Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**WOMEN'S COLLEGE OF ARTS AND COMMERCE**
Name of the head of the Institution	**DR. N. R. DIXIT**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07122711383**
Mobile no.	**9822221350**
Registered Email	**wcollege@rediffmail.com**
Alternate Email	**drnrdixit@rediffmail.com**
Address	**310-B, NEW NANDANWAN**
City/Town	**NAGPUR**
State/UT	**Maharashtra**
Pincode	**440009**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**PROF. MANGESH B SHAMKURE**
Phone no/Alternate Phone no.	**07122711383**
Mobile no.	**9823356016**
Registered Email	**wcollege@rediffmail.com**
Alternate Email	**drnrdixit@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.womenscollegenagpur.com/wp-content/uploads/2020/06/FINAL-SUBMISSION-1.pdf

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	https://www.womenscollegenagpur.com/cal19-20/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**66.00**	**2006**	**02-Feb-2006**	**02-Feb-2011**
2	**B**	**2.29**	**2017**	**30-Oct-2017**	**30-Oct-2022**

6. Date of Establishment of IQAC

01-Jul-2012

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Formed cluster of IQAC's	**03-Mar-2020**	**95**

and Organized One Day National Seminar on Facing Reaccreditation Process of New Quality Indicator Framework on 3rd March 2020.	1	
Organized Spoken English and Personality Development Certificate Course	12-Aug-2019 90	41
IQAC organized Workshop on NAAC and AQAR	30-Nov-2019 1	20
State Level Multilingual Seminar on 'The Selective Literary Works of Dr. Dinesh Kale organized by The Department of Language in Collaboration with IQAC	18-Jan-2020 1	100
National Interdisciplinary Conference on Role of Judiciary in Reinforcing Indian Democracy Organized by The Department of Political Science in Collaboration with IQAC	08-Feb-2020 1	109
Covid Awareness Program	18-Apr-2020 3	1024
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional	**Yes**

website	
Upload the minutes of meeting and action taken report	View File

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

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

Constitution of New Committees as per the Guidelines suggested by the Members of IQAC

Workshop on NAAC and AQAR on 30 November 2019

Formed Cluster of IQAC's organized One Day National Seminar on 'Facing Reacreditation Process of New Quality Indicator Framework on 03/03/2020

AQAR for the year 2018-2019 Submitted on 3rd January 2020.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To conduct regular meetings of IQAC and achieve the proper outcome by proper monitoring of the activities	This process helped the IQAC in conducting proper programs and activities in time.
To organized Conferences and Seminars in the College	• The Political Science Department conducted 'One Day National Interdisciplinary Conference on Role of Judiciary in Reinforcing Indian Democracy' on 8th February 2020. • The Department of Language organized 'One Day State Level Multilingual Seminar on the Selective Literary Works of Dr. Dinesh Kale' on 18th January 2020.
To encourage the teachers to participate in Orientation, Refresher Courses, Faculty Development Programs, Conferences and Workshops	The IQAC motivated the Faculty Members to enhance their knowledge and resources through Faculty Development Programs, Seminars, and Workshops.
To prepare Academic Calendar and to ensure that Teaching Plans are available and meticulously followed by every Department.	Academic Calendar was prepared by all the Departments, Compiled by IQAC, given to all HODs and Staff members for the implementation of activities throughout the year.
To conduct 'Workshop on NAAC and AQAR'	The IQAC of the College conducted a workshop on NAAC and AQAR. The Resource person was Dr. Shete who enlightened us

	on the drafting of AQAR under Revised Accreditation Framework (RAF) of NAAC.
To offer Value Added Courses for students to enhance their employability.	Keeping in the mind the objective of employability, the Institute conducted 'The Value Added Courses' on Beauty Parlour, Fashion Designing, Fabric Embroidery, Best out of Waste, Tie and Dye, and Envelop Making. It provided the students with an opportunity to earn some money.
To conduct Soft Skill Development Course for students to build their confidence and to overcome the fear factor among them.	Students showed their interest in learning Soft Skill i.e. Spoken English and Personality Development and also showed readiness to take admission for the next batch for improvement.

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee	08-Mar-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**15-Jan-2020**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is framed and prescribed by the affiliating University i.e. R.T.M. Nagpur University, Nagpur. The institution follows the curriculum prescribed by the university in every subject. In order to ensure and achieve effective delivery of the curriculum, the following initiatives are taken by the institutions which are well planned and well documented. The major initiatives are as follows :- 1) In the beginning of the academic session, a meeting of the staff council is convened by the principal to discuss the

