boards, Inverters, UPSs, ROs, Water Coolers, Biometric Machine, Computers, LCD Projectors, OHP, Scanners, Printers Electric-Water Heater, Air-Conditioners and Photostat Machines.</li> <li>• 5 Fire Extinguishers are installed in key places of the campus and refill them from time to time by the institution.</li> <li>• Refrigerators, Microwave Ovens, BOD incubator are well maintained by the concerned staff of the Department.</li> <li>• Maintenance of all building in the campus is done by the Management Body as per the</li> </ul>

requirements and demands.

- The institution has given contract to a private person for cleaning all Toilets & Bath rooms.
- For Plumping and Electrical work, the institution has a private contract with a person to repair and maintenance of such things.

#### **Academic Maintenance:**

- The institution is very well aware about the necessity of IT infrastructure and it's up gradation from time to time.
- The institution has already replaced of the old Monitors of the Computer with Flat Monitors.
- The Window system is upgraded with latest versions of the windows.
- The important computers are protected with the up gradation of Anti-Virus Softwares.
- The inverters and its batteries in the Administrative Office, Language Lab, and Library and in the Centre of Distance Education, YCMOU are well maintained and repaired in time by the institution.
- There is a separate Gymnasium Building with modern equipments for physical fitness well maintained by the Department of Physical Education. This Department has also been maintaining and utilizing the sports items and equipment with utmost care and maintained Stock Register and also doing verification every year.
- The Office of the IQAC is the Central Processing Action Centre to monitor all the major curricular, co-curricular, extra-curricular activities of the institution which is situated in the ground floor of the main building with all facilities. This office is well furnished with enough chairs, tables, Cupboards, Laptop, scanner and printer. These are maintained and utilized by the institution very well.

**Laboratory:** All laboratories of the institution have stock register and in the end of academic year, the stock has been verified. Repairing of burner, cocks, pipeline, fire extinguisher, electrical maintenance, cleaning of basins, and computer repairing etc. are done by private contract persons from outside.

**Library:** Library has an attendant for the smooth functioning.

**Sports Complex:** Department of Physical Education has a Peon who looks after the normal maintenance of the sports complex (Gymnasium, Store room, playground, Cricket pitch etc.) whenever, there is any need of more man power especially at the time of tournaments, labors from outside deployed for the work. Department of Physical Education has stock register and Sports Advisory Committee verify the stock at the end of the academic session.

**Class rooms:** Cleanliness Committee looks after the maintenance of the class rooms.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 70.66

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
866	962	872	569	443

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching



- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 0.39

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	20	00	02	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 11.12

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
129	133	121	93	99

**File Description****Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)

## 5.2 Student Progression

**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 2.03

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	20	2	00	00

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 8.82

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 18

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 40

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	2	1	00	00

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	2	01	00	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.				
<b>Response: 0</b>				
5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00
File Description	Document			
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>			

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

The institution has an active Students' Council from the academic session 2017-18 as per Maharashtra Public Universities Act, 2016. Before that, due to the absence of Directions from the affiliating university, there was no Students' Council for the sessions 2016-17. However, the institution is very sensitive about the participative leadership by involving students in all activities especially through the NSS unit of the institution.

- As per the Maharashtra Public Universities Act, 2016, RTM Nagpur University has issued **Direction 39 of 2017** for the purpose of formation of Students' Council in affiliated colleges
- As per the new Maharashtra Public Universities Act, 2016, the institution has formed the Students' Council for the session 2017-18 thereby ensured the participation of Students' Council members in all important committees such as Library Advisory Committee, Sports' Advisory Committee and Committee for organizing the Annual Function and Committee for Cultural activities in the

institution.

- Students' Council in its meeting in 2017-18 raised the issue of Tobacco Consumption among the students. Students' Council has taken an initiative to identify such issues of the students and tried to resolve this issue by forming a Vigilance Committee under the leadership of Students' Council members for Girls and Boys.
- For successfully organizing the Annual Function of the institution, the Students' Council plays a very crucial role in the campus. Students' Council Secretary along with other members played a leading role in the organization of the Annual Function in the academic session 2017-18. Students' Council members identify brilliant students for compeering the entire Programme including the inaugural and concluding both in English and Marathi with great impact among the students.
- Participative leadership of the students in the institution has played a significant role in organizing Programmes like Associations of subjects in different faculties.
- Students' initiative to celebrate the Teachers' Day on 5 September is another example of developing their leadership and organizing skills. In such functions, teachers give certain guideline for the Programme and students are allowed to enjoy complete freedom in the institution for grooming their talent and confidence. Teachers are here playing the real role of Nation Builders in accordance with the mission of the institution.
- National Service Scheme (NSS), a big unit in the institution play a very important role in making the leadership qualities among the students. The performances of NSS Volunteers of this institution under the Programme Officers' guidance do magnificent contributions in the context of rural development. NSS volunteers are working under different groups with a group leader and all group leaders are coordinated by a main leader under the efficient guidance of Programme Officers'.

Active participation of students in various academic, administrative and extension activities is ensured in the institution through the above mentioned activities.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 22

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	22	22	22	22

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

The Alumni Association has been functioning in the institution and contributing in different capacities. The Alumni Association of the institution conducts its meeting in the campus. The Alumni Association of the institution has contributed in various ways and influenced the qualitative functioning of the institution. The Alumni Association of the institution has already initiated to register as **S S J College Alumni Association** under the Charitable Trust and also paid the fee for the registration and waiting for the further development.

- Shri. Manish Jaiswal, a prominent industrialist alumna has been nominated by the Principal in the statutory body, College Development Committee (CDC) as per the Maharashtra Public Universities Act, 2016. He has been contributing to the institution in the capacity of the member in the statutory body.
- Dr. Shiram Gahane, BoS member and Ph.D. supervisor in English in the Faculty of Humanities of Gondwana University, Gadchiroli has been nominated into the Internal Quality Assurance Cell of the institution is a notable alumna. He has been contributing to this institution in the capacity as the representative of the Alumni Association.
- The presence of the alumni in various capacities is a great inspiration to the students of the institution. The institution has a tradition to invite the alumni to the NSS camp for their contribution in various capacities. During the Annual Function, the alumni perform in different capacities and inspire and motivate the students for greater achievements.
- The alumni have a strong emotional attachment with this institution. When the institution celebrated its Silver Jubilee with great enthusiasm in the Academic year of 2015-16, prominent alumni had been invited. Accepting the invitation of their alma mater, they came to witness the great celebration of the Silver Jubilee and with great enthusiasm; the institution also felicitated the alumni with a **Memento** and "**Gramgeeta**".
- On the occasion of the Silver Jubilee celebration, the institution had published its Souvenir, "**SHIVSHILP**". Many prominent alumni contributed articles to the Souvenir cherishing their sweet memories of their great institution and thankfully remembered their respected teachers who made revolutionary changes in their lives and expressed their sense of gratitude to this institution for making them responsible citizens of this nation.
- The presence of the Alumni in two State Level Camps at Bondgaon Devi and Keshori had really inspired all the NSS volunteers coming from different universities of the State of Maharashtra.

