SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

BAR. SHESHRAO WANKHEDE COLLEGE OF ARTS COMMERCE, KHAPERKHEDA

KHAPERKHEDA (BHANEGAON) TAH. SAONER. DIST. NAGPUR
441102
www.bswck.edu.in

SSR SUBMITTED DATE: 30-08-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Bar. Sheshrao Wankhede College of Arts & Commerce, Khaperkheda, affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, Maharashtra, was founded in 1994 by Bar. Sheshrao Wankhede 56th Birthday Foundation, Nagpur. Khaperkheda is a sub-urban village of Saoner Tahsil in Nagpur District. It is known for Thermal Power Station. The village is surrounded by coal mines of WCL. Most of the people in this region belong to working class, farming class and other backward classes. The children of these classes are entirely depending upon our institution for their higher education. There is no institution catering the need of degree education at UG and PG level in and around the area of seven KMs. Therefore, the students from the small villages around Khaperkheda take degree education in the institution.

The institution was accredited with C+ Grade in 2004-05 by National Assessment and Accreditation Council, Bangalore. During this period there was only Arts program in the institution at UG level on grant-in-aid basis. The institution filled the vacant position of the permanent Principal after its first accreditation. The institution introduced B.A. (ELT) and B.A. (Home-Economics) in self-financing mode for providing optional subjects at UG level. The institution got its permanent affiliation and also UGC recognition under 2(f) & 12 (B) in 2005-06. The institution received UGC grants during Xth, XIth and XIIth plan for development. The institution introduced Commerce Program at UG level and also M.A. (Marathi) and M.A. (Economics) in 2007-08 and B.A. Fashion Designing in self-financing mode.

Vision

- The vision of the institution is to provide higher education with excellent quality in a secular atmosphere in which the institution monitor the human development in spirit, mind and body and social and economic upliftment with high potentiality he/she compete in a global environment discarding any sort of discriminations in the life.

Mission

- The mission of the institution is to develop all round personality of the students, to inculcate human values among the students for becoming socially responsible citizen in future, to empower the students to encounter all types of challenges in life, to provide a platform to boost students' self-confidence through different activities, to generate positive attitude towards life and right behaviour towards the society and nation, to access, equity and excellence in higher education to the socially and economically deprived classes of the region, to achieve professional competence to face the challenges of competition in global world, to achieve academic excellence through outstanding teaching-learning process, to integrate the teaching to develop research competence to serve the society and the nation, to provide educated citizenry to the nation for a vibrant democratic functioning, to keep individual dignity, professional integrity and nurture the atmosphere for social and economic justice, to implicate ICT in the overall functioning of the institution.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **100% recruitment of full time teachers in Grant-in-aid program.**
- **Outstanding achievement in Sports & Games.**
- **Functioning IQAC.**
- **Functioning MoUs.**
- **Enhancement of Institutional Social Responsibility.**
- **Skill-based courses.**
- **Facility for ICT-based Teaching-Learning Process.**
- **INFLIBNET.**
- **Minor Research Projects.**
- **90% Teachers as Ph. D. holders.**
- **19 years % Average Teaching Experience of the Teachers.**
- **Faculty Exchange Programs.**
- **Principal as Member of BoS.**
- **State Level NSS Camps in Collaboration.**
- **Computer and Language Laboratory.**
- **Well Equipped Home-Economics Laboratory.**
- **Well Equipped Fashion Designing Laboratory.**
- **Received grants from UGC.**
- **Functioning Career Guidance Cell.**
- **College Management System.**
- **LIBMAN in Library.**
- **OPAC facility in Library.**
- **MoU for Inter Library Loan.**
- **Study Material on web-site.**
- **E-question bank on web-site.**
- **Gymnasium.**
- **Environmental Studies.**
- **Functioning Students Council.**
- **Regular publication of Students' Magazine 'Kusumgandha'.**
- **Students' representation in CDC and IQAC.**
- **A separate Section of Books in Library for Competitive Examination.**
- **Felicitation of Meritorious students.**
- **Group SMS system for students.**
- **Health Awareness Programs.**
- **Gender Sensitization.**
- **Road Safety Awareness Programs.**
- **Ragging Free Campus.**
- **Publication of Research articles by Teachers.**

Institutional Weakness

- **Delay in 2nd Cycle Accreditation.**
- **Lack of English Language Proficiency among the students.**
- **Lack of enthusiasm among the student for using e-resources.**
- **Lack of outcome from Placement cell.**
- **Academic performance of the students not in expectation of the institution.**
- **Use of Reference Books by students not in expectation.**
- **Inadequate Journals and Periodicals.**
- **Inadequate use of INFLIBNET by teachers and students.**
- **Inadequate add on courses.**
- **Inadequate students' strength in PG courses.**
- **Alumni Association not registered.**
- **Partial automation of Library.**
- **No Canteen in Campus.**
- **Non-availability of full time teachers in non-granted courses.**

Institutional Opportunity

- **Improvement of English Language Proficiency.**
- **Improvement of University Examination Results.**
- **Wi-Fi facility for students.**
- **Complete automation of Library in future.**
- **Effective functioning of Alumni Association.**
- **Registration for Alumni Association.**
- **Enhancement of Welfare Schemes for Students.**
- **Upgradation of infrastructure.**
- **Canteen in Campus.**
- **Scope of infrastructural development for indoor and outdoor games.**
- **Scope of organizing seminars and conferences.**
- **Opportunity for Research Projects.**
- **Scope for Publication of Research Journal.**
- **Science program to be started in future.**
- **Expansion of Institutional Social Responsibility (ISR).**
- **Scope of Vocational courses.**
- **Scope of add-on and skill-based courses.**

Institutional Challenge

- **Inadequate sports infrastructure as compared to the achievement in sports.**
- **Inadequate job opportunities for pass out students.**
- **Lack of willingness to use Library as learning resource by the students.**
- **Lack of willingness to improve English Language Proficiency among the students.**
- **Lack of fund mobilization to develop overall infrastructure of the institution.**
- **Moderate academic performance of the students.**
- **Deteriorating graph of reading habits among the students.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum is designed by the affiliated University and the University also publishes its academic calendar considering the available working days in an academic session. The Principal of the institution, being a BoS member of Economics, has given significant contribution in the curriculum design in Economics.

Under the direction of the IQAC, all the departments in the institution prepare their departmental academic calendar.The institution has potentiality to deliver the curriculum within the stipulated period by using modern teaching methods. The IQAC encourages every teacher for the continuous internal evaluation by adopting multiple strategies.

There are eight optional subjects available in B.A. program such as Marathi Literature, English Literature, Home-Economics, Fashion Designing, Political Science, Economics, History and Sociology and the students can opt three subjects out of eight. Fashion Designing and Home-Economics are exclusively for girls' students. The institution is running four programs (B.A. & B.Com at UG level in elective pattern and M.A. Marathi & M.A. Economics at PG level in CBCS pattern).

Almost all the courses in humanities at UG and PG level, Environmental studies and commerce program at UG level contributes a lot in sensitizing students to cross-cutting issues such as gender, environment and sustainability, human values and professional ethics.

The institution has also value added courses to inculcate life-skills and transferable skills such as certificate courses in Mobile Repairing, in Beautician, in Employability skills and Personal Skills.

The institution follows a system of taking feedback from different stakeholders.

Teaching-learning and Evaluation

The institution has well-administered and transparent mechanism in its admission process in which all the norms of the central and state government in reservation have been followed to ensure equity and accessibility to different classes. The institution caters special attention to students' diversity. At entry level, the students are identified as slow learners and advanced learners on the basis of their academic merits and marks obtained by them in preceding examinations. Remedial measures are taken for the slow learners, extra study material is provided to the advanced learners and maximum learners' centered methods are adopted in its teaching-learning process. The institution has Learning Management System in which the teachers use LCD Projectors, OHP, Android TV, e-resources and consortium in some subjects. The work of providing OPAC facility is in progress. Almost all the students are involved in participative learning method as 20% credit is given to internal assessment by the affiliating university. Ninety percent permanent teachers are Ph.D. holders and the average teaching experience of the teachers is 19 years. All the teachers contribute in research by publishing research articles. Every department has an academic calendar in which continuous internal evaluation programs

are included. The University and the institution have grievance mechanism related with the examination result. For the purpose of achieving expected learning outcomes, the institution has already uploaded the PSOs and COs in its website. The performance and learning outcomes of the students are measured on the basis of final year University examination results in all programs.

Research, Innovations and Extension

The institution is always promoting active research environment for teachers. Eight permanent teachers out of nine are Ph. D. holders and five are Ph. D supervisors. Three teachers have successfully completed UGC sponsored Minor Research Projects. The institution has no funding facility for promoting research but all the teachers continuously publish research articles in National and International journals, conference proceedings and in edited books. In the domain of extension activities, the institution has a strong impact in neighbourhood community. The institution is situated in an area surrounded by Coal Mines and Thermal Power Station. To combat with environment related issues, the institution has voluntarily stepped into many initiatives such as tree-plantation drive, cleanliness drive and awareness rallies on different themes. The institution has also initiated to counter many health issues of the people of the region such as Aids Awareness, Sickle Cell Awareness, Sickle Cell Diagnosis Camps and extended treatment to the patients of sickle cell, organized Dental Check-up camp and Cancer Awareness program. The institution has initiated to spread holistic message among the students and the public by organizing Blood Donation Camp on the Birth-Anniversary of the founder. As a part of institutional social responsibility, the institution has made MoUs with Life-Line Blood Bank, Nagpur, Police Station Khaperkheda for Road-Safety Awareness, with Grampanchayat, Khaperkheda and Adasa. The NSS unit has been organizing State Level and University level camps since last six years in collaboration with other two institutions. The institution has linkages for faculty exchange and study tours.

Infrastructure and Learning Resources

The institution has adequate infrastructure facility for delivering the process of teaching-learning. There are 10 classrooms including a seminar hall, four classrooms are well-equipped with roof-mounted LCD projectors which are connected to CPU with internet connection. Over head projector (OHP) is exclusively used by most of the teachers. The institution has a language laboratory in which ETNL software for English Language learning has been installed. Android TV is used as a teaching tool. The computer laboratory has a LAN facility and INFLIBNET facility. There are well equipped practical laboratories for Home-Economics and Fashion Designing. The institution has adequate IT infrastructure in its administrative section with College Management System. The institution has 6 laptops 7 printers, 3 Xerox machines. The institution also has adequate facilities for sports and cultural activities. There are outdoor games facilities such as volleyball, Kabaddi, Kho-Kho, cricket, badminton and open ground for athletics. The affiliating university organizes intercollegiate tournaments in our campus. The institution has a well equipped gymnasium. There is a seminar hall which is always used for cultural activities. The concrete stage in the open ground is used for annual function and inter-collegiate competitions. The library of the institution has adequate books. The library has a LIBMAN software for complete automation. There are large number of e-books and e-journals available for teachers and students. There are separate reading rooms for teachers and students. The institution has an established system and procedure for maintaining and utilizing its physical, academic and supportive facilities.

Student Support and Progression

In every academic session, the institution forms students' council and the members of Students' council are given representation in CDC, IQAC, in library and sports advisory committee. The institution has other supportive mechanism such as Career Guidance Cell, Students' Grievance Redressal Cell, Anti-Ragging Cell, Internal Complaint Committee and also a Career Guidance Cell. The institution has so many welfare measures for the students such as GOI Scholarship, Freeship, EBC concession, concession in admission fees for the outstanding sports persons and poor students. There is a separate common room for girls attached with toilet and facility of Sanitary Napkin Vending Machine. Every year the institution publishes students' magazine 'Kusumgandha' for the creative output of the students. There are some add on courses and certificate courses for enrichment of knowledge. The institution has appointed an instructor in the computer laboratory for developing computer skills. Extra study material is provided to the advanced learners and tutorials and special classes are arranged for slow learners. There is mentoring mechanism, gender sensitization programs for students and a well monitored mechanism for keeping the progression of the pass out students. The alumni of the institution are placed in prominent positions in different places. The institution has actively involved its students in institutional social responsibility programs like Blood Donation camp, Dental check up camp, Sickle Cell Check-up camp, awareness rallies, Road safety, Tree-plantation and cleanliness drives for inculcating human values to become responsible citizen of the nation as per the vision and mission of the institution.

Governance, Leadership and Management

For achieving the vision and mission of the institution, the College Development Committee has been functioning with adequate representation of stakeholders. The IQAC has been coordinating all the academic and administrative planning and its effective implementation with maximum participation of important departments. The perspective plan has been uploaded on institutional website. For a couple of years the IQAC has been enthusiastically endeavouring the overall development of the institution such as ICT facility, College Management System, INFLIBNET, LAN, reprography, soft-wares, LIBMAN in library, ETNL in language laboratory, Android TV, CCTV surveillance, Wi-Fi campus and development of physical infrastructure and encouragment for the professional development to the staff. Many of the teachers have completed their Ph. D. in service and some of them are supervisors of Ph. D. The institution has followed a performance appraisal system for the teachers as per the UGC regulation and university directions. The principal of the institution has always screened the performance of the non-teaching staff. The institution has transparent financial management system for internal and external audit. The institution has benefited from UGC grants during Xth, XIth and XIIth plan. Teachers have completed three Minor Research Projects funded by UGC. The institution has introduced two PG programs and one UG program (B.Com) on self-financing mode for fund mobilization. The IQAC of the institution has contributed significantly for institutionalizing the quality assurance system such as institutional social responsibility, resource mobilization through self-financing mode, participative management, continuous evaluation strategy and perspective plan for future development.