effective implementation of the curriculum. An Academic Calendar for the college is prepared as per the academic calendar prescribed by the university. Time Table committee designs Time Table for all UG, PG programs as per University norms to distribute the entire work load among the teachers for the whole year. It is displayed on notice board. 2) In the beginning of the academic session, a few teaching periods are devoted to familiarize the students with the syllabus, the distribution of marks, the pattern of examination, the course plan, the difficulty level of each units and completion of the curriculum well in time. 3) The concerned subject teachers prepare a monthly teaching plan, approved by the Principal and follow it strictly. The teachers maintain a teaching diary on a daily basis and teaching plans are recorded in academic diary. It is ensured that the allotted units are completed within the stipulated time. The Principal and IQAC authenticates these daily diaries and attendance record of the students in order to smoothen the curriculum delivery process and timely completion of the syllabi. Teachers are expected to execute their course deliverables as mentioned in teaching plan. 4) In order to make the teaching learning process more student-friendly and effective, various audio-visual aids are used in the classroom. Besides the use of the conventional method, various other teaching methods like Quiz, Debates, PPT presentations short films, industrial visits, educational visits, guest lectures, assignments, videos, case studies are used for effective curriculum implementation. In addition to the above, Bridge Courses and remedial lectures are conducted if required. 5) Moreover, continuous and comprehensive evaluation of the syllabus taught is done by monthly tests, terminal exams, assignments and viva-voce tests as well. 6) Extra classes are conducted, if needed, in order to compensate the working hours lost due to various reasons beyond our control. 7) Teachers refer to the standard reference books prescribed by university along with latest information available through online and other resources for effective implementation. 8) The students are motivated to use subject books and other reading materials available in the library. 9) Academic review and feedback is taken periodically. 10) Students are encouraged to participate in NSS and social activities so as to enable them to be socially responsible citizen

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Fashion Designing	Nil	03/09/2019	90	Fashion designers work in wholesale or manufacturing establishment or apparel companies	Learn the basics of fashion design

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	B.Com. English Medium	21/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	40	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Fabric Embroidery	29/07/2019	20
Tie Dye and Envelope Making	08/07/2019	24
Beauty Parlour Course	17/08/2019	20
Best out of Waste	03/09/2019	30
Flower Arrangement	13/01/2020	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Department of Home Economics took project on 'Healthy Diet for Pre-School Children'	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback is necessary activity as mentioned and undertaken by IQAC for enhancing and upgrading the curriculum. For this questionnaires are prepared. This questionnaire is divided into five categories i.e. students feedback, alumni feedback, teachers' feedback, Parents' feedback. Students' feedback is based on two criterion : Overall college functioning and teaching learning process. Feedback on overall functioning of the college: It is based on the learning environment of the college, canteen facility, functioning of the anti-ragging cell, sports facility, infrastructural facilities etc. Teachers' Feedback (Teaching Learning Process) : This feedback covers teaching learning process, punctuality, approach towards students, communications skills etc. We

have emphasized on teachers innovativeness, use of ICT in teaching methodologies, interactive teaching and students' involvement in learning. The analysis is reported to the head of the institution, IQAC, Management members for corrective measure and it is communicated to the individual teacher for further improvement. Parents' feedback is based on overall development of their ward and about learning environment in the college as well as imparting value based education in their wards. Alumni Feedback :- We have registered alumni association whose feedback is based on role of the college in the development of students' personality and employability, academic excellence and how the institution has helped them to acquire the life skills.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	-	80	80	80
BCom	MARATHI, HINDI AND ENGLISH MEDIUM	408	284	284
BA	-	144	121	121
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	405	80	16	1	2

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
17	12	4	2	0	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has Mentor-mentee system. Under the Mentor system the full time teachers of the college have been assigned as mentors of students. Mostly the permanent faculties have been involved but due to a large number of students temporary teachers have also been involved. At the beginning of academic session, the students' names along with their mentors are displayed on the college notice board. The Mentors are responsible for the academic excellence and psychological wellbeing of their mentees. They are monitoring the attendance and academic progress of the students. They are also provided primary psychological counseling to those who need it and referred them for professional counseling if required. At the beginning of the academic

session, the mentors conduct the orientation programme for the Mentee's whereby they are acquainted with the working of the institution, its goals, the facilities available and regulations of the affiliating university. Mentors guide the students for their career advancement and their comprehensive development and value of the person. They also encourage the mentees to ask questions, personal development, doubts about their study, and other issues when required. Mentors advise and support their mentees for improvement in academic performance. They also awareness and support to students for higher studies, inform about NET/SET Examination and Competitive Examination. Mentors communicate with their mentees and help them in their difficulty. Most of our students are from rural and slum areas so Mentor and mentee system is beneficial for the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
485	17	1:29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	16	4	1	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	03	FIRST SEMESTER	08/01/2020	17/02/2020
BA	03	THIRD SEMESTER	11/01/2020	17/02/2020
BA	03	FIFTH SEMESTER	08/01/2019	12/02/2020
BCom	02	FIRST SEMESTER	27/11/2019	31/01/2020
BCom	02	THIRD SEMESTER	02/12/2019	23/01/2020
BCom	02	FIFTH SEMESTER	25/11/2019	21/01/2020
MCom	02	FIRST SEMESTER	08/11/2019	03/12/2019
MCom	02	THIRD SEMESTER	18/11/2019	18/12/2019