File Description	Document
Any additional information	<a href="#">View Document</a>

<b>5.4.2 Alumni contribution during the last five years(INR in Lakhs)</b> <b>? 5 Lakhs</b>  <b>4 Lakhs - 5 Lakhs</b>  <b>3 Lakhs - 4 Lakhs</b>  <b>1 Lakh - 3 Lakhs</b>  <b>Response: &lt;1 Lakh</b>	
File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

<b>5.4.3 Number of Alumni Association / Chapters meetings held during the last five years</b>  <b>Response: 0</b>											
<b>5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years</b>											
<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14							
00	00	00	00	00							
File Description	Document										
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>										
Any additional information	<a href="#">View Document</a>										

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

The institution has an effective leadership in tune with its vision and mission through its Statutory Body, College Development Committee (CDC) with adequate democratic functioning.

##### VISION

- To Impart higher education, specifically, to financially and educationally deprived, and every aspirant in general, to make them capable in countering the challenges of poverty, superstition, casteism, regionalism and to install into them factual culture of India.
- The institution has volition based on the noble concept from Rigveda It means “**Let all knowledge in the world come to us**”. So as to enable our college to spread and impart it to the stakeholders

##### MISSION

- All round personality development of the students;
- To spread education that helps the learners to purify their mind, body and soul;
- To encourage the students to analyze their hidden potential;
- To inculcate the students the value of character and morality as the integral part of true education;
- To collaborate with the society for the sustenance of human values and balanced neighborhood networking;
- To promote awareness among the students and masses that they are responsible and accountable citizens of India;
- To promote methods of innovations in the students;
- To develop practical wisdom in the students to make life successful.

The Management Body is the supreme body in the organizational structure of the institution. Below this supreme body, there is a **Governing Body, College Development Committee (CDC)** as per the **Ordinance No. 24 (College Code)** and also as per section **97** of the Maharashtra Public Universities Act, 2016.

- The Governing Body of the institution has three elected teachers’ representatives and one elected non-teaching employee.
- The Principal nominates one of the HoD of the Departments in the institution as member in the CDC.
- The President and the Secretary of the Management Body are working as the Chairman & member of the College Development Committee respectively.
- The Principal nominates four members in the CDC from Education, Industry, Social Service and Alumni.



- Co-ordinator of the Internal Quality Assurance Cell also becomes the member of the CDC.
- The Principal is the Member Secretary of the CDC.
- The College Development Committee approves major decisions finalized in the IQAC and also approves short term perspective plan of the institution in its meeting.
- The elected teachers' representatives have been inducted as members into the reconstituted IQAC with a purpose to bridge the smooth functioning between IQAC and CDC.
- The teachers in the IQAC have played a major role in the strategic plan and its implementation in time.
- The IQAC brings qualitative items in the Agenda as per the requirement and demand of the institution and discusses in the meeting and finalizes the decision and places these decisions for the approval of the CDC for its implementation.

There is sufficient number of stakeholders in these bodies for the democratic functioning of the institution in accordance with the vision and the mission.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The institution works on the democratic principles of decentralization and participative management for the qualitative outcomes. The Annual Function is a big cultural event organized in the campus for the maximum participation of the teachers as well as the students. In this context, there is an expectation of a case study of the institutional practice of decentralization and participative management during the last five years. The biggest of such participative and decentralized management system adopted by the institution is the **Silver Jubilee Celebration** in the academic session 2015-16.

- The IQAC had discussed the strategic plan and possibility of celebrating the Silver Jubilee of the institution; there were lot of challenges before the institution.
- These challenges were resolved with full confidence through the process of decentralization and participative management.
- Raising Fund for the function was a great challenge, but the IQAC made its initiatives to constitute different committees for different purposes by following the democratic functioning with utmost transparency.
- Different committees were deployed with different mission under the democratic leadership of the IQAC.
- The Alumni of the institution had exclusively supported to this function when the teachers made contact with them in different capacities such as contributing fund and also contributing articles to the Souvenir, **SHIVSHILP**, which was published by the hands of the Hon'ble Union Minister, Shri. Nitinji Gadkari in the august presence of the State Minister for Social Justice, Shri. Rajkumarji Badole and also the then, Member of Parliament (M.P.) Shri. Nanabhau Patole.
- Souvenir Committee also made some sub-committees to complete different tasks such as Editorial Board for editing the articles and collecting old photographs and also the final proof reading of the

Souvenir.

- Actually, organizing the Silver Jubilee Celebration was a touchstone method for the institution to realize the hidden potentiality of the institution.
- Many of the prominent Alumni of this institution placed in good positions in distant places had reached to witness the Silver Jubilee Celebration of their Alma mater.
- On this special and auspicious occasion, Prominent Alumni were felicitated with Gramgeeta written by Rashtrasant Tukadoji Maharaj and Memento at the hands of the members of the Management Body and also by the invited special Guests.
- College Magazine, **SHIVVAANI**, in the academic session 2015-16 was published with more impact and also with different get up and outlook and stamped the Silver Jubilee year 2015-16.

The above mentioned Silver Jubilee Function is the best example of decentralized and participative management practice successfully in the campus with maximum involvement of human resources in an appropriate way even though there were many such examples of participatory and decentralized management like Two Consecutive State Level NSS camps in the nearby villages as the part of institutional mission in Rural Development.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

**Response:**

**Activity successfully implemented based on the Strategic Plan:**

The IQAC has always made strategic plans for the overall qualitative improvement and also with specific purpose of strategic intervention. As per the recommendation of Peer Team, the IQAC understood the inadequate ICT facility for teaching-learning processes in the institution. There was an urgent need for developing and deploying more **IT infrastructure for the purpose of academic and administrative purpose** in the institution.

- The institution has recently installed the latest version of **Centralized Campus Management System (CCMS 3.0)** with the support of **Cloud Based Integrated technology** and also with lot of many features including Library Management System (LMS) including M-OPAC: a smart phone based Book search App under the Lib Man Programme.
- The Lib-Man used in the Library for the Learning Management System is one of the parts of this Centralized Campus Management System (CCMS).
- LAN facility has made available in the administration, Computer Lab, Language Lab, and also in Library.
- Reprographic facility added in the administrative section, Library, Examination section and also in

the Distance Education Centre of YCMOU.

- INFLIBNET facility has provided in the Library.
- CCTV surveillance system is installed in the institution for safety purpose with 17 cameras in key places of the campus.
- Flat screen monitors, Laptops, Scanners, Printers are provided to most of the Departments in the institution.
- Interactive Board is installed in one of the class room for effective teaching-learning process.
- Step by step, as the part of strategic plan of the IQAC, the institution has installed roof mounted LCD Projectors in many class rooms.
- The remaining LCD Projectors are used as per the requirements of the teachers.
- The IQAC office has further developed with adding new printer and Laptop along with a desktop computer and a Scanner for the purpose of electronic documentation in a retrievable format at any time.
- Examination section is equipped with more ICT facility like Photocopy Machine, Laptop for the online question paper delivery with internet connection.
- Physical Education Department has the facility of Computer with Printer for independent functioning.
- Almost every department of the institution is furnished with computer, printer and scanner with internet connection.
- 40 inch LCD TV installed in the Language Lab is exclusively used by the students of English Language & Literature.
- Most of the teachers use Android Mobile Phone with 4G Network and augmented with ICT and also have accounts in Face book and Whats'App and use these social media for communication and are always connected with each other through the augmentation ICT revolution in the institution.
- For increasing Wi-Fi facility in the campus, the institution has added three Modems in the campus and covers almost all the areas.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

The institution is well structured management system for smooth functioning. The President of the Management Body is the supreme person in the power structure. A Management Body is functioning under the President as per the Bombay Public Trust Act.