Institutional Values and Best Practices

The institution has taken many initiatives for the safety and security of the students by sensitizing gender equity and through mentor-mentee program. There is a separate common room for girls with the facility of sanitary napkin vending machine. The institution takes many measures for solid waste, liquid and e-

waste management. The institution always prefers plastic free campus and paperless office for the safeguard of environment. The institution has developed a code of conduct for teachers, students and for non-teaching staff and uploaded it on the institutional website. The institution has taken an initiative to inculcate human values among the students by organizing students' visit to Old-Age Home and programs on the birth and death anniversaries of national heroes. The institution maintains a complete transparency in its financial, academic, administrative and auxiliary functions. The founder had a vision to serve the humanity especially the backward classes and rural masses. The institution organizes blood donation camp in memory of the founder to accomplish his vision. Another best practice of the institution is Sickle Cell Awareness and Diagnosis Camp for eradicating the sickle cell issues from the region. Despite inadequate infrastructural sports facilities, the institution has unique achievements in sports and games. Many outstanding sports persons have played at State and National level. Some of the sports students have brought laurels to the institution as colour holders and medal winners. The institution fulfills the dream of the founder through this distinctiveness of the institution and earmarks its advancement towards vision and mission.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BAR. SHESHRAO WANKHEDE COLLEGE OF ARTS COMMERCE, KHAPERKHEDA
Address	Khaperkheda (Bhanegaon) Tah. Saoner. Dist. Nagpur
City	Khaperkheda
State	Maharashtra
Pin	441102
Website	www.bswck.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Associate Professor	Dhanraj V. Shete	0712-2712348	7972612235	-	dhanrajshete1002@gmail.com
Principal	Ramkrishna Gunderao Tale	07113-268021	9665553451	-	info@barwankhedecollege.org

Status of the Institution	
Institution Status	Self Financing , Grant-in-aid and Private

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

04-11-2018 08:40:28

Date of establishment of the college	26-09-1994

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	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	04-08-2006	View Document
12B of UGC	04-08-2006	View Document

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?	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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Khaperkheda (Bhanegaon) Tah. Saoner. Dist. Nagpur	Rural	7	1534.43

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Humanities	36	XII th Std.	Marathi	360	247
UG	BCom,Commerce	36	XII th Std.	Marathi	360	127
PG	MA,Marathi	24	B.A.	Marathi	160	21
PG	MA,Economics	24	B.A. OR B.Com	Marathi	160	19

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				3				5
Recruited	1	0	0	1	1	2	0	3	3	2	0	5
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

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

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	2	0	3	1	0	8
M.Phil.	1	0	0	0	2	0	2	1	0	6
PG	1	0	0	1	2	0	3	2	0	9

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	7	0	9

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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**	**Others**	**Total**
	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	163	0	0	0	163
	Female	211	0	0	0	211
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	30	0	0	0	30
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	47	53	43	63
	Female	96	93	106	82
	Others	0	0	0	0
ST	Male	7	8	7	6
	Female	8	9	12	11
	Others	0	0	0	0
OBC	Male	80	105	104	87
	Female	130	127	106	110
	Others	0	0	0	0
General	Male	6	6	6	11
	Female	8	5	6	7
	Others	0	0	0	0
Others	Male	14	30	37	34
	Female	45	44	32	37
	Others	0	0	0	0
Total		441	480	459	448

3. Extended Profile

3.1 Program

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

Response: 4

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
414	448	459	480	441

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
520	520	520	520	520

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

2017-18	2016-17	2015-16	2014-15	2013-14
21	24	43	44	56

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

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
9	9	9	9	9

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	9	9

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.4 Institution

Total number of classrooms and seminar halls

Response: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
263635	454005	140725	234925	169127

Number of computers

Response: 31

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 curriculum overview is framed and prescribed by RTM Nagpur university. The process of curriculum delivery in the institution is well planned and well documented.**
- **While preparing the teaching plan in a stipulated time framework as per the Institutional Academic Calendar and the Departmental Academic Calendar, the Academic Calendar of RTM Nagpur University is followed.**
- **Individual annual teaching plans are prepared by every faculty in their individual academic diaries on the syllabus. It is also conveyed to the students in the classroom at the beginning of the academic session.**
- **While introducing the syllabus, the pattern of question paper, pattern of examination is also conveyed to the students. For the students admitting for the first year at UG level, the seven days bridge course is organized to bridge the gap between two levels of learning and methods of evaluation. Planning of evaluation is also done well in advance through a documented process in the form of home assignments, oral tests and unit wise assessment.**
- **By organizing institution level students' seminars, and guest lectures, interactive sessions with students, on some important aspects of curriculum, the institution ensures maximum participation of students in curriculum delivery.**
- **The students are motivated to use subject books and other reading materials available in the library.**
- **In subjects like English, various extra measures and efforts are taken to effectively deliver the curriculum in the form of allotting Tutorial periods for a small group of twenty students.**
- **Extra classes are conducted, if needed, in order to compensate the working hours lost due to the various reasons beyond our control.**
- **The IQAC puts emphasis on students' centric methods for the effective delivery of the curriculum. The entire framework of curriculum delivery is designed in order to draw quality outcomes with respect to the values emphasized and the sensitivities focused on at the time of curriculum design by the concerned university that goes hand-in-hand with the vision and mission of the institution.**
- **Curriculum enrichment is also the main focus of the curriculum planning keeping in view the holistic development of the students.**
- **It is supplemented by some add-on-courses for sensitizing students to cross-cutting issues based on environmental education, computer education, skill based Certificate Course in Communicative English and also wider range of gender-based programmes and the programmes on human values to ensure the creative and divergent competencies among the students.**
- **While making planning for the effective implementation of the curriculum, the available resource potentials and the goals of the institution are taken into proper consideration. Similarly the entire planning is done keeping in view the program outcomes and also**

program specific outcomes that help to ensure quality in education.

Planning for implementation of curriculum and the feedback system is followed by the institution from its different stakeholders also ensures the functioning of the IQAC for the attainment of overall development of the students which is the chief objective of the institution.

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

Response: 4

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
1	1	1	0	1

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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: 255.56

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
3	5	2	6	7

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

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: 0

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

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: 100

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

Response: 4

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: 21.61

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
156	102	114	33	70

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

As the institution runs the programmes in humanities at UG and PG level, mostly the curriculum itself deals with the learning of human values. Apart from the core courses the institution conducts the courses and programmes to address the issue of Gender, Environment and sustainability, Human Values and Professional ethics.

1. **Gender Sensitization:** The institution is a co-education institution and the girls are in majority as compared to the boys. In order to sensitize the student about gender equality and gender discrimination, the women's Cell of the institution has conducted many programs during the last five years the details of which are given in additional information. The Women's Cell consists of two senior lady teachers and a woman social activist. The programmes are organized to create awareness among the students (Male and Female) about their rights, safety, health and hygiene, right to equal opportunities.

2. **Environmental Studies:** Environment Studies is one of the compulsory subjects taught in second year of the degree courses. The study of this syllabus brings environmental awareness among the students. The core aspects studied as a part of this course is environmental pollution, protection of environment, global warming, deforestation, sustainable development, water conservation, non-conventional energy production, etc. The enrichment of this awareness program is also supplemented by the variety of programmes like 'Plastic Free Campus,' 'Tree Plantation', etc., in order to convey the importance of tree plantation and cleanliness for healthy human existence and the hazard posed by the use of plastic. The Student participation data of the Environmental Studies taught at B.A. & B.Com Second Year Course shows that there were 131 beneficieries in 2013-2014, 137 in 2014-2015, 135 in 2015-2016, 106 in 2016-2017 and 83 beneficieries in 2017-2018.

3. **Human Values:** The programs organized on the occasion of the birth and death anniversaries of the great personalities help to inculcate human values required for social and national upliftment. The college chiefly organizes the birth Anniversary of Mahatma Gandhi, Dr. Babasaheb Ambedkar, Savitribai Fule and Sant. Gadge Maharaj. The curriculum in the college starts with the morning assembly. First there is a prayer session of 'Jana Gana Mana" and then the teaching in the institution starts every day.

4. **Professional Ethics:** The subjects taught at UG level in commerce like Business Communication and Business Management and also the course content in Economics taught at UG and PG level in the institution helps to integrate the issues of professional ethics. The Employment guidance cell of the college organizs many programs on personality development which integrates professional ethics.

Thus the college has multiple programs for sensitizing the students about the cross cutting issues with which the holistic development of students is sought by the institution.

The list of core courses

1. Bachelor of Arts (Sociology)

2. Bachelor of Arts (Political Science)

3. Bachelor of Arts (Marathi)

4. Bachelor of Arts (English)

5. Bachelor of Arts (History)

6. Course in Environment Science.

7. Bachelor of Arts (Economics)

8. Bachelor of Commerce.

9. M. A. (Marathi)

10. M.A. (Economics)

File Description	Document
Any Additional Information	[View Document](#)

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

Response: 6

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

Response: 6

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 79.47

1.3.3.1 Number of students undertaking field projects or internships

Response: 329

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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: A.Any 4 of the above

File Description	Document	
URL for stakeholder feedback report	[View Document](#)	

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: C. Feedback collected and analysed

File Description	Document	
Any additional information	[View Document](#)	
URL for feedback report	[View Document](#)	

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
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 43.12

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
414	448	459	480	441

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
1040	1040	1040	1040	1040

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

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: 83.46

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
397	430	447	469	427

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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:

The institution is located in rural area. Khaperkheda and the villages around Khaperkheda is the catchment area for the admission of students. Since the students are from socially, economically and educationally backward backdrop, a lot of diversity is observed in their learning skills. In order to face the challenge of teaching to the students coming from diverse background in the same classroom, the institution has taken up the following measures:

1. **After the completion of the admission process, the induction program is organized for the newly admitted students in which the Principal and IQAC Coordinator explains to them the entire facilities for learning, activities and add-on-courses available in the institution for the students.**
2. **At entry level Bridge courses are organized to bridge the gap between two levels of learning.**
3. **The college adopts the process of preparing a merit list of the students admitted for the first year at UG (B.A. I & B. Com. I). At the initial stage, the slow learners and advanced learners are identified from the percentage of Std. XII and the marks obtained by them in respective subjects.**
4. **In addition to it, the oral tests and unit tests conducted at the beginning of the session also helps to identify the slow and advanced learners. Every individual teacher conducts four Unit Tests of 25 marks each and the slow learners and advanced learners are identified from the outcome of the periodic tests.**
5. **In the meetings of IQAC, the teachers are instructed to pay special attention to the slow learners. For slow learners, teacher conducts extra periods as per the requirement. There are separate tutorial periods in killer subject like English. In tutorial periods also the slow**

learners are benefited and are given special attention to the problems of their subject. The slow learners are given extra assignments or given extra practice in grammar for their better understanding of the topic. The use of OHP and slides on LCD projector are also exclusively used for the slow learners.

6. The teachers play the role of a facilitator and mentor for the advanced learners by giving difficult tasks and prominent roles and responsibilities in programs and activities, guiding them to prepare for competitive examinations and take part in competition at different levels and recommending more reference books for them from the library. By doing so, their leadership skills are improved and they become the leading performers of the institution, both in academics and extra-curricular activities.

7. The college conducts annual Test Examination based on the complete syllabus of the subject and the outcome of the annual test examination is also analyzed by the faculties. Special classes are also organized for the students before university examination for the purpose of revision and better understanding in which the slow learner are benefitted.

Every individual teacher provides printed study material and Modal Answer Papers to the students which help the slow learners as well as the advanced learners to improve their performance in the university examination.

2.2.2 Student - Full time teacher ratio

Response: 46

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 2.17

2.2.3.1 Number of differently abled students on rolls

Response: 9

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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:

The institution has adopted maximum students' centric methods in teaching-learning process avoiding the traditional monotonous teachers' centric methods. In order to make the classrooms more students' centric for teaching-learning process, ICT based methodologies are adopted in the classroom teaching by the majority of the teachers that help boost the interest of the students in learning. With the maximum use of ICT tools like LCD projectors, OHP, Android TV, Videos from the consortium, the learning process has become a pleasurable thing for the students. The institution has been doing extensive use of experiential learning, participative learning and problem solving methodologies for effective teaching-learning process that helps to develop a mutual relationship between the teachers and students and learning becomes more enjoyable for them. The centre of focus of the institution is the effective teaching-learning process. A major shift from traditional teaching methods to students' centric methods is achieved by the institution in the form of initiatives given under.

1. **Experiential Learning:** This is a method of educating through first-hand experience. In this method the skill, knowledge and experience is acquired outside the traditional academic classroom. Concrete experience, reflective observation, abstract conceptualization and active experimentation are the four stages of experiential learning. The students are encouraged to do group discussion, debate, story-telling sessions and other activities as a part of experiential learning. In subjects like environmental studies and at PG level projects are given to the students. In subjects like Economics, History, Marathi, Sociology and Political science, the study tours and surveys have been organized. Thus, the experiential learning methodologies are used in the institution.

2. **Participative Learning:** Participative learning method is extensively used for effective learning in the institution. In subjects like Home-Economics and Fashion designing, practical based teaching methods are used. The students are divided into groups and given tasks. The students have undertaken and completed different projects under the guidance of the teachers. Most of the teachers have conducted students seminar in their subjects is also an example of participative learning. In the newly implemented CBCS pattern of examination by the affiliating university, assignments have become integral part of the evaluation. Therefore, home-assignment is one of the compulsory participative learning methods that have been adopted by all the subject teachers. Evaluation of home-assignment by the concerned teachers, suggestions for further improvement and recommendation of reference books and other study material for the assignments make the learning effective and enjoyable for the students.