BA	03	SECOND SEMESTER	22/06/2020	17/10/2020
BA	03	FOURTH SEMESTER	25/06/2020	17/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation is carried out throughout the year. The institution appoints college Exam In-charge for conducting the examination process smoothly and facilitates the students to enhance their performance. Four Unit Test, Viva and Term exam are conducted before the university exams. The term papers are strictly based on university pattern. These papers are duly checked by respective subject teachers and are distributed among the students. Teachers guide the students if they commit same mistake repeatedly in the papers. College Test Examination helps to prepare the students for University examination. The evaluation process is transparent. The result sheet of each subject is submitted to the exam in-charge by the teachers as well as is maintained by the respective teacher. Remedial classes are conducted for slow learners.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares the Academic Calendar and all the activities are scheduled accordingly. The academic calendar contains the yearly schedule of the college ranging from the list of holidays (national level holidays, state level holidays and local holidays) dates and schedule of the college examinations, admission process and other forms of evaluation. Examination finds a suitable place in the academic calendar wherein both College Internal Examinations as well as University Exams are accommodated. College Unit Tests and Term Exams are conducted as per the duration mentioned in the academic calendar. In addition to this academic calendar contains a list of all the interactive and innovative programmes to be conducted by the college, both at the faculty and student level. The Principal inspects whether all the departments follows academic calendar. The college has a vibrant culture of instilling inquisitiveness and scientific temperament among the students through the number of activities.

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 in website of the institution (to provide the weblink)

https://www.womenscollegenagpur.com/programme-outcomes/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
03	BA	NIL	34	34	100
02	MCom	NIL	47	47	100
02	BCom	NIL	92	92	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nil	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	Nil	0	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

Home Economics	2
Marathi	5
Commerce	4
Library Science	2
English	2
Sociology	2
History (National Conference)	1
History (Book)	1
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 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nill	0	Nil	0
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 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	0	0	Nil
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 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	29	6	4
Presented papers	0	0	0	0
Resource persons	0	1	0	0
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3.4 – Extension Activities

 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Save Girl Child, Educate the Girls Child	Regional Director's and NSS Officers	2	151
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 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Democracy and Elections for Good Governance	Election Commission	Voter Awareness Program	2	201
National Filariasis Control Program	Nagpur Municipal Corporation	Triple Drug Therapy	2	110

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Program with Yashoda Girls College, Nagpur	02	Nil	01

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Principal, Arunrao Kalode Mahavidyalaya, Nagpur	24/02/2020	1. Students Exchange Program 2. Teacher Exchange Program 3. Information Sharing and Innovative Ideas 4. Organizing	97

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
530000	529403

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nil	Nill	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
CD & Video	15	1100	0	0	15	1100
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	0	0	0	0	0	0
Text Books	4865	923227	198	37270	5063	960497
Reference Books	3323	960832	0	0	3323	960832
e-Books	0	0	0	0	0	0

Journals	4	4200	0	0	4	4200
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	29	1	1	2	0	1	8	100	0
Added	0	0	0	0	0	0	0	0	0
Total	29	1	1	2	0	1	8	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
170000	167672	55000	57010

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The physical facilities including Classrooms, Computers, and Laboratories are made available for the students. Funds are allotted for maintenance of the laboratories and the classrooms which are a part of the teaching and the learning process. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of regular staffs of the institute and with support service from outside. The college garden is maintained by the

gardener appointed by the institute. The college has adequate number of the computers with internet and Wi-Fi connections and they are maintained by Experts Personnel with whom the AMC have been signed. Reprographic Machine and Computers systems and Software are maintained with AMC of the corresponding service provider. Electrical and the plumbing related maintenance is done with the help of Institute appointed skilled personnel and the expenditure is done from yearly allotted budget approved by CDC.

https://www.womenscollegenagpur.com/wc_physical-facilities/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Government of India	586	1832487
Financial Support from Other Sources			
a) National	Nil	0	0
b)International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development (Spoken English and Personality Development Program)	19/08/2019	41	Department of English
Remedial Coaching	07/10/2019	213	All Departments
Bridge Course	29/07/2019	60	All Departments
Yoga and Meditation	21/06/2019	30	Department of Physical Education
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counseiling	0	56	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	49