- The Chairman of the Governing Body is the competent authority for overall functioning of the management of the institution.
- College Development Committee (CDC) is the Governing Body and this statutory body has been constituted as per section 97 of the Maharashtra Public Universities Act, 2016.

- The functioning of the College Development Committee is well explained in section 97(5) in the Maharashtra Public Universities Act, 2016.

The College Development Committee shall:

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- Decide about the overall teaching Programmes or Annual Calendar of the college.
- Recommend to the Management about introducing new academic courses and creation of additional teaching and administrative posts.
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- Make specific recommendations to the Management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations to the Management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the Management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training Programmes for the employees of the college.
- Prepare the **Annual Financial Estimates** (Budget) and financial statements of the college or institution and recommend the same to the Management for approval.
- Formulate proposals for new expenditure not provided for in the annual, financial estimates (budget).
- Make recommendations regarding the students' and employees' welfare activities in the college or institution.
- Discuss the reports of the Internal Quality Assurance Cell and make suitable recommendations.
- Frame suitable admissions procedure for different Programmes by following the statutory norms.
- Plan major annual events in the college such as annual day, sports events, and cultural events etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
- Consider and make appropriate recommendations on inspection reports, Local Enquiry Reports, Audit Report, Report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.
- Prepare the annual report on the work done by committee for the year ending on 30th June and submit the same to the Management.
- Perform such other duties and exercise such other powers as may be entrusted by the Management.

Below this statutory body, IQAC is constituted as per section 95(4) of the New Maharashtra Public Universities Act, 2016 and the Revised NAAC guidelines. **It has mission to function transparently in Academic, Administrative and Financial matters.**

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

**Response:** A. All 5 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

**Effective Parents -Teachers Association (PTA)**

The IQAC constitutes PTA in every academic year for making a strong relationship between the institution and its stakeholders. Its main purpose is to take an account of curriculum transaction in an effective manner with maximum participation of the parents. Parents-Teachers Association realizes the importance of participative curriculum delivery in time only by the support of the parents. Therefore, IQAC has understood the role of Parents-Teachers Association and its significant role in the participative management of the IQAC.

- The IQAC has made the Parents-Teachers Association as the most vibrantly functioning committee.
- The parents are very concerned about the overall qualitative functioning of the institution.
- The Minutes of the Parents-Teachers Association shows that the parents are very sensitive and

careful about their wards. The issues, the parents raised in every meeting are very helpful and the institution is always ready to accept any type of positive feedback from the parents.

- There was no teacher in the Department of Mathematics. The parents raised this issue very seriously in the meeting. This issue has been resolved in the institution by appointing a qualified Teacher in the subject, Mathematics.
- Parents have raised the inconvenience of Science students regarding lack of facility of drinking water on the first floor. The institution has seriously considered their genuine demand and tried to fulfill the facility as soon as possible.
- Parents have also brought into discussion the inconvenience of the students owing to lack of sufficient wash rooms in the institution. They have also demanded the construction of new separate wash rooms for girls and boys in the institution. IQAC and the institution's Management have considered their demands and understood the inconvenience and decided to provide these facilities.
- Parents-Teachers Association' meeting, there was a discussion about the problem of absenteeism of students in the class at the time of teaching hours, especially in the practical based subjects.
- Irregular attendance of the students was also a topic of discussion in the Parents-Teachers Association.
- The association has discussed about the behavior of some students in the campus and tried to find certain solutions for it.
- The Association has also discussed about the timing of the Science and Commerce faculty after the construction of two new class rooms and demanded to run the three faculties in one shift instead of running commerce and science in morning shift.
- Some of the parents have expressed their concern about poor performance of the students in Compulsory English in the University Examination and demanded some remedial measures for improving the results.
- Many parents have expressed their grievance about the absence of Bus Service between Arjuni and Navegaonbandh as per the convenience of the students from that area. As the result of continuous initiative, MSRTC has started Bus Service considering the demand of the parents and students.

The topics and issues raised by parents in the regular meetings of the association is an ample evidence to prove the successful functioning of Parents-Teachers Association in the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

The institution has very insightful and effective welfare measures for the teaching and non-teaching staff. The institution extends full support to the welfare of the entire staff with utmost care.

- There is **Group Accidental Insurance Policy** of Govt. of Maharashtra for all the regular staff in which Annual Premium Rs. 353/- has been deducted from the salary of the employee yearly and

this Policy has Rs.10 Lakhs Accidental Death benefit.

- The **Premium of the LIC policy** of the employees has been directly deducted from the salary by the institution and sent to the Office of the concerned LIC office.
- The institution has been supporting the staff to take **Home-Loans** from any banks.
- The Principal of the institution always supports and helps the staff for **providing Salary Slip** and other documents in within the time. Therefore, almost all the staff has their own houses utilizing these welfare measures of the institution.
- The institution also has been supporting the staff for **Vehicle Loans** for purchasing Four Wheelers & Two Wheelers.
- The institution has also provided support to take loan from their **Government Provident Fund (GPF)** when the regular employees are in need.
- The institution supplies uniforms **along with washing allowance to the Peons.**
- The institution also provides the support for the **facility of Medical Reimbursement** given by the Govt. of Maharashtra and University Medical Fund.
- The institution has recruited and provided employment to the family members of the staff who expired before completing their service.
- Earn Leave benefit is another support mechanism.
- Maternity leave has been sanctioned to the employees.

Above mentioned welfare measures definitely fulfill the dreams of the Founder, Shivprasadji Jaiswal and also in accordance with the mission of the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response: 0**

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years****Response:** 12.41

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	04	05	03	03

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff****Response:**



The institution has **Performance Based Appraisal System (PBAS)** for the teaching staff but such type of performance appraisal system is not available for the non-teaching staff.

- The institution follows the Performance Based Appraisal System (PBAS) as per the University Grants Commission (UGC) regulations and as per the Direction issued from the affiliated RTM Nagpur University.
- In the end of every Academic Session, the teachers duly fill up the PBAS form and submit them along with supportive documents to the IQAC for the screening and after that the Principal of the institution approved them all.
- This yearly Performance Appraisal System definitely helps the teachers at the due time of CAS.
- The Screening Committee under the Coordinator ship of the IQAC is always very positive towards the teachers and helps them to correct the mistakes and accept again with a coordinating approach.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

- The institution regularly conducts internal and external financial audit. The internal audit is done by Ratan Chandak & Co., Nagpur at the end of every financial year.
- The internal audit report is submitted to the statutory body, CDC for approval.
- The external audit is done by the Senior Account Officer of the Joint Director, Higher & Technical Education, Nagpur Region, Nagpur.
- If there is any objections in the audit process, the Senior Auditor advises the institution and also settles and adjusts the same.
- The Senior Accounts Officer conducts audit of the salary grant and non-salary grants to the institution.