Problem Solving method: This is also an important method adopted by the institution in its effective teaching-learning process. During the interaction of the teachers with the students in the classroom and outside the classroom, the teachers pinpoints the problems faced by the students in learning and takes initiatives to solve it. Sometimes they are given multiple solutions to choose the optimal solution to their problem in order to encourage them to solve the problems by their own contemplation. The teachers are accessible to the students to solve their subject related problems.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems

(LMS), E-learning resources etc.

Response: 77.78

2.3.2.1 Number of teachers using ICT

Response: 7

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 8.28

2.3.3.1 Number of mentors

Response: 50

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The IQAC of the institution always encourage the teachers to use innovative teaching methods for effective teaching. The ICT enabled classrooms, use of OHP, LCD projectors and Android TV for effective teaching is the product of the efforts of IQAC of the institution. The institution has adopted the following measures as innovation and creativity in its teaching-learning process:

1. **Almost all study material provided to the students is in computerized form.**
2. **Whats-app application is used as a tool for supplying study material to the students by most of the faculties in the college.**
3. **Besides this some of the teachers from the institution have uploaded study material, question bank, syllabus and modal answer papers on institutional web-site for access to all students. The attempts are being made to encourage all the teachers to upload the study material on institutional web-site so as to make dictation free classrooms.**
4. **Taking into consideration the difficulty level of learning English among the students, the department of English has started an innovative practice of forwarding the study materials through the e-mail ids of the students.**
5. **Considering the enthusiastic approach of the students towards innovative teaching, the**

institution has installed an Android TV in the computer laboratory of the college and it is being used as the best innovative tool for effective teaching.

6. The IQAC of the institution has understood the requirement of the high speed broad band and the institution has changed its broad-band plan from low speed into high-speed.

7. The department of English has a large collection of Spoken English material in MP 3 format. The department has been providing the required study material to the needy students through different electronic devices.

8. Some departments have a consortium which has been exclusively used for teaching to the students. The department of English has a complete Film version of William Shakespeare's 37 plays. Some of the plays are prescribed in the syllabus of B.A. (English Literature).

In addition, the innovative teaching methods practised in the institution to ensure healthy participation of the students are as under:-

1. Question and Answer method.
2. Group Discussion method.
3. Interaction method (in groups)
4. Presentation method.
5. Read and Comment method.
6. Writing Method.
7. Listener's method.
8. Experience sharing method.
9. Field/industrial Visit.
10. Brain storming.
11. Trial and Error method.
12. Newspapers cutting and reading method.
13. Role-play method.
14. Audio-visual method.
15. Conversation method.
16. Situational learning method.
17. Observational method.
18. Narrative method.
19. Explanatory Method.
20. Recalling method.
21. Project activity.
22. Web-based learning method.(E-resources).

2.4 Teacher Profile and Quality

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

Response: 100

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](#)
Any additional information	[View Document](#)

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

Response: 77.78

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
8	8	7	6	6

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: 21.33

2.4.3.1 Total experience of full-time teachers

Response: 192

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: 0

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	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

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
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

The institution has constantly taken initiatives towards introducing and promoting reforms in its evaluation system putting its emphasis on continuous internal evaluation process seeking quality improvement in higher education. The Affiliating University has also implemented Semester pattern for continuous evaluation for PG courses in 2013-14 and also CBCS pattern for UG and PG courses in 2016-17 through which continuous evaluation of the students is done. The internal assessment is an integral part of the CBCS pattern in which 20% credit is given to the internal assessment such as assignments, Viva-Voce, performance in Unit Tests, and also attendance and entire response of the students in the class during that particular semester. Therefore, every teacher is engaged in continuous and comprehensive evaluation to measure students' learning levels and his/her performance in the examination conducted at institutional level. The measures for internal evaluation taken at institutional level are as under:-

1. Every department of the institution conducts four periodic Unit Tests as per Institutional academic calendar designed in every subject (Two Unit Tests in a semester). At the beginning of the academic session every department prepares Departmental Academic Calendar in which planning

for continuous internal evaluation (CIE) is done.

2. Annual test examination is conducted in the programs in which annual pattern of examination is followed.

3. Question-answer method is used in the class-rooms by the teachers as a part of continuous internal evaluation. Internal evaluation through oral practices of the students is conducted by the teachers in the class rooms. This system of oral evaluation is very effective especially for the objective questions and very short answer questions in every subject in the CBCS pattern.

4. Oral practice in English grammar is exclusively used with the help of transparency sheets and OHP in the classroom teaching by the department of English. It is very useful to make evaluation of the students understanding of the grammar portion taught in the classroom whether they know transformation of sentences, change the voice, change the narration, use of correct forms of verbs, etc. This is one of the most beneficial innovative reforms in continuous evaluation.

5. In each subject home assignments are given to the students as a part of continuous internal evaluation process.

6. After the unit tests and annual test examinations, the answer sheets after evaluation are given to the students for the purpose of further improvement in the university examination.

7. As the affiliated university launched the optical mark reading (OMR) system in the answer sheets, the institution has also introduced optical mark reading (OMR) system in the answer sheets used for institutional level examination so that the students can train themselves for the new reforms in the examination system.

The teachers make positive interactions with the slow as well as advanced learners for improving their academic performance in the university examination through the above activities thereby maintaining and enhancing Quality in higher education in the institution.

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

Response:

The efforts are always directed by the institution and the IQAC towards making the mechanism of Internal assessment more and more transparent and robust and also to bring frequency and variety as under:-

1. **The institution has a mechanism of preparing academic calendar of the institution well in advance in which the timeline of the schedule of the internal assessment is clearly mentioned.**

2. **The testing pattern is different in different subjects. For example, in subjects like English, it is more frequent and often done with the help of audio-visual aids like PPT and OHP.**

3. **IQAC of the institution monitors the entire internal assessment program and reviews the outcome of the assessment in every subject and also gives suggestions to the teachers for improving the performance of the students.**

4. **It is mandatory to all the departments to follow the schedule in time and maintain the outcome of the evaluation from time to time.**

5. **The frequency of the different level of tests is helpful for the academic progress of the students. Four unit tests are mandatory for every department in addition to the annual test**

examination conducted after the completion of the course and before the university examination.

6. The transparency in the mechanism of internal assessment is maintained as the internal assessment marks are shown in the university mark list of the students separately. Evaluation of the students is done by the concerned subject teachers on the parameters like (a)attendance (b)overall performance (c) written assignments (d) oral examination and (e) presentations in the class. The internal assessment marks are sent to the University and the final result of the students is declared on the basis of the score in theory and internal assessment.

The transparency in the process of internal evaluation is maintained as every individual teacher, after conducting the unit test and the evaluation of the answer sheets of the students, clears the mistakes committed by the students while attempting the answers. This helps the students not only to understand their own mistake but also gives them encouragement to score more marks in the upcoming tests.

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

Response:

Mechanism at University Level:-

If the student is not satisfied with the marks obtained by him or her, there is a revaluation system at the university level through which the papers are revaluated by other teachers. This mechanism works as under:-

- The students who are not satisfied approach the subject teacher with his complaint.
- The teacher, asking numerous questions to the students checks his confidence level taking oral details of the answers solved by the students.
- The teacher then explains the process of challenge to valuation and how to demand the Xerox copy of the assessed answer sheet from the university.
- As per the demand the university sends the Xerox copy of the answer sheet to the college.
- Then the Principal calls the respective student and the subject teacher is asked to go through the answer sheet to verify its valuation.
- When the teacher becomes confirm of the scope of gaining more marks to the students, he asks him to apply for challenge to valuation and also explains the process.
- In the university there is a mechanism to appoint the first examiner to give opinion on whether the answer sheet should be reassessed or not.
- If he shows his surety of gaining more marks, the concerned answer sheet is given to the other examiner for reassessment. In this process the university takes care that no previous examiner be appointed for reassessment.

Mechanism at Institutional Level:-

- **There used to be no grievances at the institutional level before the UGC brought into effect the CBCS pattern because there was no method of internal assessment in the previous CBS pattern. In fact there is no scope for such grievances at the institutional level as the process of evaluation is time-bound, transparent and efficient. As per the well planned process the examinations are conducted in the college. The teacher makes valuations of answer sheets. He then distributes the answer sheets to the students, solve the paper and explains to them the expected answers of the complete question paper. He also pinpoints the kind of mistakes committed by some students and advises them how to avoid those mistakes. Due to this process no question of grievances arises at the institutional level.**

Since the CBCS pattern has been brought into effect by the affiliating university as per the UGC norms at PG and UG level, the grievances of the students are being taken into consideration with respect to the getting of lower marks in internal assessments. Such grievances are just 5% and while dealing with such grievances, the students are explained how and why he has been scored less marks. When the students gets idea of the entire process and distribution of credits out of 20 internal marks, he becomes satisfied and assures the teacher to fulfill the requirements for scoring more internal marks in the upcoming examination. As the method of internal assessment is for the improvement of students performance, it is transparent and robust.

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

Response:

The IQAC of the college has played a prominent role in adhering to the institutional academic calendar for the conduct of continuous internal evaluation. The following measures are undertaken:-

1. **In the last meeting of the IQAC in every academic session, the academic calendar for the upcoming academic session is prepared. All the heads of department are provided the institutional academic calendar and are informed to prepare departmental academic calendar.**
2. **In the departmental academic calendar the schedule of internal evaluation for the academic session is well planned. It is also conveyed to the students in the beginning of the session.**
3. **When the new students are admitted in the college, all the teachers are informed to make lists of slow learners and advanced learners on the basis of the score of percentage in their previous class. This is also done after the teacher conducts the unit test at the beginning of the session. The encouragement is given to the teachers from the IQAC to assess the progression of the slow learners and the enrichment of the advanced learners from the continuous internal evaluation process.**
4. **The complete schedule for internal evaluation and the university examination is given in the institutional academic calendar. Every department prepares their departmental academic calendar in which the schedule of internal evaluation like Unit tests, annual tests, and assignments are clearly mentioned and conveyed to the students at the beginning of the session.**
5. **The strict vigilance is kept by the IQAC of the college and the Principal regarding the**

adherence of the faculties to the departmental academic calendar with respect to the schedule of the internal evaluation and actual progress of internal evaluation by the department.

6. **The entire responsibility of conducting the annual test examination and the works related to it such as printing of the question papers and answer sheets, examination time-table, evaluation of the answer sheets by the respective teachers is given to the committee constituted as examination committee in the college. The same committee makes planning to conduct the university examination as the college is one of the centres for the university examination.**

The institution has successfully adhered to the institutional academic calendar as well as to the university academic calendar in order to make the process of internal academic evaluation more transparent and robust.

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:

There are four programs in the institution, two programs at UG level and two programs at PG level. B.A. program at UG level is the only govt. aided program where as B.Com at UG level and M.A. (Marathi) and M.A. (Economics) are the three programs in Self-Financing mode. In B.A. program also three subjects such as Home-Economics, Fashion Designing and English Literature are in Self-Financing mode. The vision and mission of the institution are available on the institutional website.

The students completing the degree course in B.A. and B.Com can continue higher education for the degree in post graduation in any one of the subjects in B.A. at UG level and M. Com for the students having UG degree in commerce.After PG the students can appear for NET/SLET or pursue Ph. D in their respective subjects. Similarly these pass out students also become eligible for different competitive examinations in banking, railways, MPSC, IAS, Law, Journalism, research in social sciences and also can work in NGOs and corporate sector.

The institution has clearly stated and uploaded the program outcomes for B.A and B.Com in its website. The program outcomes are as under:

Program Outcomes for Bachelor of Arts

P.O. 1. Critical Thinking: After getting identified with the process of thinking, actions are directed in terms of checking its accuracy and validity for taking decisions at different levels from different perspectives.

P.O. 2. Effectiveness in Communication: Ability to speak, read, write and listen clearly in person and through electronic media in at least one Indian language and English in order to make life in the world meaningful in terms of connecting people and understanding ideas from books, media and from the technological resources.

P.O. 3. Competence for Interaction: Understand and make evaluation of the views of others, express disagreement or acceptance in person and in groups.

P.O. 4 Active Citizenship: Contribute to the national development demonstrating social concern and volunteering civic responsibilities for effective citizenship.

P.O. 5 Values and Ethics: Identify the established value system and develop some core values for the evaluation of moral dimensions of decision making and accepting the responsibility.

P.O. 6 Environment and Sustainability: Exhibit environmental awareness use resources keeping the sense of sustainable development of human beings in future.

P.O. 7 Life Long Learning: Acquire the ability for self-directed learning and life-long learning adapting the changes in social and technological changes.

Program Outcomes for Bachelor of Commerce

P.O. 1. Developing business skills such as financial accounting, computerized accounting, statistics, auditing and business finance.

P.O.2 Clear the concepts of business economics, monetary economics, marketing management, Human resource management and business organization and management.

P.O.3. Acquire the knowledge of company law, industrial law, secretarial practice and income tax.

P.O. 4. Acquire the professional ethics and values related to commerce or its sustainable development.

P.O. 5. Develop communication skills for connecting people and understanding ideas from books, media and from the technological resources.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The institution has its stated Course outcomes, Program outcomes and program specific outcomes which have been uploaded in its website. The institution also conducts academic, co-curricular and extra-curricular activities for the attainments of Program outcomes and Course outcomes. The institution has a separate committee to make survey of the progression of pass out students from the institution. The overall analysis of the data collected for measuring the attainment of COs and PSOs may be summed up as under:-

1. It has been observed that 20-25% of the pass out graduates from the institution pursues the higher education in their respective disciplines. As the institution has PG courses in Marathi and Economics, most of the students prefer to pursue higher education in our institution. The students who wish to pursue higher education in other disciplines not available in the institution, they take admission in other educational institution. Their move towards high education indicates their successful attainment of COs and PSOs.