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	17	17	17

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	15	B.A.	Arts	Arts S.B.City College, Mahila Mahav idyalaya, Kamla Nehru Mahavidyalay a, V.N.A. Social Science Govt. Institute, Hislop College, Nagpur, RTMNU Campus	M.A.
2020	46	B.Com.	Commerce	WCAC, S.B.City College, Mahila Mahav idyalaya, Kamla Nehru Mahavidyalay a, Hislop College, Nagpur	M.Com.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kho Kho Competition	Institution	16
Rangoli Competition	Inter-Collegiate	20
Mehandi Competition	Institution	20
Rakhi Making Competition	Institution	24
Cookery Competition	Institution	32
Folk Dance Competition	Inter-Collegiate	10
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	Nill	Nill	Nill	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student's Council has a significant role to play in the academic and administrative working of an Institution. On the other hand it develops leadership qualities and certain other life values among the students. The leadership qualities among the students lay down a stepping stone for actual academic and other kinds of developments. It has been actively involved in setting the academic and administrative culture of our institution. Our Institute is eager to increase the involvement of our students in the working of college administration but the guidelines regarding the establishment of the students council from the parent university is still awaited.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

With an aim of providing Good Values, Infrastructure and facilities for the welfare of the students and to channelize their energy in the right direction, the college conceived an idea of establishing Alumni Association. Thus, College established Registered Alumni Association on 19th November 2018. It has been significantly contributing to the upliftment of the institution. It is organizing motivational programmes for the enrolled students and also organizes programmes for developing employability of students.

5.4.2 – No. of enrolled Alumni:

64

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The College Alumni has been registered and it is working actively. The members of the Alumni enthusiastically participate in the activities of NSS and social

gatherings. They support the institute whenever the college calls them.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution practices decentralization and participative management. Every stakeholder of the institution teachers, non-teaching, staff and representatives of students take part in decision making. The principal is the Head of the institution who takes lead role in decentralizing the work by forming various committees functioning under IQAC and shouldering various responsibilities. The college provides full authority and autonomy to work according to competency and capability to achieve the goal of the institution. The Principal chairs all these committees and monitors their work. Under his guidance and directions of IQAC all the committees work towards the betterment of students and help in creating conducive environment. The office superintendent under the chairmanship of the principal handles all the administrative works. He takes care of the admission and various scholarships. The college promotes the culture of Participative Management. Participative Management levels are: Management, Principal, faculty, non-teaching staff and students. Each level takes active part in the planning, implementation and policymaking of the college. The faculty is actively involved in planning and implementing of the academic calendar and teaching plan. The planning and organization of co-curricular and extra-curricular activities are done by faculty, nonteaching staff and students.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	**? Admission of Students The collage ensures publicity and transparency in the admission process in the following ways : • The college admission committee follows all the rules set by the University and the state Govt. of Maharahstra with regards to number of admission, reservation quota. • The college follows the mechanism of first cum first serve basis for admission. • The college gives advertisement in the newspaper, TV and displays some hoardings at important junctions for admission. • Prospectus gives exhaustive information about the admission [process. • The college circulates its brochure • Mouth publicity is made by the alumni as well as the faculty members of the college.**
Human Resource Management	**• The appointments of the teachers are made as per the rules and regulations of UGC, Govt. of Maharashtra and RTM Nagpur University,**

	Nagpur. Appointments of the teachers are strictly based on the merit. • The newly appointed teachers are gradually assigned various committees and responsibilities. • The college delegates its faculty in Orientation Programme and Refresher Course organized by RTM Nagpur University under the auspices of UGC. • The college encourages and deputes its faculty to take active participation in the State/National and International Conferances, workshop, symposium conducted by different colleges. • The college organizes Guest lectures, Workshop, Conferances and Seminars for the exchange of innovative ideas, research work and upgradation of the knowledge and skills of the teaching fraternity. • The administrative work and the cleanliness of the institution is given to the members of the non-teaching staff on equal sharing terms in order to use human resources in a right way. • Performance appraisal system is practiced .
Library, ICT and Physical Infrastructure / Instrumentation	The college library has 5063 books out of which 198 books have been added during 2019-20. It has also 4 journals and 15 CDs'. The whole campus has Wi-Fi system with 100 MBPS speed and functioning in the institution for effective internet service. There are total 29 computers with internet facilities having 2 classroom with projector fitted. The institute has well equipped Home Eco Lab. Other amenities such as facilitation centre and Girls Common room are available. The college has LAN connectivity and it is effectively working in the institution. All the instruments and technological gadgets are well maintained using proper maintenance strategy.
Research and Development	The college has Research committee to monitor and address the issue of research. • The committee encourages the faculty to write quality research for UGC listed journals at National and International platforms with impact factor and also for the seminar proceedings. • Some of the research papers published by the faculties is the proof of the work of this committee. With the encouragement of the Research committee, Dr. M. D.