Thus, the institution has a very transparent financial audit system.

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

#### Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

The institution is situated in a Tribal & Naxal affected region with a lot of financial crunch. The institution runs Computer Application in the Faculty of Commerce on Self-Finance mode. The money generated through this course is only sufficient for the salary of the concerned teacher. The institution has MoU with an NGO but till this moment, no fund has been generated through NGO and other Philanthropists.

- The institution receives salary and non-salary grants from the Govt. of Maharashtra.
- The institution does not have any strategy for mobilization of funds from the local region because such strategies are not workable in the rural, poor, backward and Naxal affected region.

#### Mobilization of UGC funds and Utilization Properly

- UGC has funded for the establishment of the IQAC in the institution.
- Rs.3 Lakhs Grants sanctioned to the institution for the development of IQAC
- IQAC has Tables, Cupboards, Chairs, Desktop Computer, Printer, Scanner
- The fund has utilized as per the UGC Guidelines.

#### Mobilization of UGC Fund and Utilization Properly

- UGC has funded for General Development of the institution.
- This fund is utilized for purchasing equipments in the laboratories of Science, LCD Projectors and Books in the Library.

#### Mobilization of Human Resources and Utilization Properly

**The greatest asset of the institution is its Teachers.** The institution has successfully mobilized well qualified teachers from distant places and recruited them through duly constituted selection process and appointed in all subjects.

#### Mobilization of Human Resources Example No.1

- The institution has advertized the post of Mathematics many times but no qualified candidate has applied for the post. Again, the institution has continuously pursued its attempts in every academic session giving advertisement.
- Non-availability of the qualified candidate even after advertising the post is great challenge to the institution especially before the Active presence of the Parent-Teacher Association's Meeting.
- But continuous effort, search and initiative of the IQAC, the institution has successfully appointed

the Teacher in the Department of Mathematics.

### **Mobilization of Human Resources Example No.2**

- Two State Level NSS camps were organized as a part of Institutional Social Responsibility (ISR) by mobilizing the human resource of the institution in a proper way.
- Teachers are the back bone of the institution.
- NSS Programme Officers are well aware of the potentiality of the teaching staff and they are utilized in the organization of these camps very successfully.
- As a result of mobilizing the Human Resources in a proper way, the Programme Officer got Best Programme Officer Award at the University Level.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

## **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**

**Response:**

#### **Institutionalized Practice of IQAC Initiative I:**

#### **Regular Submission of Annual Quality Assurance Report (AQAR)**

Regular submission of Annual Quality Assurance Report of the institution is an evidence of functioning of the IQAC throughout the assessment period. IQAC had constituted 7 Criterion wise Committees for the preparation of Annual Report at the end of every academic session. IQAC supervises and supports the functioning of these committees under the leadership of the Coordinator.

- The criterion wise committee is working in every academic year without changing its members but every academic year, IQAC changes the leadership of the committee in rotation for unblocking the stagnation of the qualitative functioning of the criterion wise committee.
- While constituting such criterion wise committee, IQAC always ensures the presence of one member whose teaching medium is English for avoiding the difficulties at the time of preparing the Annual Report.
- Therefore, every member gets a chance to do leadership of the criterion wise committee and others amicably assist to complete the work.
- IQAC understands that every teacher is basically a good leader. Therefore, IQAC does not give any chance of leadership stagnation in the functioning of the overall performance.

Because of the functioning style of the IQAC, the institution has been successfully submitting the Annual Quality Assurance report regularly to the NAAC.

**Institutionalized Practice of IQAC Initiative II:****Preparation of Self-Study Report**

It is a fact that the preparation of Self-Study Report is a herculean task for every institution. It involves the contribution of all the staff in good coordination. If there is any stagnation in the functioning of the IQAC, the institution is very conscious and sensitive to save the qualitative enhancement of the institution immediately.

- For completing the task of preparing the Self-Study Report on war foot basis, the institution has well planned to do the work in binary management concept.
- It is one of the most innovative decisions taken by the institution under the leadership of the newly constituted IQAC.
- As per the Revised NAAC manual, there are Quantitative Metrics and Qualitative Metrics. The IQAC in its initiative to bifurcate the work in two divisions under the leadership of Two Assistant Coordinators for Quantitative Metrics and Qualitative Metrics respectively.

The Coordinator of the IQAC has been coordinating these two teams in a well planned and systematic way to finish the task in time.

**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****Response:****INSTITUTIONAL REVIEWS AND IMPLEMENTATION OF TEACHING-LEARNING REFORMS**

The IQAC of the institution is well aware that the main focus point of qualitative functioning of the institution is based on the well structured teaching-learning process with different methodologies for the Course Outcome of the Programmes. For achieving this mission, **Continuous Internal Evaluation (CIE)** and the use of ICT in the Teaching-Learning process are most necessary.

**Example I:****Continuous Internal Evaluation Strategy of the IQAC**

- The IQAC has formed an Academic Planning Committee. This is one of the important committees working under the direct control of the IQAC and this committee is functioning as catalyst between the Departments and the IQAC.
- By following the Academic Calendar of the University, the committee makes an **Institutional Academic Framework (IAF)** for implementing the Teaching Plan.
- As per the **Institutional Academic Framework (IAF)**, every Department chalks out Departmental Teaching Plan on the basis of workload distribution among the teachers.
- This teaching plan is conveyed to the students in the beginning of the academic session and also uploaded on the institutional website.

- The IQAC has also formed a **Continuous Internal Evaluation Committee (CIEC)** to monitor the **Continuous Internal Evaluation (CIE)** of the students in all Programmes with time bound delivery of curriculum as per the semester pattern and the university's Time Table for the Examination.
- **Continuous Internal Evaluation Committee (CIEC)** instructs every Department to use methodologies suitable to the subjects for continuous internal evaluation of the students.
- Teachers in the Department generally use Home-Assignments, Unit Tests, Question-Answer methods, Group discussion, and interactive method to understand the learning level of the students, Students' Seminar on the syllabus taught in the class.

### Example II: ICT enabled Teaching and Evaluation

- Teachers use ICT enabled evaluation method in the class for assessing the level of the students' understanding by displaying the very short answer questions on the projector and asking the students to response.
- This method is very effective and student friendly for internal assessment for objective type questions asked in the university examination.
- The IQAC has made well structured strategy to conduct **Continuous Internal Evaluation (CIE)** of the students with the support system of ICT.
- Due to IQAC initiative, the institution has actually successfully brought almost all the teachers (including the hesitant and under motivated teachers to use ICT) under the influence of ICT based teaching and evaluation method.
- Semester pattern has permitted all the teachers to provide Internal Assessment of 20% to the students.
- After completing the internal evaluation of the students through different ways, every teacher is uploading the final Internal Assessment Marks & Practical Examination Marks in the portal of RTM Nagpur University in individual capacity. This practice shows that all the teachers are bound to use ICT in the uploading marks.