2. It has also been observed as a part of survey that near bout 15-20% of the pass out graduates from the institution successfully get employment in various capacities in government, semi-government and private sectors.

3. During the Alumni meet in the institution the teachers have their interaction with the pass out students. It has been observed that 5% of the pass outs prefer to prepare for competitive examination. Many times they turn to the librarian knowing the fact that there are many books available in the library of the institution for competitive examination. The librarian helps them by giving books and required guidance at each level.

4. About 20-30% of the graduates are self- employed in sectors like business and transportation. Large number of graduates is working in the private employment in Power Station and Coal Mines.

5. Few pass outs from the educational institutions are working as teachers, lecturers, and academic assistance.

6. The institution puts its emphasis on extension activities and conducts programs based on Institutional Social Responsibility as well as awareness programs through NSS. The impact of these activities can be observed in a way that 25-30% of the passes out graduates from our institution are working in social sector, political sector, NGOs and other service sectors. Most of the students are journalist, President and member of Grampanchyayat, and also member of Panchyayat Samiti.

7. The institution since 1999 till date has been consistently making its mark and has a specific distinctiveness in the domain of games and sports. The institution has proved its potentiality with outstanding performance of sports persons which indicates the advancement of institution towards developing overall personality of the students.

8. Last but not the least, the institution, catering to the needs of rural, backward and working population of the region, has been successful in creating graduates imbibing in them human values, political and social awareness can be taken as a high level of attainment of COs and PSOs by the institution.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 28

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

Response: 21

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

Response: 75

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.75

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: 235000

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	235000

File Description	Document
List of project and grant details	[View Document]()
Any additional information	[View Document]()

3.1.2 Percentage of teachers recognised as research guides at present

Response: 55.56

3.1.2.1 Number of teachers recognised as research guides

Response: 5

File Description	Document
Any additional information	[View Document]()

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

Response: 1.67

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

Response: 3

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

Response: 9

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

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:

The institution is well aware of the fact that innovation and creativity are the key elements to bring in quality parameters in higher education. There are two UG programs (Arts & Commerce) and two PG programs in Marathi and Economics run by the institution. The institution, being situated in rural region, the majority of the students coming here are from backward classes and working classes people who are illiterate and economically and socially backward. Being the first generation students, they are well familiar with the concepts of innovation and creativity. For these students the institution is the only place for acquiring education. Knowing this fact, the institution always puts its emphasis on doing things adopting innovative methods making students a part of the creative activities. The institution has tried to create an incubation centre by undertaking the steps as under:-

1. **Every year the institution publishes its Souvenir, KUSUMGANDHA. The students are encouraged to creative writing with innovative ideas and their articles, poems, etc., are published in annual magazine of the institution.**
2. **The institution has arts faculty at UG and PG level in humanities. In every subject the student must understand the concept and have to recreate his own ideas riding on the wings of creative imagination. Every subject teacher discusses each concept with the students for developing their creativity.**
3. **The institution has Marathi Literature and English Literature subjects in which the development of creative and innovative faculties among the students is the chief focus.**
4. **In some subjects of humanities, the teachers with the participation of students have completed some projects. Even the surveys in villages have been undertaken for the purpose of data collection. Here also the students get the scope for generating creative and innovative ideas when they submit their projects to the institution.**
5. **Though there is no separate incubation centre in the institution but the transformation of innovative ideas is done by way of discussion on many occasions. When the students take part in debate, speech competition or any other event at institutional level or participate in such events at other institution, he/she consult the teachers for collecting ideas on the concerned topic. The teacher and the student make discussion sitting around the table generating innovative ideas as if in an incubation centre.**
6. **The institution has computer centre for students. By way of ICT enabled method, the students access information from internet facility provided by the institution. Access of information through the internet is also an innovative taught to the rural students by the institution.**

Active research conducted by the faculties in their respective field also forms the basis for social transformation with which they seek their own academic development and also directly or indirectly contributes to the nation building.

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

Response: 4

3.2.2.1 Total 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	4

File Description	Document
List of workshops/seminars during the last 5 years	[View Document]
Any additional information	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1.8

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 9

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.78

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	1	1	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 9.11

3.3.5.1 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

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	27	8	15

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

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:

- As the institution is located in the Coal Mines area having Thermal Power station, it is surrounded by pollution hazard. The tree-plantation drive organized by the institution every year with maximum participation of students by NSS not only sensitizes the students but also the community in terms of its need for healthy existence.
- The institution has taken initiative to clean the mostly crowded place 'Bina Sangam' with maximum participation of NSS volunteers. Cleanliness of the campus is a regular activity conducted by the NSS volunteers.
- The institution has also organized a rally for 'AIDS Awareness' in Bhanegaon village under the banner of NSS.
- The institution has not only organized 'Voters Awareness Rally' but also conducted Voters Registration Program.
- The college also conducted two Sickle Cell Awareness and Diagnosis camps respectively in collaboration with Mayo Hospital, Nagpur and PHC, Khaperkheda in the campus in which 12 students found positive during the first camp and 6 students found positive during the second camp. The college took initiative to provide treatment to such students and also the family members of the respective students whether they were also suffering from the sickle cell problem.
- The institution organized a 'Dental Check-up camp' in the campus and also in State level NSS camp organized by the college at Adasa village. In both the camps the villagers in the vicinity were benefitted.
- On the occasion of the birth anniversary function of our ex-chairperson, Late Bar. Sheshrao Wankhede, the institution organizes 'Blood Donation Camp'. In the inaugural function of the blood donation camp, the importance of donating blood and misconception about donating blood is explained to the students by the doctors.
- The college has its MoU with Police station Khaperkheda. As per this MoU every year the NSS department of the college invites the Police officers from Khaperkheda Police Station and organizes the road-safety awareness programs in the campus to alert the students about the road-safety measures.
- As per the rule of the government, helmet has become compulsory for the two-wheeler drivers. In spite of the compulsion, there is lack of awareness among the public about the use of helmet. The college, in collaboration with Police station Khaperkheda, has conducted a 'helmet awareness drive' on 'Kamptee-Khaperkheda road. During this drive the police stopped the two-wheeler drivers without helmet to convince the importance of wearing helmet. Then the college students handed a rose to the violators of the rule as a part of bridging the gap between the police and public.
- The institution has also organized Cancer Awareness and Check up Camp for the students and the people in the vicinity.
- The institution also organizes programs on gender equity, sexual harassment of women, crime against women, domestic violence as a measures for gender sensitization.

As a result of above mentioned extension activities, there is a strong impact in the neighbourhood community for the measures undertaken to sensitize the students to the social issues resulting in their holistic development.

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

Response: 0

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	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

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: 27

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
6	8	6	4	3

04-11-2018 08:40:37

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document]
Any additional information	[View Document]

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: 72.44

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
375	330	380	150	370

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document]
Any additional information	[View Document]

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: 9

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
3	2	1	2	1

04-11-2018 08:40:38

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

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: 16

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
4	4	4	2	2

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

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 its own building in a sprawling campus of 7 acres. The building and classrooms are adequate for running the four programs available in the institution. The IQAC has always put its emphasis for using modern methods and techniques for effective teaching- learning process. For effective teaching-learning process, the institution has adequate facilities. They are as under:-

- There are 10 classrooms including seminar hall. Four out of ten classrooms are well-equipped with roof-mounted LCD projectors.
- There is a facility for adopting web-based teaching techniques as the LCD projectors in all the four classrooms are connected through LAN. Four desktops have been installed in four classrooms and are connected to the projectors.
- The institution has one Over Head Projector which is used by most of the teachers in making teaching-learning process more effective with transparency sheets.
- The institution has a Language Laboratory in which ETNL software for English language learning is used. There are fifteen computers in language laboratory which are connected in LAN with head-phone facility.
- There is an android TV in the language laboratory which is used as a teaching tool in the institution. The android TV is connected with high-speed broad-band.
- The campus is enabled with WI-FI facility.
- The institution has subscription of INFLIBNET facility in the central library in the form of N-LIST database.
- There are 9712 Books, 8 journals and 11 Magazines are subscribed by the institution. The teachers and students are exclusively using the central library for books, copies of syllabus, old question papers and also reprographic facility. Even e-books and e-journals can be access from the computer lab adjacent to the library.
- Fashion Designing and Home-Economics are the optional subjects for girls' students at UG level. These two subjects are running on the basis of self-financing mode. The institution has two separate laboratories for practical in these two subjects. In the laboratory for Fashion designing there are 24 sewing machines, one pico machine, one fashion maker, one overlock machine and two tables for clothes cutting.
- The laboratory for Home-Economics is also well-equipped with Kitchen Otta, gas connection, refrigerator, micro-wave oven, cooker, utensils, etc.
- The institution has a large collection of audio-videos in the form of CDs and DVDs in the central library.
- The Department of English has 1 TB Hard disc in which there is a large collection of Videos, lectures on personality development, soft-skill development and English language learning.
- The department of English has a complete collection of Shakespeare's plays in film version.

The college has 3 Xerox-machines, seven printers and seven laptops used as computing equipments in the institution.

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

Response:

The institution has its name and fame in games and sports as it has shown continuous best performance in inter-collegiate tournaments, Inter-University tournaments and Ashwamedha. The institution has a big list of outstanding sports persons, colour holders, medal winners. The institution has adequate facilities for sports and cultural activities.

Sports Facility:(Outdoor games)

- There are two courts for volley-ball.
- There is one kabaddi court.
- There is one kho-kho court.
- There is a large open ground where the students play cricket.
- There is open ground for the practice for the athletics.
- There is facility for bad-Minton.
- There is one cricket kit.
- The college provides track suit to the players who participate in inter-collegiate and inter-university tournaments.
- There is a concrete stage attached to the play ground which is used as a supportive facility when there are some inter-collegiate tournaments organized in the institution or when sometimes the college is one of the zones for RTMNU Inter-collegiate tournaments. Mostly the college has been entrusted the responsibility of conducting inter-collegiate tournaments in Volleyball (Men & Women) and Kabaddi (Men & Women).
- In Athletics, facilities for field events like shot-put, Long Jump, Discus Throw are available.

Indoor Games:-

- There is one carom board.
- There is one chess board.
- Facility for Yoga practice.
- There is a separate room for Gymnasium.
- It is well equipped with Four-Way Gym.

Facility for Cultural Activities:

- The seminar hall is used for conducting cultural activities throughout the year. The hall has 150 seating capacity.
- There is a dais, podium, amplifier and speakers, cordless mike system for conducting cultural activities.

When during the annual function even the parents are invited along with the students and the members of alumni association, it becomes difficult to accommodate the large number of people in the seminar hall. In this situation the concrete stage in the open ground is used as stage. Annual

functions and inter-collegiate competitions are conducted in the outside stage.

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

Response: 44.44

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

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: 36.3

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
90000	220000	20000	60000	100000

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 institution is well aware of the fact that with the use of modern Digital Technologies has reduced production time. It has also helped in the increase of efficiency, catalyzing of workflows and has

brought improvement in Dissemination of information and the control of resources providing a faster turnaround. Libraries worldwide are increasingly turning to automation to effectively utilize the information for academic growth. We are happy to mention the fact that the library of the institution has adopted these global measures in the form of automation and added a glorious feather in the caps of our institution.

- **Name of LMS Software---   LIBMAN (Masters Software Group)**

Our College Library has been systematically computerized. It functions using 'LIBMAN Masters Software. It is powerful and easy to use system. The Online Public Access Catalogue (OPAC) is remarkably effective and efficient. Lib-Man is a program that will maintain a library system. The system manages books information, library visitors, borrowing, etc.

As on April 2018, a total of 9712 titles of books have been entered in this software and the work is in progress. The Library also started the 'Online Public Access Catalogue (OPAC)'

The bar- Code Project for the retrospective collection is completed and the system has been regularized. Bar code printer and one Bar code Scanners are the important additions to the rich infrastructure of the Library.

- **Nature of Automation -:-   Automation Completed Partially.**

In order to create awareness about the automated services, regular "Information Literacy Programs for the students and teachers are carried out in the Library throughout the year. These programmes primarily include searching of OPACs, Internet awareness and demonstration of Open Access Educational Resources available on internet etc.

- **Version :- 1.0**
- **Year of automation**

Library completed its partial automation in the year 2018 by using LIBMAN Software

- **E-information Resources:**

N-LIST (UGC INFLIBNET Consortium)-

Library is a member of N-LIST Database from 2011. Library has subscribed 6000+ e-Journals and 31, 35000+ e-books access through N-LIST Database. User ID and Password (provided by INFLIBNET N-LIST) are provided by library to users to access e-resources through N-List. This facility is extended to outsider visitors and teachers.

DOAB (Directory of Open Access Books)

DOAB is accessible to our users through Internet connectivity in E-Library. In this Directory 11773 Academic peer-reviewed books and chapters from 265 publishers can be accessed. Aggregators can integrate the records in their commercial services and libraries can integrate the directory into their online catalogues, helping scholars and students to discover the books.

(Access through Directory of Open Access Books at www.doabooks.org)

DOAJ (Directory of Open Access Journals)

Online Journals 11,170 Journals (Access through Directory of open Access Journals" at https://doaj.org/ this is possible due to Broad Band Internet Connectivity in the Library.