	Gulhane of Commerce Faculty and Dr. D. D. Bhave of History Department published book. • More than 80 faculty members are Ph.D. holders. • The faculties are encouraged to pursue Ph.D.s' • The various departments of the college are suggested to conduct National and International Conferances and Seminars in collaboration. • Reputed research journals ought to be subscribed.
Examination and Evaluation	The institution has two examination committees as internal examination committee to conduct college level examination and University examination committee to manage the university examination entrusted at the college centre. As per the academic calendar of the University, the institutional Academic Calendar is prepared in which the complete planning is done for continuous evaluation system and is approved by the IQAC. The Principal keeps vigil about the conduction of the evaluation system. The Principal make it mandatory to show the question papers and answer sheets of the students of the Unit Test after conducting tests. The system of finding slow learners and advanced learners based on the marks obtained by the students and implementing remedial measures as per requirement.
Teaching and Learning	The college takes the following measures in order to improve the quality of teaching and learning: • Annual Plan of Teaching of each subject is prepared at the commencement of each academic year in order to achieve the intended learning outcomes. • Month-wise plan of teaching is made and is followed so as to realized the desired outcomes. • Induction programme is conducted at the beginning of the academic session. • Guest lectures of renowned personalities are conducted to enhance the knowledge of the students. • Study Tour and educational visits are organized to give first-hand experience to the students. • Internet facility is provided to the students to explore knowledge and discoveries. • Assignments and Projects are given to the students to broaden their horizons of knowledge. • Inspirational and Motivational lectures are conducted to keep the spirits of the students high.

	• Regular Unit Tests, Surprise Test and Two Term Exam are held to make the students competent and creative. • Intensive classes are engaged after the prelims to help the students to solve their difficulties. • Use of ICT in the classroom teaching learning • Academic and extra curricular activities are organized to give the platform to the students to develop the overall personality of the students and to monitor them continuously. • Debate, Essay, Poster, Quiz Competition and story Telling such competitions are organized to actively involve the students to improve the critical faculty of the students.
Curriculum Development	All the courses in the college Under Graduate and Post Graduate level are in semester pattern. The college follows all the syllabi designed by the affiliating university, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur. The institution has well-experienced staff with highest qualification and experience of teaching and research. The curriculum is conveyed to the students and its planning for completion is also conveyed to them at the beginning of the session to get them the overview of the syllabus and its completion strategies. Even the method of evaluation is conveyed to them early in advance. Most of the faculty of the institution being the Chairman and members of BoS in different subjects and also the members of different academic bodies of the affiliating university. They play vital role in the curriculum development of the university also.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	• The college Development Committee (CDC) and IQAC are the front runner in planning of the new need activities and programs. • Total 02 classrooms are well-equipped with projectors and 01 computer Lab • Internet is connected to all the computers • Campus has Wi-fi connectivity. • The library has adequate number of books, journals and computer with internet facility. • To achieve benchmark the management is giving all possible inputs to improve

	teaching learning process.
Administration	• CCTV surveillance system is installed throughout the campus area. • Internet access to all the computers • Wi-fi facility throughout the institute • Notice display system for students and other stakeholders • The updation of information AISHE is also done electronically
Finance and Accounts	• Fully computerized office and account section • The Principal and Head Clerk keep track on expenses. • The annual record of annual balance sheet is properly maintained. • Pay roll software from Govt. through Sevaarth Portal
Student Admission and Support	• The institute strictly does admission as per Govt. of Maharashtra mandate • For admission and support, Admission Committee counsels the students. • As the students come from diverse background they are eligible for scholarships, freeships as per government rules. • The institute supports the students throughout the course duration through grooming them with aptitude, soft skill and supporting them for sports and cultural activities • The library welcomes students for reference and study. A book bank is also available. • Admission and examination procedure are computerized • Internet Wi-Fi facilities are provided to the students
Examination	• University examination is done as per schedule of the university exam for which the examination cell of the college is well equipped. The college also has an Internal Examination Committee which conducts Unit Test and Internal examination.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Shri. S.J. Singanjude	Marathi Pradhyapak Parishadeche 31 ve Adhiveshan	Shri Shivaji Kala, vanijya w Vigyan Mahavidyalaya, Rajura Dist. Chandrapur	1000

2020	Shri. S.J. Singanjude	Facing Re-Accreditation Process with New Quality Indicator Framework	Principal Arunrao Kalode Mahavidyalaya	250
2020	Dr.R.B. Vyawahare	Facing Re-Accreditation Process with New Quality Indicator Framework	Principal Arunrao Kalode Mahavidyalaya	250
2020	Dr.R.B. Vyawahare	Role of Judiciary in Reinforcing Indian Democracy	Women's College of Arts Commerce	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	One Week Workshop on Use of e-learning resources in Teaching Learning Process	Nil	08/07/2020	15/07/2020	15	Nill
2020	Nil	One Day Program on Handling of Software	10/08/2020	10/08/2020	Nill	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Yoga (English)	1	06/01/2020	18/01/2020	13
Refresher	1	22/07/2019	03/08/2019	13