As per the initiative of the IQAC of the institution, every Department has well designed academic planning for effective implementation of teaching-learning process. In this way, institution reviews the teaching-learning process and its outcomes at periodic intervals.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 3.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	04	03	02	07

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

#### POST-ACCREDITATION QUALITY INITIATIVES

- Celebrated Silver Jubilee
- Publication of Souvenir, “**SHIVSHILP**”
- Felicitation of Prominent Alumni on the occasion of Silver Jubilee
- Augmentation of IT infrastructure
- ICT enabled class rooms
- Increase in Use of ICT in Teaching-Learning & Evaluation
- Publication of Books with ISBN
- Publication of Research Articles with ISSN and with High impact factor
- Reforms in Continuous Internal Evaluation (CIE)
- Increase students’ participation in Social, Cultural & Sports activities
- Movable LCD Projectors
- Movable Laptops
- Portable Podium with Cordless Microphone and Portable Amplifier
- Appointment of Mathematics Teacher
- Active Functioning of Parents-Teachers Association
- Augmented Computerized Administration
- Teachers’ Special Committee for Students’ Support in Scholarship
- Representation of Teachers in BoS
- Principal became Academic Council Member
- Outstanding Contribution in Rural Development (**Institutional Distinctiveness**)
- Organized Two Consecutive State Level NSS camps
- Construction of Two class rooms
- Construction of Washrooms and Bath rooms Facilities for Girls’ & Boys
- Construction of Separate Departments for Commerce, Social Science and Mathematics
- Organized State Level seminar on GST and District Level Workshops
- Online process of enrollment of students
- Online delivery of Question Paper in University Examination
- INFLIBNET facility and OPAC facility in library
- Fully automated **Lib-Man** Programme in the Library
- Added number of Books in the Library
- Extension of Network Resource Centre and added more computers with High-Speed internet connection
- Increase the number of Equipments and tools in Practical Based Subjects
- Started Certificate Course on Food Analysis and Quality Control
- Formation of College Development Committee as per New Act
- Formation of Students’ Council as per New Act
- Maha DBT(Direct Benefit Transfer) for Scholarship delivery
- HTE-SEWARTH for Salary Disbursement
- Semester Pattern in all subjects
- Introduction of 20%Internal Assessment Marks as per Semester Pattern
- Onscreen Evaluation System for University Examination in the Faculty of Science
- TB diagnosis camp organized
- Participation in 2 Crores Tree Plantation drive in collaboration with Ministry of Forest, Govt. of Maharashtra
- NSS adopted the Village, Bondgaon/Devi for Rural Development
- CCTV Surveillance System for Safety and Security
- Submission of 4 Proposal of Projects to RUSA
- One Teacher staff working as Environment Expert in National Tiger Reserve Project

- Increased the number of Cash Awards to Meritorious Students
- 3 new modems installed for High-speed Wi-Fi
- 4 places in the campus having Reprographic facility
- Organized 5 days workshop on Bee Keeping for students and farmers
- Students' Feedback analyzed
- Introduction of Parents' Feedback
- Timely submission of AQAR
- Governance based on Decentralization and Participative Management
- Bio-metric attendance system for the staff
- Appointment of a New IQAC Coordinator
- Innovative steps to appoint Two Assistant Co-Coordinator for Quantitative Metrics and Qualitative Metrics
- Reconstituted IQAC with new leadership & completed the Mission of Preparing SSR.
- E-Governance through Centralized Campus Management System (CCMS)
- Changed the domain of institutional website into [www.ssjaiwalcollege.edu.in](http://www.ssjaiwalcollege.edu.in)
- Up dated the institutional website with dynamic features



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 1

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	00

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

##### Gender Sensitivity

The institution is really concerned about the safety and security of the students inside and outside the campus as the institution has high rate of girl students in all Programmes. Therefore, the institution is very sensitive in the case of Gender equity and promotion facility provided to the students.

##### Safety and Security:

- The institution is very sensitive about the safety and security of the students. For this purpose, the institution has installed 17 CCTV Cameras with Surveillance systems in different locations of the campus.
- The institution has made uniform as compulsory to all students in all Programmes which brings equity of students in the campus.

- Identity Cards with important information (Mobile number, address, blood group, class, ID Number etc.) are distributed to the students as early as possible after the admission.
- I-Card is made as compulsory to enter the campus and also made instruction to students to put on the card on every day.
- A security Guard in the Main Gate has been deployed on a contract basis to check entry of the people from outside for the security of the campus.

#### Common Room:

- The institution has provided a Girls' Common Room with maximum facility especially with Sanitary Napkin Vending Machine and also with sufficient furnishing to take rest whenever there is an off period. It is also attached with Washrooms.
- Considering the large number of Girls' students, the institution has made more facilities to them. Recently a block of Washrooms is constructed on the first floor for the Girls students with lot of facilities along with Electric Water Heater.

#### Counseling:

- The institution has also very sensitive about the counseling of the students in the campus. There is practice of Mentor-Mentee system in the institution. Every full time teacher excluding the Director of Physical Education and Librarian has taken the Mentorship of some students and they call the meeting of all the students under them time to time and also meet the students individually and understand their real problems in different aspects and give proper counseling to the students in the campus.
- The institution is more conscious about the girls' progress. There is a subject, Home-Economics in the faculty of Humanities only for Girls. Head of the Department of Home-Economics alerts the girls' about problems they face in the day to today life and counsel them with appropriate guidance.
- The institution has an active role of parents-teachers meeting in which teachers-in-charge are also making enough awareness about the counseling facility provided in the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 7.1.3 Alternate Energy initiatives such as:

##### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 18326	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b>	
<b>Response: 0</b>	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 00	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 18326	
File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

<p><b>7.1.5 Waste Management steps including:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> <li>• <b>Liquid waste management</b></li> <li>• <b>E-waste management</b></li> </ul> <p><b>Response:</b></p> <p>The institution has taken proper measures to counter the problems of waste management like solid waste, liquid waste and E-waste. The institution has disciplined all the students to put any solid waste in the Garbage bins with message of <b>USE ME</b> placed in key places of the campus. A person has been deployed for this purpose to collect these wastes and destroy properly.</p> <p>Under the IQAC of the institution, there is a <b>cleanliness committee</b> which always looks after all types of management of solid, liquid and E-waste in the campus.</p> <p>NSS unit is very active in the cleanliness drive in the campus. NSS unit of the institution is very sensitive about the <b>Clean Campus-Green Campus</b> concept. NSS is conducting regular cleanliness drive in the campus.</p> <p>The Advisory Committee of the Library has advised to dispose of the old newspapers in the library dumped in one place to local vendors.</p>
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The Sports Advisory Committee also recommends disposing the old items of the sports by taking decision to write off such things from department properly.

The Peons of the institution are daily active in the beginning of the day to broom the allotted places and collect the waste and dispose them in proper way.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

The institution has **Rainwater Harvesting System** and it is utilized in an appropriate way with best innovation. The institution has a vast area of terrace and provided outlet PVC pipes towards back side of the building. The institution has made an innovative step to harvest such flowing rainwater. Through this system of Rainwater Harvesting, the Well is stored with rainwater which is at present not in use for other purposes.