Number of CDs/ DVDs available -25

File Description	Document
Any additional information	View Document

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

Response:

The College Library is enriched with good numbers of textbooks, reference books, books beyond the text, journals, magazine etc. As this college is situated in economically backward area, many students cannot afford to buy books. They completely depend on the college library for their studies. The library is well stocked by books on competitive examinations like Banking, MPSC, UPSC, Police Recruitment, Clerk Grade Examination, etc., and the institution is catering the needs related to books of the students by way of library services. The students prepare from these books and get benefitted for these exams. The library has taken initiative to enrich with e-resources like e-books, e-journals, e-articles related to the curriculum taught in the institution in the form of supportive measure for the teachers and the students. A few rare books are donated by our Hon. president Smt. Kundatai Vijaykar. The autobiographies and biographies of great people such as scientists, Engineers, great national leaders and freedom fighters are also available in the library.

A good collection of rare books and Special reports available with the library is an as mentioned below:

1. **Rare Books :-**

   1. **Total number of rare Encyclopedias available with the college library is 314.**
   2. **Total number of rare Biographies available with the college library is 5.**
   3. **Total number of rare books in the form of the Minor Research Projects completed by the faculty members in the institution as available with the library is 3.**
   4. **Total number of rare Handbooks available with the college library is 5.**
   5. **Total number of rare Dictionary available with the college library is 15.**

1. **Special Reports:-**

   1. **Number of special reports in the form of University special annual reports available with the library is 8.**

2. **The list of Rare Books and Special Reports available with the institutional library has been enclosed as additional information.**

File Description	Document
Any additional information	[View Document](#)

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	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 37064.4

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
17036	56432	34248	34489	43117

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<u>View Document</u>
Audited statements of accounts	<u>View Document</u>

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 12.53

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

Response: 53

File Description	Document
Any additional information	<u>View Document</u>

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has updated its IT facility as per the requirements from time to time.

- **The low speed tariff-plan of broad band Wi-Fi connectivity has been shifted into high-speed broad band.**
- **The institution has two connections of boradband. There is a separate connection for the Internet for classrooms.**
- **The PCs in the institution are connected in LAN and there is Wi-Fi router installed in the institution to make the campus Wi-Fi.**
- **The institution installed an Android TV in the computer lab as a part of IT updation.**
- **The college is using an administrative software CMS as an ICT based facility for smooth functioning of the office administration. The messages are sent to the students collectively from the office using software.**
- **The institution has installed CCTV for the purpose of security and for keeping strict vigilance on the activities going on in the college campus and even in the classrooms.**
- **The central library of the institution has Library Management System software for maintenance of the library information.**
- **The institution has added laptops, printers, Xerox machines and projectors as per the IT demand of the institution. There are three computers in the office, one in IQAC, One in Principal's office; five computers are given to the teaching staff members, two in library and**

fifteen in the computer lab. There are six laptops available in the institution. There are three Xerox machines and eight printers.

* **When the university has introduced the online question paper delivery in the university examination system, the institution has installed a separate Xerox machine, a laptop, a printer, a separate dongle for internet connectivity and an inverter has also been added in the examination department.**

* **The institution every year updates its anti-virus software in all desktops and laptops.**

* **The institution has AMC for the maintenance of the computers and laptops. When the new machines are purchased and are in warranty period, its maintenance is done by the respective agency.**

* **The college has two digital cameras for recording the events and programs conducted in the college.**

* **There are four smart classrooms with roof mounted LCD projectors with screens for ICT enabled teaching.**

* **The institution also has an inverter for power backup. For the stabilization of the voltage, the institution has UPS connected to computers.**

* **The library has INFLIBNET facility for its stakeholders. By using this facility it has become possible to have access to the online sources for study and research.**

The OPAC facility in library is in progress to meet the need of the study material in no time.

4.3.2 Student - Computer ratio

Response: 13.35

File Description	Document
Any additional information	[View Document](#)

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	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture

Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 83.5

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
223352	270987	132615	217687	145743

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The institution has an established system and procedure for maintaining and utilizing physical, academic and support facilities.

1.**For Laboratory:-**

1. **The college runs Home-Economics as one of the optional subjects for girls in self-financing mode. The institution generates its fund through students' fees. The department has a practical laboratory in which all the required tools, instruments, equipments and utensils such as refrigerator, gas-stove and cylinder, micro-wave oven, cooker, etc. The department submits the requirement of materials for the practical to the Principal of the institution. The principal sanctions the requirements. A skill developing workshop on "How to repair gas-**

stove" for the students of home-economics was conducted.

2. The college runs Fashion designing as one of the optional subjects for girls in self-financing mode. There are 24 sewing machines, one Pico machine, one fashion maker and one over lock machine for the training of students in fashion designing. For the purpose of maintaining and repairing, the institution has an annual contract with third party for some services. After completing the course, the students are empowered for self-employment in their own capacity.

1. Sports Complex:

2. The department of physical education submits the requirement to the principal before the Inter collegiate tournaments and the principal sanctions and provides for it. There is a stock room for the store of sports equipments and materials. There is sports advisory committee and stock verification committee. Every year the college is entrusted with the responsibility of organizing the inter-collegiate tournaments in Volleyball and Kabaddi as one of the Zones. The department of sports also helps the trainees for the police recruitments by providing its ground for practice. The gymnasium of the institution is well maintained.

3. For Library:

- The library has a system of maintaining and utilization of its infrastructure and facilities. There is a separate section for reference books and the books on competitive examination. The library has a separate reprographic section and circulation section. The candidates who are preparing for the competitive examination can borrow books from the library on the basis of security deposit. At the beginning of the academic session the librarian demands the requirement of books from all the departments. The requirement is sanctioned from the Principal. There is a system of using BT cards for the students for borrowing books from the library. The library always renews its subscription for periodicals and journals. The library always sends the damaged books for binding.

1. Computers:

All the computers and connected peripherals of the institution have been maintained by the third-party through AMC. The computer lab is utilized for multipurpose in the institution like learning of computer skill, learning of English language though ETNL software and surfing of internet by the students. A separate computer teacher is appointed for the purpose. The utilization of INFLIBNET facility is ensured through the computer lab.

1. Class rooms:

The cleanliness committee in the institution allots the work of cleanliness of the classrooms and office among the peons.

File Description	Document
Any additional information	[View Document](#)

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: 61.1

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
168	276	299	317	318

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document]
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document]
Any additional information	[View Document]

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: 0.9

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
5	6	3	3	3

File Description	Document
Any additional information	[View Document]

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: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]
Any additional information	[View Document]
Link to Institutional website	[View Document]

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: 51.49

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
290	250	177	180	245

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]
Any additional information	[View Document]

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

Response: 3.63

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
0	0	52	0	30

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 13.36

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
0	2	10	10	7

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

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

Response: 66.67

5.2.2.1 Number of outgoing students progressing to higher education

Response: 14

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

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: 0

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
0	0	0	0	0

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
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<u>View Document</u>

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.

Response: 1

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
0	0	0	0	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<u>View Document</u>
e-copies of award letters and certificates	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response:

As per the Maharashtra Universities Act 1994 the Students Council is formed in every affiliated college. It consists of the class representatives (CR) nominated by the Principal on the basis of academic merit in university examination. The class representatives then elect the Secretary of the Council who is designated as university representative (UR). The formation of students' council ensures participation of students in the functioning of the institution. The activities and role of the members of the students' council of the institution is as given under:-

- **The institution is always committed to form students' council and maximum representation in academic and administrative committees of the institution is given to the members of the students' council.**

- **In the absence of any direction from the affiliated university regarding the formation of the students' council during 2015-2016 to 2017-2018, the institution has initiated to form the students council on the basis of academic merit in the respective class and other outstanding performance in sports, cultural and NSS. After the formation of the students' council, the institution ensures maximum representation in academic and administrative committees and organization of the different programs in the campus.**
- **During the academic session 2017-18 as per the Maharashtra Public Universities Act-2016, the students' council has been formed on the basis of the academic merit and outstanding performance of the students in sports, NSS and cultural. The secretary of the students' council has become the representative of the college development committee (CDC) and internal Quality Assurance Cell (IQAC).**
- **The members of the students' council have represented advisory committee of the library, advisory committee for the sports and the magazine committee of the institution.**
- **For building the self-confidence, empowering the students and leadership skills, the institution provides the responsibility to the students' council at the time of organizing Teachers' Day and Annual function.**
- **During the different academic and co-curricular activities, the members of students' council were given responsibilities and prominent role for the successful conduction of the program.**
- **When the industrial visit or field trip or picnic is organized by the institution, the different responsibilities are entrusted to the members of the students' council.**
- **The class representatives are given the responsibility of concerned classes for various purposes. They also bring to the notice of the head of the institution the grievances and problems faced by the students and try to solve the issues.**
- **The Principal nominates a teacher in-charge for the students' council to look after the activities and coordinating the different programs.**
- **The institution every year publishes its Students' Magazine. The photographs of the members of the Students' Council are displayed in the initial pages of the institutional magazine, Kusumgandha.**

The students' council has played a pivotal role in ensuring the participation and progression of the students in the institution.

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

Response: 13.2

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
17	12	14	12	11

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

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 institution has actively functioning Alumni Association though it has not been registered. Every year the number of the members of Alumni Association is increasing. The chief activities of the alumni association in the form of financial and non-financial means are as under:

- **In every academic session, one meeting of the Alumni association is organized with maximum participation of the member of the association.**
- **At the time of the inter-collegiate tournaments in the campus, members of the alumni association who were outstanding sports person during their college days, support the tournaments working as referees and scorer and also assist the institution with their prominent role in successfully conducting the tournaments.**
- **The alumni association of the institution has initiated organizing "Ganesh Festival" in collaboration with the current students for the last five years. Under the banner of Ganesh Festival the cultural programs are also organized in which the students and alumni actively participate with great enthusiasm. The fund also is generated by the initiative of the alumni association in which the refreshment is arranged for all the stakeholders. The competencies like self-confidence, personality development, team-spirit, social consciousness are imbibed among the current students while working with the members of Alumni Association.**
- **The members of the alumni association are placed in prominent positions such as the president of Panchyayat Samiti, President and Vice-president of Gram-panchyayat, Assistant professors, advocates, journalist, police officers, professional artists, etc. The highly placed members of the Alumni have been invited to address the current students. This practice has always been inspiring the students in the institution.**
- **During the regular activities of NSS, the members of the alumni association are also invited to share their experiences of working in NSS with the current students so that they may get inspiration to work in NSS.**
- **Every year on the occasion of Birth Anniversary of the founder of the institution, blood donation camp is organized in which the member of the alumni association voluntarily donates blood.**
- **During the Annual Function in the institution the members of alumni association are invited. They are also given opportunity to perform in the cultural programs for inspiring the current students. Even the prizes to the winners in competitions are also distributed with the hands of the Alumni Association treated as guest.**
- **The institution has ensured the participation of the alumni association by nominating one**

member of the association in College Development Committee.

Thus, the alumni association of the institution has vibrant presence through its activities and participation that directly or indirectly contributes to the development of the institution.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held 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
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Any additional information	[View Document](#)
Report of the event	[View Document](#)

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 a statutory body for adequate democratic functioning in accordance with the vision and mission of the institution.

Vision:-

The vision of the institution is to provide higher education with excellent quality in a secular atmosphere in which the institution monitors the human development in spirit, mind and body and social and economic upliftment with high potentiality in which the students compete in a global environment discarding any sort of discriminations in life.

Mission:-

1. *To develop all round personality of the students;*
2. *To inculcate human values among the students for becoming socially responsible citizen in future;*
3. *To empower the students to encounter all types of challenges in life;*
4. *To provide a platform to boost students' self-confidence through different activities;*
5. *To generate positive attitude towards life and right behaviour towards the society and nation;*
6. *To access, equity and excellence in higher education to the socially and economically deprived classes of the region;*
7. *To achieve professional competence to face the challenges of competition in global world;*
8. *To achieve academic excellence through outstanding teaching-learning process;*
9. *To integrate the teaching to develop research competence to serve the society and the nation;*
10. *To provide educated citizenry to the nation for a vibrant democratic functioning;*
11. *To keep individual dignity, professional integrity and nurture the atmosphere for social and economic justice;*
12. *To implicate ICT in the overall functioning of the institution.*

- **As per Maharashtra Public Universities Act, 2016, the institution has College Development Committee (CDC).**
- **This statutory body of the institution has three elected teachers' representatives and one elected non teaching employee. The students' council secretary has been inducted as member in CDC.**
- **The Principal nominates one of the HoD of the departments as a member in CDC. Chairman or his/her nominee and the secretary or his/her nominee of the trust is working as the President of the CDC and member respectively.**
- **The Principal nominates four members in CDC from education, industry, social service and**

alumni.

- The Principal works as a member secretary of the CDC and IQAC coordinator works as an ex-officio member.
- The structure of the CDC shows that the teachers have significant role in the decision making.
- As per the vision and mission of the institution, the entire administrative and academic activities are being approved by the CDC.
- This statutory body of the institution approves the perspective plan of the institution in its meeting.
- As per the NAAC guidelines the institution has a functioning IQAC in which 5 teachers are inducted as members and director of Physical Education and Librarian are also being inducted as members. The students' council secretary is also a member of IQAC.
- The teacher members play a prominent role in decision making and functioning of the IQAC.
- The IQAC chalks out the perspective plan of the institution for every academic year and recommend to the statutory body CDC for its approval and implementation.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

Case Study: Annual Day Function:-

Annual Day Function is a grand event in the institution in which there are variety of events and programs organized. This event is in need of maximum participation of different stakeholders for its successful organization. Therefore the institution organizes the Annual Day Function through the process of decentralization and participative management.