Course in Marathi				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
No	No	Yes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is a mechanism of external audit in the college. External audit is regularly done by M/S S.P. Pimpalwar, Chartered Accountant.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal
Administrative	No	Nil	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents Teacher Association conducts two parent teacher meetings to understand the perception and expectation of the parents. • The feedback from parents on various academic and non-academic activities is collected and analysed by the feedback committee. • The parents are informed about the Orientation Program which is organized for the fresher students to know the various activities of the college. • Institute believes in maintaining a holistic relationship between teachers and parents to improve the quality of education and it adopts several initiatives in this direction.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Solar system is made fully functional in the administrative wing of the college and this resulted in the reduction of electricity Bill. • Formed

Cluster of IQAC's organized One Day National Seminar on 'Facing Re-acreditation Process of New Quality Indicator Framework • Department of Political Science organized National Interdisciplinary Conference on 'Role of Judiciary in Reinforcing Indian Democracy' in Collaboration with IQAC • Organized State Level Multilingual Seminar on 'The Selective Literary Works of Dr. Dinesh Kale' • Wi-Fi enabled Campus • IQAC organized Workshop on NAAC and AQAR

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**No**
c)ISO certification	**No**
d)NBA or any other quality audit	**No**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	One Day Webinar on Developing E-content using Youtube Facebook Live for Effective Teaching-Learning Process	14/05/2020	14/05/2020	14/05/2020	143
2020	Covid 19 Awareness Program	18/04/2020	18/04/2020	20/04/2020	590
2020	Formed Cluster of IQAC's organized One Day National Seminar on 'Facing Re-acreditation Process of New Quality Indicator Framework	03/03/2020	03/03/2020	03/03/2020	95
2019	IQAC organized Workshop on NAAC and AQAR	30/11/2019	30/11/2019	30/11/2019	20
2020	Department of Language and IQAC Organized State Level	18/01/2020	18/01/2020	18/01/2020	100

	Multilingual Seminar on 'The Selective Literary Works of Dr. Dinesh Kale'				
2020	Department of Political Science and IQAC organized National Interdisciplinary Conference on 'Role of Judiciary in Reinforcing Indian Democracy'	08/02/2020	08/02/2020	08/02/2020	109
2019	Department of English and IQAC Organized Spoken English and Personality Development Certificate Course	12/08/2019	12/08/2019	12/10/2019	41

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Essay Competition on Gender Equity	10/09/2019	10/09/2019	20	0
Mahila Surksha Kashi Karal (How to Protect Women)	10/03/2020	10/03/2020	70	0
Awareness Rally	30/01/2020	30/01/2020	80	0
Self Defence Programme	20/08/2019	20/08/2019	62	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• To ensure green ambience in the campus, the college initiated a Green Audit. • The pragmatic solutions and suggestions put forward by the Audit are beneficial and apposite for the college in its stride towards excellence. • Solar panels are installed and fully functional in the college premises. • Electricity bill has reduced marginally due to solar electricity generation. • Making of Cow manure compost Fertilizer (Shendriya Khat) in the college premises. • Labelling of trees in the campus area with their botanical names. • Birds water bowls are installed on roof and trees. • LED Bulbs in the college premises. • The institution bans the use of plastic in the premises of college. • The institution observes "No Vehicle Day once a week in the campus. This applies to both staff and students and they come by walking or using a bicycle or an electric vehicle.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	07/03/2020	1	Cancer Awareness Programme	To create awareness about the disease of cancer and to serve different section of society	82
2019	1	1	04/10/2019	1	Health Check Up	To establish	32

Camp	community connectio n and to serve different section of society

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Non-Teaching	02/07/2019	The code of conduct handbook contains the rules of behavior and professional ethics to be observe by the non-teaching staff members in the institution. It has been displayed in the office to be strictly followed by the members of the non-teaching staff with respect to their behaviour with the students, parents and the staff members.
Code of Conduct for Teachers	02/07/2019	The handbook is prepared for the teachers in which the code of conduct is given. It contains rules and regulations of behavior and moral ethics and it has been strictly followed by the teachers.
Code of Conduct for Students	02/07/2019	This code of conduct provides information regarding Do's Don't and moral ethics. It has been displayed in the corridor for the students in which all the instructions are given to the students with repect to their behavior in the instirution. They are informed to go through the rules and follow them by time to time. This helps to maintain discipline in the institution. The disciplinbe committee is active in the institution to take the follow-up.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	40
Self-Government Programme Seminar on the occasion of Teachers Day	05/09/2019	05/09/2019	290
Mahatma Gandhi Jayanthi Celebration	02/10/2019	02/10/2019	35
Reading Day Birth Annivarasay of Dr. APJ Abdul Kalam	15/10/2019	15/10/2019	40
Observance of Constitution Day and Reading of Preamble	26/11/2019	26/11/2019	62
Fate	16/01/2020	16/01/2020	550
Birth Anniversary of Krantijyoti Savitribai Fule	03/01/2020	03/01/2020	55
Birth Anniversary of Dr. S.R. Rangnathan	12/08/2019	12/08/2019	45
Marathi Bhasha Din	27/02/2020	27/02/2020	50
Birth Anniversary Rashtrasant Tukdoji Maharaj	30/10/2019	30/10/2019	40