This is the way, the well is charged with rainwater and the same water is utilizing for the purpose of establishing Green campus with Garden and other plants.

The water which is stored in the well can be utilized in summer season to water the plants in the campus. Thus, the institution is very sensitive to the shortage of water in the summer season. Because of this rainwater harvesting system in the campus, there will be no shortage of water in the hot summer season also.

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

As the institution is situated in a rural background and also surrounded by the agricultural fields and also surrounded with forest and a Navegaon National Park in the nearest place and lot of water bodies in the surrounding region is naturally made the campus with Great Green Effect.

- Majority of the students in the institution belong to rural background. Therefore, these students use the bicycle for transportation.
- Many of the students use Public Transport and also Railway as a medium of transportation.
- The institution also encourages the students and supports them to take the advantage of concessional passes issued by the Maharashtra Road Transport Corporation (MSRTC) and South Eastern Railway.
- The students in the vicinity use pedestrian friendly roads and come to the college on foot. Thus, the institution is situated in backward rural, tribal & Naxal affected area but contributed in large scale into the Green Practice to keep the Environment for the healthy life.
- The institution has followed the concept of the Govt. of Maharashtra to free the state from the use of plastic.
- The institution has already augmented the IT infrastructure and it has reduced the use of paper.
- The lush green campus with lot of plants and trees and tries to develop green landscape in the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.11

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.0298	0.025	0.0848	0.002	0.07

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities

**5. Rest Rooms****6. Scribes for examination****7. Special skill development for differently abled students****8. Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 21

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	4	2	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 21

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	4	2	5

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 21

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	05	04	04

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

The institution is highly sensitive to inculcate Human Values and Professional Ethics into the life of students, teachers and general society in different ways.

- For this purpose, the institution organizes the Programmes in the campus like International Literacy Day, Kranti Din on 9th August in memory of August Revolution exhorted by Mahatma Gandhi as the part of Quit India Movement.



- The students of the institution take initiative to organize the Teachers' Day Programme to make a great tribute to Dr. Sarvepalli Radhakrishnan's Birth anniversary with great enthusiasm and giving Rose flower to their teachers with great feeling towards their mentors.
- Gandhi Jayanti & Lalbahadur Shastri Jayanti are also celebrated with great enthusiasm under the aegis of the NSS in the campus.
- Dr. Babasaheb Ambedkar's birth and death anniversary is also organized in the campus with due respect to this great constitutional Philosopher and the Chief Architect of the Indian Constitution.
- Besides this, the institution also celebrates Independence Day and Republic Day ensuring maximum number of students on the auspicious occasion of National Importance.
- The institution celebrates Constitution Day and Voters' Day in the campus.
- The institution celebrates the Birth Anniversary of Sardar Patel on 31st October with great enthusiasm.
- Book Exhibition has been organized in the Library on the occasion of Birth Anniversaries of Dr. A P J Abdul Kalam & Dr. S R Ranganathan.
- On January 12th Swami Vivekanand Jayanti celebrates in the institution.
- The institution also celebrates birth anniversary of Savitribai Phule for the purpose of empowering the girl students.
- On 1st May, Maharashtra Day celebrates in the institution.

Above activities help the institution to inculcate all the values to the people.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

The institution is always in favor of maintaining transparency in financial, academic and administrative functions and other auxiliary functions of the institution.

#### Financial Transparency:

- The institution has a Governing Body as per the Ordinance No.24 (College Code) and the Maharashtra Public Universities Act, 2016. This body is known as College Development Committee (CDC) in which the budget of the institution is made and approved by the Governing Body in the end of every financial year.
- Internal Financial Audit of the institution has been done through Chartered Accountant, Ratan Chandak & Co., Nagpur.
- External Financial Audit has been conducted by the senior auditor from the office of the Joint Director, Department of Higher & Technical Education, Nagpur Region, Nagpur.
- Another External Financial Audit has been conducted after a particular period by Account General Office (AG), Nagpur.

### Internal Mechanism for Financial Transparency

- Under the Chairmanship of Shri. B R Jaiswal, Management Representative in the IQAC, there is an **Internal Finance Monitoring Committee (IFMC)**. Dr. Ashvin M Chandel, Elected Teachers' Representative in the CDC and also the member of the IQAC and Dr. P S Dange, Head of the Department of Commerce along with an Administrative Staff, Shri. A R Mundle are the members of the **Internal Finance Monitoring Committee (IFMC)**. This Committee monitors the monthly expenditure of the institution with utmost transparency in financial management and the same is also submitted to the Governing Body, **College Development Committee (CDC)** for its approval. Therefore, the institution has complete transparency in the regular financial management.

### Academic Audit:

- There is a **Continuous Internal Evaluation Committee (CIEC)** under the IQAC. This committee monitors the internal assessment of the students in three Programmes and ensures transparency in the academic audit of the students in the institution level.
- Every Department prepares the Result Analysis Report on the basis of the result of the University Examination in each semester. The IQAC of the institution in its meeting discuss the improvement of the academic excellence of the students.

### Administrative Audit:

- The Chairman of the **College Development Committee (CDC)** is the most vigilant person in the case of administrative functioning of the institution. College Development Committee (CDC), the Statutory Body as per new Universities Act, under the vigilance of the Chairman has been continuously observing the entire administrative functioning of the institution and also monitoring the functioning of the Principal with more vigilance.
- **College Development Committee (CDC)** discusses the administrative reforms and recommends to the Principal to implement such suggestions immediately for the maximum transparency in the administrative functioning of the institution with utmost justice and clarity.
- There is also a **Purchase Committee** in which most of the teachers from the practical based subjects along with Librarian and Director of Physical Education are members.

Above mentioned system in the institution definitely helps in the transparent Financial, Academic and Administrative functioning successfully.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

## BEST PRACTICE I

### 1. Title of the Practice

#### **MERITORIOUS STUDENTS' HIGHLIGHTED ON THE FLEX BOARD AND ALSO FELICITATED IN THE ANNUAL FUNCTION**

#### 1. Objectives:

- To achieve utmost academic excellence
- To promote the advanced learners
- To encourage the slow learners
- To augment the Teaching- Learning process
- To inculcate academic spirit among the students
- To relish these memories in the life of students
- To explore the potentiality of the students
- To promote the students in Sports, Cultural and Extra-Curricular Activities

1. **The Context:** Students in the institution come from rural, tribal and Naxal affected region. Therefore, excellence in academic, sports & cultural activities are not appreciated as per the expectation. This practice is promoting the students participating in University, State & National Level competitions. In this context, the institution has been doing the practice of felicitating the meritorious students in the university examination, meritorious students in other activities at the time of Annual Function. Recognition of meritorious students definitely boosts the academic, sports & cultural spirit of the students in the rural background.
2. **The Practice:** Most of the Cash prizes are sponsored by the Chairman of the College Development Committee, Shri. Lunkaran Chitlange and some by the members of the Management Body, Members of the teaching staff and other Philanthropists from the local region. The institution communicates this information to the students through the institutional website and prospectus of the institution. When the result of the university examination is declared, the institution identifies the merit students from all Programmes and display on the Flex Board inside the campus. The meritorious students' name, photo, class and percentage and subjects are displayed on the Flex Board. At the time of Annual Function, they are all felicitated by giving Cash Prize at the hands of the invited Guests and also by the trustees. Students who have performed in the field of sports and cultural events in different levels are also felicitated in the Annual Function.
3. **Evidence of Success:** The institution has successfully generated a competitive spirit among the students in all Programmes. As a result of this practice, there is a vertical progress in the number of prize winners in the institution. The impact of this practice is tremendous and the slow learners are definitely inspired from the meritorious students' academic achievements. Those students who are excelled in sports and cultural fields are also felicitated in the Annual Function. All the students are inspired from the felicitation Programme.