- The Principal called a separate meeting for deciding the dates and the guests for the Annual Day Function.
- All decisions were taken in the meeting in which the students' council secretary, Students' council members, NSS program officer, Director of Physical education, in-charge of Cultural Program committee and the teacher in-charge of Students' Council actively participated in decision making.
- After finalizing the dates and guests for the function, the cultural committee chalked out the different committees in consultation with the Principal of the institution and IQAC co-ordinator. The nature of committee for the purpose of decentralization of the work and participative management was as under:-

1. A committee for Rangoli Design competition:- This committee was given to provide a platform for placing Rangoli as per the number of participants. They showed the designs to the experts to finalize the winners.
2. A Committee for Debate Competition:- This committee finalized the names of the

participants by way of notice. A judge was appointed to finalize winners and submit the report to the cultural committee.

3. A Committee for Speech Competition:-This committee invited the names of the participants by way of notice. A judge was appointed to finalize winners and submit the report to the cultural committee.

4. A Committee for Inter-Class Sports Tournaments: This responsibility was given to the sports teacher. He, with the help of other teachers in the committee, finalized the lots for tournaments, submitted the report with the names of the winning teams and individual winners in the events like Volleyball, Cricket, Musical Chair, Athletics, etc.

5. A Committee for Poster Competition: This committee circulated a notice and invited posters giving the students themes for their poster painting. The posters were attached to a wall in the classroom No. 2. They were shown to the experts and declared the winners. Also submitted the names of winners to the cultural committee.

6. A Committee for cultural program did entire planning for dance, drama and other stage programs and declared the winners for distribution of prizes.

7. A Committee for prize distribution to meritorious students prepared the list of requirement for prizes and mementoes taking into consideration the winners in the cultural programs, Sports competition and other competitions.

8. A purchasing committee purchased prizes for distribution.

9. A Committee of Alumni for 'Refreshment' (Snehabhojan) managed the complete responsibility of providing meals or snacks to all attending the function.

10. Each committee was formed with a permanent teacher, contributory teachers and student council members.

The members of Alumni were invited and the outstanding artists among them were given opportunity to perform on the stage for inspiring the current students.

File Description	Document
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

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

Response:

The institution has its strategic plan showing vision for development of the institution in 15 years period. It has been uploaded on the institutional website. The details of the perspective plan are as under:-

15 Years Vision:

- Establishment of the institution in terms of a pedagogical system.
- Attainment of 100% placement.
- Entrepreneurship development.

- **Establishment of programs and courses based on local needs.**
- **Establishment of Engineering and Agriculture Colleges.**

7 Years Vision:

- **To introduce Vocational courses based on Employability.**
- **Hostel facility for boys and girls.**
- **Provision for running track and basket ball ground.**
- **Increase use of renewable energy.**
- **Make campus complete green and pollution free.**
- **Establishment of research centre.**

3 Years Vision:

- **To develop ICT facility for effective academic and administrative functioning.**
- **To introduce Science Faculty at UG Level.**
- **To introduce PG courses in subjects like Political Science and History.**
- **To develop sports infrastructure like indoor stadium.**
- **Work for complete digital and Green campus.**
- **To introduce certificate courses in Yoga & Meditation and courses based on Skill development.**

Strategic Plan for the development of ICT facility for effective academic and administrative functioning.

There was inappropriate ICT facility for teaching-learning process in the institution. There was an urgent need of ICT development for the smooth functioning of the administrative process also. As per the strategic plan the institution has upgraded ICT facility for effective academic and administrative functioning of the institution as given below:-

- **The institution installed College Management System (CMS) for the smooth functioning of the administration.**
- **LAN facility is also installed in the administrative section of the institution, in the computer laboratory and library.**
- **Reprographic facility added in the administrative section of the institution.**
- **Reprographic facility added in the library.**
- **LIBMAN software installed in the library.**
- **INFLIBNET facility subscribed in the library.**
- **Four roof mounted LCD projectors has been installed in the classrooms (Room No. 1, 2, 5 and in the hall which is used as a classroom and for conducting functions and programs.**
- **Android TV installed in the computer laboratory.**
- **ETNL software installed in Language Laboratory.**
- **Head Phones purchased for language Laboratory.**
- **Printers (some of them with scanner and reprographic facility) added in the office, in IQAC section, in library, in sports department and one for teachers.**
- **One Xerox machine and one printer added in the Examination section of the institution.**
- **One laptop added in the examination section of the institution.**
- **CCTV surveillance started in the institution.**

- **The high-speed broadband internet modem has been installed in the institution.**

The institution has been implementing its strategic plan in over all development of the institution. The above mentioned ICT development in the institution is one of the best examples of the successful implementation of the strategic plan by the intuition for effective academic and administrative functioning.

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

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:

For the smooth functioning of the institution, the institution has well-organized structure in which College Development Committee (CDC), the Governing Body and Internal Quality Assurance Cell have been playing a significant role in the coordinative functioning of the institution. The structure of the different bodies and committees are as under:-

- **The organizational structure of the institution has at its top the Management Body of the institution- Bar. Sheshrao Wankhede 56th Birthday Foundtion, Nagpur. The institution has College Development Committee (CDC). The Principal is the academic and administrative head of the institution. The teaching faculties are the organs of the academic body whereas the administrative side consists of Head Clerk, Senior Clerk, Junior Clerk, Library attendant and four peons. There is IQAC under which the different committees work for applying different quality parameters various academic and administrative activities of the institution.**
- **Functions of CDC:- The functions of the College Development Committee are stated in the Maharashtra Public Universities Act- 2016.**
- **Functions of IQAC:**

1. **The IQAC develops and apply quality benchmarks/parameters for the various academic and administrative activities of the institution.**
2. **The IQAC disseminates information on the various quality parameters of higher education.**
3. **The IQAC takes decision for organizing workshops, seminars on quality related themes and promotion of quality circles.**
4. **The IQAC maintains the complete documentation of the various programmes/activities leading to quality improvement in the institution.**
5. **The IQAC acts as a nodal agency of the institution for quality-related activities.**
6. **Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters is one of the most important tasks of the IQAC.**

- **Grievance Redressal Mechanism:-** The institution has a Grievance Redressal Mechanism in the form of Students Grievance Redressal Cell, Anti-Ragging Committee, Internal Complaint Committee.

1. **Students Grievance Redressal Cell:** The students' Grievance Redressal Cell in the institution has student members from students' council. The purpose of including the students' members in the cell is to solve all the grievances of the students through the participation of the students and the teachers. The institution has placed a complaint box in which any enrolled students can put up any type of grievances. The complaint box is opened monthly by the in-charge of the Grievance Redressal Cell and steps are taken to solve the grievance calling the meeting of the Grievance cell.

2. **Anti Ragging Committee:** The institution has an Anti-Ragging Committee and this committee is always vigilant about any type of ragging in the campus. Till this date, no such incidents reported in the institution. For alerting the enrolled students about the consequences of ragging in the educational institutions, the institution has uploaded strict warning against ragging on its website.

Internal Complaint Committee (Women's Cell): The institution has an Internal Complaint Committee for the purpose of stopping any type of sexual harassment in the institution as per the Sexual Harassment at Workplace Act-2013. Till this date, no such sexual harassment cases have been reported in the institution.

File Description	Document
Link for Additional Information	[View Document](#)

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: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

Response:

The Activity:- Inter-collegiate Debate Competition organized on the occasion of the Birth Anniversary of the Ex-Chairperson.

The Institution organizes Inter-collegiate Debate Competition on celebrate the birth anniversary of the ex-chairperson of the institution, Late. Chhatrapal alias Babasaheb Kedar as per the decision taken in the meeting dated 23 October, 2015. The entire activities were conducted as per the unanimous decision and the responsibilities given to the different members of the teaching and non-teaching staff in the meeting and the event was made a grand success. The details of the minutes and its implementation are as under:-

Minutes of the meeting dated 23 October, 2015.	Action Taken/Implementation	
It was unanimously decided that the Intercollegiate debate competition will be organized during the second semester.	The event was organized during the second sen of January, 2016 at 10.00 a.m. in the college sen	
Constitution of a committee for Inter-collegiate debate competition.	The committee constituted in which the Princ chairperson, Dr. Jyoti Selukar as convener, two teaching and non teaching staff each and one the students' council.	
The Convener was given the responsibility of sending the letters to the different colleges, accept entries of the participants charging Rs. 100 as fees. Two participants from a institution could register their participation. Finalizing the examiners and preparation of the event.	Dr. Selukar completed all the given responsib the stipulated time frame.	
The clerk, Anil Parate was given the responsibility of sending the letters/brochures and mails to different colleges, accepting entry fees from the participants, making the list of the participants, maintaining the accounts.	Shri. Anil Parate completed all the given re within the stipulated time frame.	
Dr. Rajendra Raut was given the responsibility of arranging for trophies to be given to the winners.	Dr. Raut accomplished the task given to him.	
Dr. Dhanraj Shete was given the responsibility of writing the certificates and distributing them to the participants,	Dr. Dhanraj Shete did his work in a ver manner.	

Dr. Anlali Pande was given the responsibility of arranging for the refreshment to the participants.	Dr. Anjali Pande completed the responsibility g

Thus, the event of Inter-collegiate debate competition organized on 5th of January, 2016 at 10.00 a.m. in the college seminar hall was a grand success as all the staff members accomplished the tasks given to them as per the meeting dated 23 October 2015 very honestly. The Principal and IQAC co-ordinator were vigilant and tracking taking the tasks completion from time to time.

File Description	Document
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The welfare measures available in the institution for the welfare of the teaching and non-teaching staff are as under:-

- **The institution has taken a Group accidental insurance Policy of Government of Maharashtra in which Annual premium Rs 353/- is deducted from the salary of the employees and this policy has Rs 10 Lakh accidental death benefit to every employee.**
- **All the employees of the institution have taken their Life Insurance Policies from LIC, India. The premium amount of every employee is deducted directly from the salary and sent it to LIC. The office of the institution maintains its record. Premium of some of the insurance policies are being paid personally by the staff members.**
- **The institution has been supporting all the employees for taking home-loans from different banks. The head of the institution helps the employee for the process of home-loan by providing required documentation from the institution. Almost all the employees have built up their homes availing this facility.**
- **The institution has been supporting all the employees for taking vehicle loans from the banks due to which the employees are getting own transportation facility. Almost all the staff members have availed this facility for the purchase of two-wheelers and four-wheelers.**
- **Most of the employees are always in need of personal loan. They have to submit to the bank a kind of assurance from the head of the institution for the repayment of the loan from the employee. The head of the institution has been supporting the staff members for availing this facility of personal loan.**
- **Every regular employee of the institution has the facility of Government Provident Fund. The office of the institution deducts the amount of GPF from the salary of the employee directly.**
- **The institution has always supported the employees for taking loans from the GPF account whenever they are in urgent need of money. Most of the employees of the institution have availed this loan facility.**
- **The institution has made uniform compulsory for the peons. This uniform is provided by the**

- **institution. Even the washing allowance is also provided to them regularly.**
- **The government of Maharashtra State provides Long Tour Concession to its employees to make a tour of the home-state. The facility for this concession is also available for its employees in the institution. But no employee of the institution till date has availed this concession.**

The institution has also supported almost all its employees to avail the facility of Medical Reimbursement given by the government. As per this facility, the medical reimbursement is given to the person who is in blood relation of the employee and also dependent on him/her. The employee should submit the file of entire medical expenses signed by the head of the institution which is approved by the competent authority and amount of medical expenses is paid to the employee from the government through the office.

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
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

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
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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: 13.33

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
1	0	2	1	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

Performance Based Appraisal System for Teaching Staff:

- **The institution follows API and Performance Based Appraisal System for teaching staff as per UGC regulation and University directions.**
- **Every year all the teachers fill up the form of P.B.A.S. in which there are three categories such as Teaching, Learning and Evaluation Related Activities, Co-curricular, Extension and Professional Development related activities and Research, Publication and Academic contribution.**
- **The institution has a screening committee under the headship of the IQAC co-ordinator. This committee verifies and assesses the PBAS forms of the teachers on the basis of supportive documents.**

- **After that the Principal of the institution approves the score of the teachers on the basis of their yearly performance.**
- **The institution has this performance based appraisal system; therefore all the teachers get benefit at the time of Career Advancement Scheme.**
- **This system has so many positive aspects in which IQAC has easy accessibility about the overall performance of every teacher.**
- **The screening committee have made a very positive approach towards the teachers in which screening committee support the teachers to correct any mistake in their PBAS form.**
- **By following this PBAS system, the institution indirectly encourages teachers for better academic and research performance individually and the performance of the teachers directly benefit to the students.**

Performance Based Appraisal System for Non-Teaching Staff:

- **The institution has no separate pro-forma for the assessment of the performance of the non-teaching staff. But the Principal takes initiatives to send the members of the non-teaching staff for attending workshops to develop their work efficiency.**
- **The Principal maintains the confidential report of each member of the non-teaching staff based on his/her annual performance in their work.**

On the basis of this confidential report of the performance, they are considered for the promotion taking into proper consideration the rules framed by the government from time to time for promotion.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- **The institution conducts regular internal and external financial audits from Ratan Chandak & Co. Nagpur at the end of every financial year and the Senior Accounts Officer of Joint Director, Higher & Technical Education Department, Nagpur respectively. The Ratan Chandak & Company, Nagpur prepares audit report and submits to the institution at the end of every financial year and advices to settle and minor the audit objections.**
- **The external financial audit is done in two stages. In stage one there is an assessment of the utilization of salary grants paid by the govt. of Maharashtra and the verification of the audited statements of accounts. Based on the report of assessment, the quantum of salry grant is released to the institution. The Senior Accounts Officer of Joint Director, Higher & Technical Education Department, Nagpur regularly conducts audit reports on salary and non-salary grants received by the institution from the government of Maharashtra. This external audit mechanism has raised minor objections sometimes and the same objections have been settled by adjusting the amount in future grants to the institution.**
- **The dates of Annual Internal audit conducted during the last five years are as under:-**

1. **In Financial year 2013-14, the Internal financial Audit was conducted on 21-6-2014**

2. **In 2014-15, the Annual Internal financial Audit was conducted on 21-6-2015**
3. **In 2015-16, the Annual Internal financial Audit was conducted on 13-6-2016**
4. **In 2016-17, the Annual Internal financial Audit was conducted on 11-7-2017**
5. **In 2017-18, the Annual Internal financial Audit was conducted on 27-7-2018**

- **The dates of External audit conducted by Senior Accounts Officer , Joint Director, Nagpur during the last five years are as under:-**

1. **In Financial year 2013-14, the External financial Audit was conducted on 31-5-2018**
2. **In 2014-15, the Annual External financial Audit was conducted on 31-5-2018**
3. **In 2015-16, the Annual External financial Audit was conducted on 31-5-2018**
4. **In 2016-17, the Annual External financial Audit was conducted on 31-5-2018**

Thus, the entire mechanism of internal and external financial audit is transparent.