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• To ensure green ambience in the campus, the college initiated a Green Audit. • Rallies organized to create environmental awareness among the masses. • Cleanliness Drive • Planted trees in the campus • Solar Panels are installed • Initiatives taken for Plastic Free Campus • Efforts for paperless office using mails for internal communication • Proper disposal of Solid, Liquid and E-waste Materials • Regular Cleanliness of the campus and washrooms • Labelling of trees

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I 1. Title: Help Desk for Scholarship Assistance 2. Objectives To provide assistance to students in getting scholarships To make sure that all the eligible students shall get scholarship benefits To provide help in filling up scholarship forms correctly To monitor the process of scholarship to avoid future problems 3. The Context Most of the students in the institution are from educationally, socially and economically backward classes. Some of them are also not aware of the scholarship benefits available at the higher education level. They have not even prepared with the essential documents needed for feeling up the scholarship form. Many of them commits mistakes while filling up

the forms or uploading it online during the process. To avoid these problems and to ensure that no eligible student shall be deprived from getting the benefits of scholarships a Help Desk for scholarship assistance is constituted in the institution. 4. The Practice The Help Desk informs regarding different scholarships students can avail while studying in the institution. The names of the Help Desk members and information regarding the scholarship is also uploaded in the institutional website, printed in the prospectus of the institution and displayed on the notice board. Help Desk provides every kind of assistance to students such as: 1. submitting the online scholarship forms in Maha-DBT portal of Govt. of Maharashtra 2. verification of the hard copies of the forms 3. verification of all relevant documents before the final submission etc. The Help Desk ensures that the scholarship forms should be error free. The Help Desk also remains in constant touch with the students and inspire them to go for the benefits of scholarship so that no eligible students shall be deprived from getting the benefits of the scholarship. 5. Evidence of Success Practice of Help Desk for Scholarship assistance has proved beneficial to the students eligible for getting scholarships. The students are able to fill and submit their scholarship forms in correct way with the proper assistance and guidance from the Help Desk. Students are approaching to the Help Desk to seek help regarding their scholarship related problems. All the eligible students are getting benefits of scholarships in the institution. 6. Problems Encountered and Resources Required The institution has also encountered few problems while implementing this practice. Because of the irregularity of the students many of the eligible students were not able to fill scholarship forms within due date. The Help Desk has to do some extra efforts to contact these students and make them fill the forms within stipulated time. Another problem encountered was of getting the required documents needed for scholarship within time from the Tahasil and other govt. offices. There should be a separate window or Help Desk for students in Govt. offices so that they can get desirable documents within time. BEST PRACTICE II 1. Title of the Practice Improving Teaching Learning Process 2. Objectives: • One of main aims of ICT is to help students to become competent and confident users who can use the basic knowledge and skills acquired to assist them in their daily lives. • It is also supported to prepare the students for the world of tomorrow. • It aims to help learners to have an open and flexible mind. • To ensure the completion of syllabus according to the academic planner of each department. • To achieve the maximum results in accordance with the vision and mission of the institution. • To encourage and promote the advance as well as slow learners with innovative techniques. • To improve the pass percentage and enhance the number of ranks based by college at the university level examinations. • To support the students in using advance technology and lead them towards progress an academic activities. 3. Context Teachers and the institution are the forefronts of student educational life. The success of the students depend upon the teachers and the institution. As teaching and learning is an integral process, good teaching methods and techniques will help the students to learn faster. Admission in the plain stream Arts and Commerce is now a days declining due to the proliferation of professional colleges and courses. There is a need to attract the students of Arts and Commerce. The faculties face many problems to be at par with the technologically well aware students. Now it has become utmost important for the teachers to acquire the latest pedagogy styles and include ICT classroom teaching. The gap between student learner and the teacher in the use of modern technology tools available for teaching learning needs to be bridged. 4. Practice : Computer staff and programmers train the teachers in the use of Power Point Presentation creating Google Classroom. Uploading videos sharing links, editing the created videos. The teachers create the What's App group of the students and circulate Question Papers and Study material to them. Two classroom is made ICT ready and some departments have the necessary tools for handling the classroom teaching with the help of ICT. Frequent assignment,