4. **Problems Encountered and Resources required:** Even though, the individuals who are sponsoring the Cash Prizes in the present context are not increasing the cash prizes. Therefore, there is a need of finding new sponsors. Therefore, the institution cannot increase the Cash Prizes; there is definitely a need of mobilizing funds from outside to extend this practice with more impact.

## BEST PRACTICE II

### 1. Title of the Practice

## MENTORING SYSTEM FOR SCHOLARSHIP

### 1. Objectives:

To ensure scholarship to all eligible students

To fill up the Scholarship Form correctly by the students

To avoid any type of problems for the students

1. **The Context:** Most of the students are coming from the educationally backward classes. Therefore, many of the students commit some mistakes in Scholarship Form and sometimes they do not attach all the relevant documents along with the Form. Under these circumstances, it is very necessary to form such a Mentoring System to save eligible students from being deprived of the scholarship.
2. **The Practice:** The information about different type of scholarships and the name of the committee members are displayed in a key place in campus to the students and also uploaded the same on the website. The eligible students submit the online form of scholarship in Maha-DBT portal of Govt. of Maharashtra. The students approach the supportive committee members along with hard copy of online application form and attach relevant documents. The supportive committee members check and verify the form whether it is filled up in correct way or not before final submission in the college office.
3. **Evidence of Success:** All the eligible students are getting the benefits of Scholarship. The students get positive response of the committee. The institution has successfully formed a mentoring system for ensuring scholarships to every eligible student of the institution.
4. **Problems Encountered and Resources Required:** Most of the students are eligible for the scholarships in the institution. Some of them don't enjoy this opportunity because of their irregularity in the college. Therefore, the committee members encounter certain difficulties. The number of non-teaching staff is not sufficient due to ban on recruitment process by the Govt. of Maharashtra. Therefore, some of the teachers from different Programmes extend their support to handle this imbroglio. The appointment ban on non-teaching staff must be removed by the Govt. of Maharashtra for the smooth functioning of the administration.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

#### **INSTITUTIONAL DISTINCTIVENESS: RURAL DEVELOPMENT**

Our institution has unique distinctiveness in accordance with the vision and mission of the institution in the domain of **Rural Development** under the concept of **Institutional Social Responsibility (ISR)**. In a most innovative way, the institution utilizes the advantages of the rural and agricultural background for the purpose of Rural Development.

Our National Service Scheme (NSS) is one of the most vibrant units of the RTM Nagpur University with dynamic volunteers under the leadership of efficient Programme Officers. The contribution of NSS has brought a special identity to the institution. During the last five years, the NSS Unit has given outstanding contribution in the field of **Rural Development**. All activities cannot be covered within the limit of this frame but some of the important contributions can be mentioned with priority here.

- **Two State Level Camps** were organized under the aegis of the NSS in two consecutive years, in 2017 at Bondgaon/devi and in 2018 at Keshori respectively. These camps have helped and supported to make awareness about the problems of the villages and villagers and also tried to find out certain solutions by connecting the Govt. Agencies for **Rural Development**. There are many achievements in these two camps which are to be highlighted here. These camps have given golden opportunity to the students from distant places of Maharashtra to get the first hand experience of the village life and the real problems of the villagers. NSS Unit has proved that by mobilizing the power of the youth can bring miracles in Rural Development.
- In the State Level NSS Camp at Bondgaondevi, **the volunteers constructed a road, approximate cost of 8-10 Lakhs** as per the Govt rate, on the forest land through the “**Shramdaan**” (**Gift of Labour**). Grampanchayat cannot be constructed this road on the land because it was coming under the forest land. Therefore, no fund can be raised from any agencies to construct or to repair the road. 300 farmers were really benefitted and 100 acres of land were utilized by the farmers through the construction of this approach road.
- NSS unit has actively participated in collaboration with Ministry of Forest, Govt. of Maharashtra in the **Tree Plantation Drives in last five years** in different villages. As a part of Environmental Protection Project, NSS Unit has also participated in this activity on 1st July every year and **planted 25000 Saplings** in 2016 at Bondgaondevi, in 2017 at Zarpada & in 2018 at Khamkhura.
- In collaboration with Grampanchayats, NSS unit has participated in the **cleanliness drive** in which the NSS volunteers cleaned the garbage, sewage and the roads of the villages. NSS Unit has constructed many Toilets in villages and also constructed Roads for the villagers.
- NSS unit has also organized **Road Safety Awareness Campaign** in collaboration with RTO Office and also made awareness about the importance of Helmet for the two wheeler drivers and other safety measures in driving.
- NSS Unit has organized a rally on the occasion of the Constitution Day, 26 November in every year and **Distributed the Preamble of the Constitution in Marathi**. NSS also has organized some **Career Guidance Programmes** and Cyber Crimes for the rural students by inviting Career Guides.

- In collaboration with District General Hospital, Bhandara & Gondia and Lifeline Blood Bank, Nagpur, the NSS unit has also organized many **Blood Donation Camps** during the last five years. Wherever, NSS camps were organized, NSS had also made awareness about the importance of Blood Donation to save somebody's precious life and convinced the villagers through proper counseling. The NSS unit of the institution plays the role of a catalyst between the needy persons of the region and blood banks. The villagers are free to contact the Programme Officers whenever, there is an urgent need of the blood.
- In collaboration with the Department of Health, NSS unit has organized **Free Health Check up Camps** in villages and so many poor villagers are benefitted out of the camps.
- Besides the contributions of the NSS in the field of Institutional Social Responsibility, the institution has also extended some support services to the Students from agricultural background & Farmers of the villages. The institution has made an innovative method of **Azolla Cultivation** for encouraging Organic Farming to yield more results in farming. These techniques of making **bio-fertilizers** are provided to the students from the agricultural background and also to the needy farmers of the villages. The institution has also transferred the technique of cultivation of Azolla to the students and farmers and also supports the farmers to make artificial pond for the cultivation. The institution has also organized a **Swine flu Awareness camp** at the time of spreading this disease in the locality.
- The institution has organized **Sickle Cell Detection and Awareness Camp** in collaboration with Rural Health Centre and also organized **AIDS Detection and Awareness Camp** with the help of Doctors and their teams from the Hospitals and also organized **TB & Zoonotic infection diagnosis camp** in the nearby villages. Considering the number of Girls students in the institution, an **Awareness Programme** was organized for counseling the girl students about **Menstruation and Psychological Developments**.
- Department of Chemistry has organized a One Day District Level workshop on Food Adulteration on 3rd October 2016. 22 teachers participated from all over the district from different colleges and benefitted from the workshop. 282 students from different colleges of the district were participated in the workshop and the knowledge and messages from the workshop.
- Department of Chemistry has also organized a **Taluka Level Camp on Registration for Food Vendors** and 30 Food Vendors made their registration on 15 February 2017 and made awareness about Regulation of Food Safety Act, 2017.
- The institution has taken initiative to organize 5 days' **Workshop on Bee Keeping for the Farmers' Community** as the part of its vision and mission to eradicate the poverty from the rural background in collaboration with the Khadi Gramodhyog Commission, Nagpur Region and contributed significantly to the field of **Institutional Social Responsibility (ISR)**.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