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
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

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

Response:

Institutional strategies for mobilization of fund:-

- **The institution has been recognized under section 2 (f) and 12 (B) of UGC Act 1956 since August, 2006. The funds in the form of UGC grants under its different Schemes have been utilized by the institution for its development during Xth, XIth and XIIth plan. The utilization certificates and NOC from the UGC has also been obtained by the institution from**

time to time. UGC sponsored seminars were conducted in Four Subjects during 2013 was the fund mobilized in the form of the grants from UGC. Three teachers have completed Minor Research Projects from the fund of UGC for MRP.

- The institution has very limited other sources for mobilization of funds but the institution has strategically generated funds by introducing programs and courses in self-financing mode.
- The institution has only B.A. Program at UG level which is being run on grant –in-aid basis.
- The institution has introduced three programs on self-financing mode for generating funds. B.Com Program at UG level and M.A.(Economics) and M.A. (Marathi) Program at PG level are running on self-financing mode.
- The institution has also introduced B.A. (ELT), B.A. (Fashion Designing) and B.A. (Home-Economics) at UG level on self-financing mode. The institution charges Rs. 600/- from every student opting these subjects at B.A. level.
- The institution has been running these programs with the help of self-generated fund.
- Sometimes the institution has sought different resources in the form of donation for fund mobilization and developed its infrastructure and facilities.

Institutional strategies for optimal utilization of resources:

- There was the availability of physical infrastructure for running different academic programs. With a view to make optimal utilization of these physical resources, the institution has introduced different academic programs in the campus taking into proper consideration the demands of the students and parents in the vicinity.
- By using the fund generated from the programs of self-financing mode, the institution has developed Well-equipped Home-Economics Laboratory and Fashion Designing Laboratory.
- The institution has added additional facility of cycle stand for the students, a separate room for Gymnasium, an additional classroom and a separate toilet facility for ladies staff of the institution spending Rs 5.5 Lakhs.
- The institution has extended the accessibility of skill based education to number of students especially girls students from the rural area and also generated employment for the well qualified candidates as contributory teachers.
- The institution has physical potentiality of organizing zonal inter-collegiate tournaments. The Director, Department of Physical Education, RTM Nagpur University entrusts the responsibility of organizing a rural Zone of Nagpur District Volleyball Inter-collegiate Tournaments to the institution which helps the institution to make optimal use of its sports infrastructure.

The institution has made available the open ground for the candidates preparing for Police Recruitment from the vicinity for their physical efficiency test at the time of recruitment.

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:

Internal Quality Assurance Cell has contributed significantly for institutionalizing the quality assurance strategies and processes as under:-

Practice 1:- Promotion of ICT based Teaching Methods:-

- The IQAC has initiated to promote ICT based teaching-learning process from its traditional methods as a paradigm shift under the leadership of IQAC. IQAC in its meeting has identified the problems in effectiveness of traditional teaching methods. Therefore, the decision was taken by the IQAC to develop ICT based teaching methods step by step.
- The institution started its ICT teaching method with the use of Over Head Projector (OHP). Most of the teachers used to prepare transparency sheets on their respective syllabi. The use of this students friendly method of teaching brought surprising rise in the academic performance of the students. Considering this incremental improvement among the students, the IQAC again decided to extend the facility of ICT based teaching method.
- The IQAC in its initiative, decided to install roof-mounted LCD projectors in four classrooms in different stages. Then IQAC recommended installing CPU in the classrooms where the LCD projectors were installed. These four CPUs have LAN connectivity. Therefore, for those teachers who are willing to teach using web-based teaching methods, the facility has been made available in the classrooms.
- The IQAC then recommended developing computer and language laboratory for training the students in computer and language skills. IQAC also recommended installing ETNL software in the language lab for the purpose of English language skill development.
- Considering the Android platform as one of the best ICT based teaching tools, the IQAC recommended to purchase and install 43 inches Android TV in computer lab.

Practice 2:- Promotion of MoUs for Institutional Social Responsibility.

The institution has signed different MoUs for the purpose of fulfilling its institutional social responsibility as per the initiative and recommendations of the IQAC.

- MoU with Life-Line Blood Bank, Nagpur:- The chief objective of the MoU is to bring awareness among the students and the society in general about the importance of donating blood for saving human life and inculcate the sense of social responsibility among the students by organizing blood donation camps in collaboration with Life-Line Blood Bank, Nagpur every year in memory of the founder, Bar. Sheshrao Wankhede on his birth anniversary.
- MoU with Grampanchayat Bhanegaon:- The chief objective of the MoU is that the Grampanchyayat and the institution will jointly deliver their social responsibility through the collaboration of the students' community of the institution.
- MoU with Police Station Khaperkheda:- The chief objective of the MoU is to bring awareness among the youths of the institution and the public in collaboration with the police personnel of Khapekheda Police station and students and staff members of the institution.

MoU with Grampanchayat Adasa:- The chief objective of the MoU was that the Grampanchyayat and the institution jointly deliver their social responsibility through the collaboration of the students' community of the institution especially conducting cleanliness drive at Adasa Ganesha Temple and in Adasa Village.

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:

1. **Internal assessment:** The IQAC in its introspection identified that there was need to promote continuous evaluation in the institution. Therefore, the IQAC has taken initiatives as under:-

   - The IQAC has chalked out an academic plan and as a part of this annual academic plan the IQAC instructed all the departments to conduct four periodic Unit Tests, One Annual Test Examination and also instructed to all the departments for continuous internal evaluation by using different methods like question answer method, Assignments on the taught portion and Viva-Voce.
   - Being English language a killer subject for the rural students, the Department of English has adopted an interactive method for assessing the grammatical understanding of the students by the help of transparency sheets in OHP and also PPT slides making use of LCD projectors in the classrooms.
   - When the above mentioned interactive method brought surprising outcomes, other departments also got inspired and followed this method for internal assessment of the students especially for objective type questions and Very short answer questions asked in the university examination.
   - As a result of IQAC initiative, the institution has successfully brought all the teachers under the umbrella of ICT based teaching and assessment method for internal assessment.

1. **Departmental Academic planning:-**The IQAC has directed all the departments to prepare the Departmental Academic Planning in accordance with the Academic Calendar of the Institution. The departmental Academic planning is the mirror image of all the activities conducted throughout the academic session. The planning of academic activities is done as under:-

   - Every department of the institution, as per the directive from the IQAC, prepares Semester-wise Teaching plan. The month-wise teaching plan prepared on the syllabus is maintained in the Academic diaries. The planning of internal evaluation is also a part of the academic planning done well in advance by every department. It is conveyed to the students at the beginning of the academic session.
   - Academic Planning Committee is one of the important committee functioning under IQAC and this committee co-ordinate between the departments and the IQAC for the preparation of the teaching plan and its implementation in a stipulated time-frame.
   - The IQAC monitors and keeps strict vigil on whether the teaching-learning process in the institution is functioning as per the academic planning of the department.

As per the direction of IQAC, every department in the institution has well designed the academic planning for effective implementation of teaching-learning process. Thus, the IQAC of the institution reviews the teaching-learning process and its outcomes at periodic intervals.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response: 12

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
10	10	10	14	16

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

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: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)

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:

The institution has made many incremental improvements in the academic and administrative domain during the last five years.

- **Construction of two rooms, one for classroom and the other for Gymnasium.**
- **UGC Sponsored Minor Research Projects completed in three Subjects.**
- **Establishment of Computer Centre in the Institution.**
- **Appointment of a computer teacher for training the students in computer lab.**
- **Registered with All India Survey of Higher Education, (AISHE) MHRD, New Delhi.**
- **Registered with Management Information System (MIS), Dept. of Higher &**

Technical Education, Govt of Maharashtra.

- **Establishment of four Smart classrooms.**
- **Installation of Android TV as one of the teaching tools.**
- **Installation of LMS software for the library.**
- **Construction of Cycle Stand in the campus.**
- **Installation of CCTV for surveillance in the building.**
- **Construction of Toilet and Bathroom for Ladies staff members.**
- **Installation of Sanitary Napkin Vending Machine for girls.**
- **Constitution of Internal complaints committee (ICC) as per UGC.**
- **Constitution of Anti-Ragging Committee.**
- **Constitution of Grievance Redressal Cell.**
- **Upgradation of IT Infrastructure.**
- **Introduction of Feedback system from different stakeholders.**
- **Added Reprographic facility.**
- **Purchase of laptops and printers for IQAC.**
- **Purchase of laptops and printers for examination department.**
- **Installation of Power back for examination department.**
- **Purchase of Xerox machine for examination department.**
- **Addition of more books in the Library.**
- **Computers provided to each department in the institution.**
- **Installation of separate modem for high speed internet facility.**
- **Subscription to INFLIBNET.**
- **Institution recognized as a University examination Centre.**

- **Facility for outdoor games- such as Volleyball, Netball,Football.**
- **Bio-metric attendance system for staff.**
- **Installation of new Water purifier.**
- **Functioning MoUs.**
- **Faculty exchange program.**
- **Collaboration for inter-loan facility by the library.**
- **Initiatives for Lush-Green Campus.**
- **Outreach programs.**
- **Gender sensitization programs.**
- **Efforts for 100% Ph.D. staff. (Attained upto 90%).**
- **Students' Magazine 'KUSUMGANDHA' published every year.**
- **State Level and University Level NSS camps in collaboration.**
- **Replacement of old tube-lights with LED tube-lights.**
- **Extensive use of ICT in Teaching-Learning process.**
- **Constant achievements and awards in Sports and Games.**
- **Efforts for library automation.**
- **Efforts for paperless office.**
- **Updation of institutional website.**
- **Introduction of Vocational and skill-based courses.**
- **Conduction of Students' projects.**
- **Promotion of Research by the faculty members.**
- **Strengthening of Career Guidance mechanism.**

04-11-2018 08:40:45

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: 11

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
2	2	1	2	4

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document]
Any additional information	[View Document]

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

1. **The institution has taken different initiatives for the safety and security of the students especially the girls students.**

- **The institution has made uniform compulsory for all the students.**
- **The Identity cards with important information of the students are issued to the students in the beginning of the session and is made compulsory to put on every day.**
- **Damini Squad from Khaperkheda Police Station visits the institution every day. A register has been maintained in the institution for the attendance of the Damini Squad.**
- **One employee from the non-teaching staff has been deployed in the main gate of the institution for checking up the persons from the outside.**

1. **The institution has provided the facility for counseling in the campus as under as a part of gender equity initiative:-**

- **On 19-10-2015 a counseling campaign on Counseling to the girls was organized. The girls**

students were taken to Police Station, Khaperkheda where PI Shri. Bhimrao Tele, PSI Shri Parag Ramteke guided the students about the filing of FIR and about the safety measures for women and steps to save themselves in critical condition.

- On 8-3-2015 during the program on 'Women's Security', ladies police guided the students.
- On 27-2-2017, One day seminar was organized on 'Dealing with Women's Sexual Harassment' in which three police personnel API , Arti Ughade, API, Shri. Kanpure, PSI, Suresh Mattami guided the students.
- On 26-10-2016 a program on 'Domestic Violence' was organized by the Department of Sociology in which Madhuri Jadhav, a Police personnel from Khaperkheda guided the students.
- On 8-9-2017, a program on 'Sex discrimination and Equality' was organized in which Mrs. Jyotsana Pandit was the guest speakers who guided the students.
- Occasional counseling is done to the individual students in the campus as a part of mentor-Mentees program and also as per the requirement of the situation.

1. The facility of common rooms:-

- There is a separate girls' common room in the institution and there is a facility of sanitary napkin vending machine nearby the toilet.
- There is a separate toilet facility for girls and ladies staff of the institution.
- There is a facility of mirror in the girls' common room.
- Furniture is also available in the girls' common room.

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)

7.1.3.2 Total annual power requirement (in KWH)

Response: 2000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 40

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 800

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2000

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The institution takes steps for solid waste management, Liquid waste management and E-waste management as under:-

- **The institution has deployed a person for collecting the solid waste materials from the campus and is destroyed properly.**
- **The institution has a cleanliness committee to look after the management of the solid, liquid and E-waste in a proper way.**
- **The dustbins have been placed at key-locations of the institution and campus for collecting waste material.**
- **The institution gives instructions to use dustbins displaying the instructions in different places.**
- **The advisory committee for library takes decision to sale out old newspapers to local vendors.**
- **The sports committee takes decision to write off the old and useless sports items to sale out to local vendors.**
- **The waste material is disposed off from time to time by the peons in the institution.**

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain-water harvesting:-

- **The institution is located in a rural background. In addition to it, its exact location is away**

from locality and the place is surrounded by the agricultural land by its three sides. The well is also located adjacent to the campus.