tests and evaluation are conducted to improve performance in the semester examination, Internal feedback is obtained from the students regarding the content delivery by different teachers. The teaching staff hold frequent informal meeting and preserve the information needed. 5. Evidence of success. • Some of the teachers have adopted modern pedagogic styles and ICT in their classes. Some of the notes are shared through PDF on What Sapp group. • Appropriately paced and timely completion of syllabus. • Increased attendance in the classes. • Improvement in results. Some of the notes are uploaded on the college website. 6. Problems encountered and Resources required • Development of documentary based PowerPoint presentation in teaching particularly in Arts and Commerce has been hindered due to the want of in-house technical expertise. • The demand of ICT resources is increasing and the shortage of the fund is the biggest problem which may discourage the spirit of the technology and adoption by the teachers. • Non – seriousness of students and unavailability of any gadgets. • Most of the students are poor. They can't afford smart phones and lap tops or tablets. • Due to the parent's low educational background the parent are unable to understand the importance of E learning. • The students are not mature enough to use the gadgets constructively. • The major barriers were lack of genuine software, inadequate computers in the classroom, low speed internet, lack of motivation from both teacher and student, lack of proper training skill, unavailability of latest ICT equipment lack of expert technical staff, poor administrative support • Resources required are Computer Software, Cameras, a range of ICT devises, internet connection and interactive white boards.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.womenscollegenagpur.com/best-practice/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Performance of the Institution in One Area Distinctive to its Vision, Priority and Thrust Vision: To develop the all-round personality of students and make them better human beings and responsible citizen of India. Priority: Apart from the curriculum delivery, giving skill-based training to strengthen the employability of students. Thrust: To find out student's latent qualities for deploying them in the right area which they would utilize in their career. The college true to its vision and mission of reaching to the first generation learners coming from slum and rural areas with special emphasis on their overall development is providing quality education to the students. It has been our prime objective to bring the students into the mainstream of education and enhancing their employability. Getting a job is a key factor in the urban area, which is a far away dream as they lack financial support and enough exposure to essential facilities. Furthermore, the medium of instruction is Marathi or Hindi at primary, secondary, higher secondary and university level which keeps them away from proper English exposure. Consequently, the majority of the students find it difficult to face the challenges of the corporate world. These students shoulder the responsibility of their financially poor family, some students work as receptionist after college time and on holidays. Therefore, institution decided to train them in soft-skills and develop their employability to some extent. Keeping in mind the objective of employability and soft- skill development of students, the institute has decided to launch 7 short-term courses in the session 2019-20. These are as follows: 1. Certificate Course in Spoken English and Personality development (41Participants) 2. Certificate Course in Beauty Parlour (20 Participants) 3. Certificate Course in Fashion Designing (40 Participants) 4. Certificate Course in Fabric

Embroidery(20 Participants) 5. Certificate Course in Tie and Dye and Envelope Making (24 Participants) 6. Certificate Course in Best out of Waste (30 Participants) 7. Certificate Course in Flower Arrangement (30 Participants) The above courses are framed in the various durations i.e. 2 weeks to 12 weeks. The classes are organized in such a way that no routine schedule of the curriculum is disturbed. Spoken English and Personality Development helps them manage their stage fear, and the courses related to fashion designing, beauty Parlour, Fabric Embroidery, Tie and Dye and Envelope Making, Best out of Waste and Flower Arrangement provide the students with an opportunity to earn some money. All the courses have completed successfully. 205 students are benefitted from these courses.

Provide the weblink of the institution
https://www.womenscollegenagpur.com/institutional-distinctiveness/

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS FOR ACADEMIC YEAR 2020-21 CURRICULAR ASPECTS: 1) The college activities will be conducted as per the academic calendar. 2) Teaching plans will be meticulously followed. 3) Study tours, field visits, group discussions and seminars will be organized. TEACHING, LEARNING EVALUATION A) E-Content development activity will be strengthened. B) Emphasis will be given on improvement of results, merits and medals C) Bridge courses/Remedial teaching will be continued D) SSS will be conducted in Online/offiline mode E) Objective tests, Open-Book Tests will be conducted and Result Monitoring Committee will analyze the result F) ICT based teaching methods will be encouraged RESEARCH INNOVATIONS AND EXTENTION 1) For the promotion of research the faculty will encourage to apply for major and minor projects to different agencies. 2) All the faculty members will be encouraged to send the research papers in UGC-Care listed Journals 3) The Institution will encourage faculties to write more book 4) IPR Workshop will be conducted INFRASTRUCTURE AND LEARNING RESOURCES: 1) Alongwith the physical facilities, the ICT facilities will be increased. 2) Number of reference books in library will be increased STUDENT SUPPORT AND PROGRESSION: 1) Mentor system will be strengthened 2) Remedial Teaching will be provided to slow learners 3) WOrkshops will be arranged for Competitive Exams 4) Career Counseling activities will be organized GOVERNANCE, LEADERSHIP AND MANAGEMENT 1) THe training program for the Teaching and Non-Teaching staff will be organized 2) Teaching staff will be encouraged to attend professional development and faculty development programs INSTITUTIONAL VALUES AND BEST PRACTICES: 1) The Green Audit will be continued in the next academic year 2) The Institution would plant more saplings to increase greenery and beauty 3) The best practices of the institution will be strengthened