- The institution has more than 67% girl students with excellent academic performance in Commerce (94%) and outstanding academic performance in Science (70.4%) and moderate academic performance in Humanities (32.5%) in the RTM Nagpur University Examination as per the preceding Summer Examination data (2018) with 52.74% in Average.
- Out of 30 teachers, 20 teachers have Ph.D. and out of 20 Ph.D. holders, 9 teachers are recognized Supervisors.
- Out of 30 teachers, 9 teachers have NET/SET qualification.
- 20 Teachers have published Books and Chapters in Books with ISBN/ISSN.
- Most of the teachers have published their Research Articles in UGC listed Journals.
- 9 Teachers have NET/SET qualifications.
- E-Governance based on Cloud Technology (CCMS) in the Academic Session 2018-19 is a major step in ICT oriented Administration.
- Most of the teachers use ICT method in teaching.
- There is augmentation of IT infrastructure and extension of Institutional Social Responsibility during the last five years.
- Website of the institution has up dated informative and with dynamic features.
- Modern Gymnasium with separate building and also with modern equipments.
- Annual Function is a mega show of students' talents.
- NSS unit of the institution has outstanding track record like Best Program Officer Award and consecutive two state level camp in its credit.
- Tata Institute of Social Sciences (TISS) guided and extended the support in Social Activity in the campus.
- The institution has good track record in extension and outreach program during the assessment period.
- Alumni Association is under the process of its registration under the charitable trust.

### Concluding Remarks :

The institution has been fluttering its wings with maximum utilization of its physical infrastructure into the world of excellent quality in the domain of higher education in its overall functioning in a **Rural, Tribal & Naxal affected region**, adding IT infrastructure, ICT enabled Teaching, Learning & Evaluation, extension of Institutional Social Responsibility (**ISR**). The main focus of the institution is on Quality Initiatives, Quality Sustenance and Quality Enhancement of the teachers and students through the curriculum transactions. Time bound curriculum delivery along with co-curricular and extra-curricular activities, ICT in administration, distinctiveness in Rural Development are the result of dynamic functioning of the IQAC. The biggest event, **Silver Jubilee Celebration and Publication of Souvenir** are the outcomes of the decentralized and participative management initiated by the IQAC. The preparation of Self-Study Report (**SSR**) within the stipulated time as per the New Manual is exhibiting the academic potentiality of the institution under the successful co-ordination of the IQAC among the stakeholders. The IQAC has proved through its performance as *the Heart and Soul* of the institution. Assimilation and dissimilation of knowledge as per the vision and mission of the institution is successfully completed by the strength of the Teaching Staff. The institution is also chiseling the overall personality of the students and making them to become the responsible and accountable citizens.

NAAC



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years            Answer before DVV Verification : 02            Answer after DVV Verification: 1</p> <p>Remark : Input changed as suggested</p>																																								
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : C. Feedback collected and analysed            Answer After DVV Verification: E. Feedback not collected            Remark : No feedback collected for design and review of syllabus</p>																																								
2.1.2	<p>Average Enrollment percentage            (Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1106</td> <td>1134</td> <td>1093</td> <td>974</td> <td>854</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>569</td> <td>575</td> <td>572</td> <td>585</td> <td>531</td> </tr> </tbody> </table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1404</td> <td>1404</td> <td>1404</td> <td>1410</td> <td>1380</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1404</td> <td>1404</td> <td>1404</td> <td>1410</td> <td>1380</td> </tr> </tbody> </table> <p>Remark : Input changed as per document provided</p>	2017-18	2016-17	2015-16	2014-15	2013-14	1106	1134	1093	974	854	2017-18	2016-17	2015-16	2014-15	2013-14	569	575	572	585	531	2017-18	2016-17	2015-16	2014-15	2013-14	1404	1404	1404	1410	1380	2017-18	2016-17	2015-16	2014-15	2013-14	1404	1404	1404	1410	1380
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2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>716</td> <td>716</td> <td>716</td> <td>719</td> <td>435</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>926</td> <td>972</td> <td>932</td> <td>827</td> <td>724</td> </tr> </tbody> </table> <p>Remark : Input changed as per document provided</p>	2017-18	2016-17	2015-16	2014-15	2013-14	716	716	716	719	435	2017-18	2016-17	2015-16	2014-15	2013-14	926	972	932	827	724
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3.3.3	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1095 1046 1229"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>2</td> <td>3</td> <td>2</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1308 1046 1442"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>2</td> <td>3</td> <td>2</td> <td>4</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	16	2	3	2	4	2017-18	2016-17	2015-16	2014-15	2013-14	16	2	3	2	4
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3.5.1	<p>Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years</p> <p>3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1722 1046 1856"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>2</td> <td>3</td> <td>5</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1935 1046 2069"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	4	2	3	5	1	2017-18	2016-17	2015-16	2014-15	2013-14	1	0	0	0	0
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Remark : e-copies of linkage-related documents have been provided only for internship. Hence input changed accordingly.

5.1.3	<p>Number of capability enhancement and development schemes –</p> <ol style="list-style-type: none"> <li>1. For competitive examinations</li> <li>2. Career counselling</li> <li>3. Soft skill development</li> <li>4. Remedial coaching</li> <li>5. Language lab</li> <li>6. Bridge courses</li> <li>7. Yoga and meditation</li> <li>8. Personal Counselling</li> </ol> <p>Answer before DVV Verification : A. 7 or more of the above          Answer After DVV Verification: E. 3 or less of the above          Remark : No sufficient proof has been provided for any of the schemes mentioned. Hence input changed</p>
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5.4.3	<p>Number of Alumni Association / Chapters meetings held during the last five years</p> <p>5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1464 1046 1599"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>00</td> <td>00</td> <td>00</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1677 1046 1812"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Remark : No sufficient proof provided. SO input changed to 0</p>	2017-18	2016-17	2015-16	2014-15	2013-14	01	00	00	00	01	2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
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## 2.Extended Profile Deviations

ID	Extended Questions
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1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 2 Answer after DVV Verification : 40
2.2	Number of computers Answer before DVV Verification : 56 Answer after DVV Verification : 27

NAAC