- There is no specific rainwater harvesting structure constructed in the institution. The rainwater does not go waste but with the drainage system it goes to the canal which is in the campus of the institution. The water accumulated thus in the canal is in the form of harvesting as it percolate into the soil contributing to raise the water level in the land.
- As the campus is entirely surrounded by the agricultural land, the complete rainwater in the campus is not wasted but, even during heavy rains, it percolates into the ground/agricultural land raising the water table level.

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:

There are many green practices on the campus that directly or indirectly help to protect the environment.

1. **Mode of Transport used by different stakeholders:-**

1. The Majority of the students use bicycles as a medium of transportation.
2. Some teachers appointed on contributory basis also use Public Transport System.
3. Some fourth class employees of the institution also use bicycles for their transportation.
4. Near about **35% students admitted in the institution are from nearby villages around Khaperkheda. They use public transport facility with concessional passes issued from MSRTC.**
5. Majority of staff members use two wheelers as a mode of transpiration.
6. Some students in the vicinity use pedestrian friendly roads to attend the college.

Mode of practices for saving environment:-

Plastic free Campus:-

- The institution has NSS unit of 200 volunteers. As a part of regular activity in the form of cleanliness of the campus, NSS volunteers collect all plastic materials from the campus and dispose properly.
- For making awareness about the plastic free campus, the institution has initiated to display notices for the students in key locations of the institution.
- The students are informed in the classes of environment studies that there is a ban on use of plastic imposed by the Government of Maharashtra.

Paperless Office:-

- The institution has CMS (College Management Software) through which all the administrative and financial information are maintained and electronically documented.
- Majority of communication is done through the E-mail from the office to the department of Higher Education, university, UGC and the government.
- The institution has exclusively used the group SMS system for communicating to the students.
- Most of the teachers use Whatsapp group for all types of communication with the students.
- The institutional website is made more informative and students friendly for rapid accessibility and equity.
- The affiliated university has initiated to deliver on-line question papers in University Examination system for saving use of papers.

Green Landscaping with trees and plants:-

The institution is located in the area surrounded by Coal Mines and Thermal Power Station and hence the proportion of the pollution in the atmosphere is very high. As a measure to count this environmental problem and keep the campus more beautiful, the NSS unit of the college conducts tree plantation program every year in which the conservation of trees is also done for the purpose of Green landscaping.

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

Response: 2.72

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
5400	6700	5800	6300	5500

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

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

Response: 15

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
3	4	2	3	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

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

Response: 25

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	4	7	4	5

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
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

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	[View Document](#)

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	[View Document](#)
Any additional information	[View Document](#)

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
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

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: 20

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
5	5	3	2	5

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

Response:

- **The institution has a Cultural committee. This committee is framed in every academic session at the beginning in the meeting of the Staff Council. The entire responsibility of organizing national festivals and birth and death anniversaries of the great Indian personalities is given to this committee. The committee functions under the guidelines of IQAC of the college and the Principal. The following national festivals are organized every year in the institution.**

1. **Independence Day. (15th August).**
2. **Republic Day (26th January).**

- **The birth and death anniversaries of the great Indian personalities are organized every year by the department for cultural activities. The following programs are conducted in each academic session:-**

1. Death Anniversary of Late Babasaheb Kedar on 2nd of August.
2. Birth Anniversary of Dr. Sarvapalli Radhakrishnan as Teachers' Day on 5th September.
3. Birth Anniversary of Bar.Sheshrao Wankhede on 24th September.
4. Dr. B.R. Ambedkar Mahaparinirvan Din on 6th December.
5. Death Anniversary of Sant. Gadge Maharaj on 20th December.
6. Birth Anniversary of Savitribai Fule on 3th January.
7. Birth Anniversary of Swami Vivekanand on 12th January.

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

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functioning as under:-

- **The institution has a College development committee in which the budget of the institution passes and financial audit is done with internal audit through Chartered Accountant, Ratan Chandak & Co. and external audit from the senior auditor from Joint Director's office (Higher Education, Nagpur).**
- **Under the chairmanship of the Principal, the institution has a finance committee in which two teachers and one accountant are members. The finance committee looks after the monthly financial expenditure of the institution and the same is submitted for approval to the management. Thus, the institution has ensured complete financial transparency throughout the year in its financial functioning.**
- **After the result of the University examination, the institution prepares result analysis of different subjects and submits to the IQAC of the institution. The IQAC in its meeting discusses the report of the academic analysis of the department and suggests remedial steps to be taken for further academic improvement. The IQAC is functioning as an academic audit agency to improve the academic performance of the institution.**
- **Each department of the institution conducts four unit tests and also one annual test examination at intuitional level through which the periodic academic audit is sought.**
- **The management of the institution is always vigilant on the administrative functioning of the institution. The management observes the performance of the Principal and the administrative staff and gives suggestions for good governance.**

The institution has College Development Committee (CDC) framed as per Maharashtra Public Universities Act-2016. This statutory body of the institution has representatives of different stakeholders though which the institution is governing the entire administrative functioning with utmost transparency.

04-11-2018 08:40:47

7.2 Best Practices

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

Response:

Practice 1: **Blood Donation Camp in memory of the Founder**

1 Objectives :-

The chief objective of the practice is to bring awareness among the students and the society about the importance of donating blood.

2. Context: In accordance with the vision and mission of the founder, Bar. Sheshrao Wankhede, the institution is organizing the blood donation camp.

3. Challenge: As a result of misconception about blood donation among the people, there is a lack of awareness about the importance of donating blood.

4. The Practice

The institution has its MoU with Life-Line Blood Bank, Nagpur. As per the MoU the institution conducts Blood Donation Camp in collaboration with Life-Line Blood Bank on the occasion of the birth anniversary of the founder.

5. Constraints and Limitations : The institution has to face difficulties to convince the donors of the rural background as they are under the phobia and misconceptions regarding blood donation.

6. Evidence of Success : 28 donors donated blood in camp organized on 24 September,2012, 31 in the camp organized on 24 September, 2014, 22 in the camp on 24 September, 2015, 25 donors on 24 September,2016,   25 donors on 25 September, 2017, 52 in State Level NSS camp at Adasa on 20-1-2016, 89 in State Level NSS camp on 14-2-2018.

7. Problems Encountered and Resources Required

- In spite of spreading the message about the free service rendered for requirement of blood from the blood bank, the response was poor.

Practice 2. Sickle Cell Awareness and Diagnosis Camp

1. **Objectives.** The chief objective of this practice is to make the society Sickle Cell free.
2. **The Context :**The institution has understood the lack of awareness among public about the health related problems and the preventive measures to maintain the health status.
3. **Challenge:** A Sickle Cell positive person is not mentally ready to expose before the society therefore such patients are not taking proper treatment within the stipulated time.
4. **The Practice**

The program was conducted on 24th of December, 2013 in which the doctors from Physical Health Centre, Chicholi were invited.

In session 2014-15 the college conducted this Sickle Cell Diagnosis Test in Patansaongi Village on 15th of December, 2014.

The institution invited doctors from Indira Gandhi Memorial Hospital, Nagpur for conducting the sickle cell diagnosis on 3-2-2015.

In Session 2016-17, on 9-3-2017 the team of doctors from Physical Health Centre, Chicholi were invited for conducting the test of sickles cell.

In the session 2017-18, the institution organized a sickle cell diagnosis camp.

5. Constraints and Limitations :

- **people do not take self-initiative.**
- **They do not approach the doctors or hospital for treatment.**

6.**Evidence of Success**

Through this practice the institution has successfully brought awareness among the students and their parents about the severity of sickle cell.

7. Problems Encountered and Resources Required

There was very poor response from the parents. The institution suggested test for the parents of the students who were found positive, but they did not take it seriously. (details as additional information)

File Description	Document
Any additional information	[View Document](#)

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:

The institution is situated in a rural background with inappropriate infrastructural facilities for sports and games even though the institution has a specific distinctiveness in the domain of sports and games. The institution has been emerged with outstanding performance of the sports persons which is a continuous distinctiveness of the institution. Considering the potentiality of the institution in the domain of sports & games the institution itself is a roping admission of the sports students

from distant places of the region.

- In 2013-14, Megha Kulmate represented in Power-Lifting and in 2014-15, Shri. Aniruddha Chore played in C.K.Naidu memorial Ranji Trophy at National level in cricket .

During the last five years, 11 students have represented at National level in Volleyball game.

- In 2015-16 Shri. Mohammad Ansari, Shri. Saurabh Joshi.
- In 2016-17, Jayshri Thakre, Shri. Saurabh Joshi, Shri. Mohammad Huzaifa Ansari, Shri Yogesh Rao, Shri. Mohammad O. Khan and Shri Atul
- In session 2017-18 Shri. Saurabh Joshi, Shri Yogesh Rao, Shri. Mayur Tarare and Shri Amit Navghare.

From 1998 to 2018, number of students have represented at different levels in different games and sports. Especially in Volleyball game the numbers of players adding feathers to the caps of the college are more in comparison to other games.

- In 1998-99 Shri. Rajendra Shirbhate, in volleyball.
- In 1999-2000 Shri. Rajendra Shirbhate and Amitkumar Andani in volleyball and Shri. Jayant Nandekar, represented RTMNU Athletics (10000m) and Cross Country.
- In 2003-2004 Shri. Suresh Ghule in volleyball.
- In 2004-2005 Shri. Sudhir Bawane in volleyball.
- In 2006-2007 Shri. Sagar Sagdev in volleyball.
- In 2007-2008 Shri. Sagar Sagdev and Sagar Chilkulwar in volleyball.
- In 2008-2009 Shri. Abhishek Tiwari in volleyball.
- In 2009-2010 Shri. Abhishek Tiwari and Sagar Chilkulwar, in volleyball.
- In 2010-2011 Shri. Ashish Gobare and Sagar Chilkulwar, in volleyball.
- In 2011-2012 Shri. Irfan Khan in volleyball.
- In 2012-2013 Shri. Vikas Kamble in volleyball and Ku Akanksha Thakre in Cricket.
- In 2013-2014 Shri. Shubham Durne, Vilas Dhoke, Vilas Kamble in volleyball.
- In 2014-2015 Jitendra Patel, Vilas Dhoke, Vilas Kamble in volleyball and Akshay Zanjal in Judo andOmprakash Chaudhari in Weight Lifting.
- In 2015-2016 Akshay Zanjal in Judo, Swapnil Chaudhari in Weight Lifting, Azad Ahmad and Shri. Mahesh Bhopte in Volleyball, Miss Kanchan Bhoyar in volleyball and Priya Nikose in Kho-Kho (Women) as second stand-by player.
- In 2016-2017 Mr. Kamlesh Rangari in Cross Country, Miss Sonali Marbate Shri. Nitesh Anmulwar in Volleyball, Mr. Nitesh Gahrde in Weight Lifting.
- In 2017-2018 Shri. Sweta Salgare in Volleyball.

The institution has a secular vision with different activities which are directed towards the development of human potential in the region. Many of the previous sports students in the institution have been well placed in better positions from sports quota. The institution is always providing

priority to give admission to the outstanding sports persons with fee concessions. This distinctiveness is in accordance with the vision and mission of the institution.

File Description	Document
Any additional information	[View Document]()

5. CONCLUSION

Additional Information :

The institution received UGC assistance during Xth, XIth and XIIth plan and developed Network Resource Centre, Language Laboratory with ETNL software, Computer Laboratory, Text Books, Reference Books and books on Competitive Examiantion in the library, laboratory for Fashion Designing course, LCD Projectors in the classrooms, Fax machine, Reprographic facility, etc. In the same way the grant amount during these schemes have also been utilized for running the competitive examination training centre, Certificate Course in Fashion desinging, organizing field trip, computer training to the non-teaching staff members, short term course in communicative English, etc.

The initiative taken by the institution in terms of introducing programs and courses in self-financing mode such as B.Com, M.A. Eco and M.A. Marathi has not only proved beneficial to the rural studetns for accessing facility of Higher education and education in commerce program but also helped the institution to generate revenue for development. This fund helped the instition for infrastructural development as the intitution constructed two rooms and a cycle stand in the campus.

The NSS unit of the institution has played a pivotal role in maintaining the campus as lush green. As a part of regular activities of the NSS, 400 trees with a lot of diversity have been planted which has made the campus pollution free and eco-friendly. As the campus is 7 acres in area, one part of the campus has been utilized for teak-wood plantation. Taking education in such an ambient atmosphere is just a fun for the rural students.

Concluding Remarks :

As per the vision and mission, the institution has been progressing with excellent quality education in a secular atmosphere for achieving the overall personality development of the students and nurturing human values. The alumni placed in different positions at different places are the solid evidence of the outcome of the institutional achievement. The institution has successfully generated potentiality by providing quality education for overcoming the deficiency of the backwardness of the socially and economically deprived rural masses. The syllabi of the different programs are very apt to develop the competence of the knowledge and skills required for creating responsible and accountable citizen to the nation. Besides, the extra-curricular activities, programs on Institutional Social Responsibility, distinctiveness in games and sports, programs for gender equity and on creating social awareness have chiseled the students' personality to accommodate themselves as a true citizen for vibrant democratic nation. The self-study report is the product of the untiring efforts of the functioning IQAC of the institution. The IQAC has been monitoring and maintaining the quality sustenance of the institution in all activities. The IQAC has successfully coordinated all the stakeholders for the preparation of Self-Study Report as per the new manual. The institution has utilized the ICT in administration, in Teaching-learning- evaluation process and also in library as learning resource. The accreditation process is a touchstone for the institution to realize the quality sustenance in its overall functioning and achieve excellence in the domain of higher education as per vision and mission.