YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   Women's College of Arts & Commerce

- Name of the Head of the institution   Dr. P.R. Gulhane

- Designation   Off. Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   07122711383

- Mobile no   8788326601

- Registered e-mail   wcollege@rediffmail.com

- Alternate e-mail   mangeshshamkure@gmail.com

- Address   310 B New nandanvan Nagpur

- City/Town   Nagpur

- State/UT   Maharashtra

- Pin Code   440024

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Women

- Location   Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **Rashtrasant Tukdoji Maharaj Nagpur University**

- Name of the IQAC Coordinator   **Dr. Mangesh Bhaurao Shamkure**

- Phone No.   **0712277383**

- Alternate phone No.   **07122711383**

- Mobile   **9823356016**

- IQAC e-mail address   **wcollege@rediffmail.com**

- Alternate Email address   **mangeshshamkure@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://womenscollegenagpur.com/wp-content/uploads/2023/03/AQAR-2021-22-Womens-College.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://womenscollegenagpur.com/wp-content/uploads/2023/10/AC-22-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**B++**	**2.8**	**2023**	**02/11/2023**	**01/11/2028**

6.Date of Establishment of IQAC   **01/07/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of   View File

IQAC

9.No. of IQAC meetings held during the year `03`

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

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

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

- If yes, mention the amount

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

`Introduction of Value Added Programs and Life Skills Programs`
`Central Library automated with software`

`NAAC AQAR Work`

`MoU with Industry and Institute`

`Restructuring of Feedback & Mentoring System`

`Continuous Internal Evaluation to achieve academic excellence`

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

Plan of Action	Achievements/Outcomes
Introduction of Value Added Programs and Life Skills Programs	Done
Central Library automated with software	Done
NAAC AQAR Work	Done
MoU with Industry and Institute	Done
Restructuring of Feedback & Mentoring System	Done
Continuous Internal Evaluation to achieve academic excellence	Done

13.Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	Women's College of Arts & Commerce
• Name of the Head of the institution	Dr. P.R. Gulhane
• Designation	Off. Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07122711383
• Mobile no	8788326601
• Registered e-mail	wcollege@rediffmail.com
• Alternate e-mail	mangeshshamkure@gmail.com
• Address	310 B New nandanvan Nagpur
• City/Town	Nagpur
• State/UT	Maharashtra
• Pin Code	440024
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• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Rashtrasant Tukdoji Maharaj Nagpur University
• Name of the IQAC Coordinator	Dr. Mangesh Bhaurao Shamkure

• Phone No.	**0712277383**
• Alternate phone No.	**07122711383**
• Mobile	**9823356016**
• IQAC e-mail address	**wcollege@rediffmail.com**
• Alternate Email address	**mangeshshamkure@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://womenscollegenagpur.com/wp-content/uploads/2023/03/AQAR-2021-22-Womens-College.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://womenscollegenagpur.com/wp-content/uploads/2023/10/AC-22-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**03**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have	**Yes**

been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

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NAAC AQAR Work

MoU with Industry and Institute

Restructuring of Feedback & Mentoring System

Continuous Internal Evaluation to achieve academic excellence

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Plan of Action	Achievements/Outcomes
Introduction of Value Added Programs and Life Skills Programs	**Done**
Central Library automated with software	**Done**
NAAC AQAR Work	**Done**
MoU with Industry and Institute	**Done**
Restructuring of Feedback & Mentoring System	**Done**
Continuous Internal Evaluation to achieve academic excellence	**Done**

13.Whether the AQAR was placed before	**No**

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2024	09/02/2024

15.Multidisciplinary / interdisciplinary

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

16.Academic bank of credits (ABC):

This system is implemented by the affiliating university and the CBCS system is implemented by the a affiliating university.

17.Skill development:

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

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

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

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

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

20.Distance education/online education:

The college is yet to take steps regarding distance/online education.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**52**

File Description	Documents
Data Template	<u>View File</u>

2.Student	
2.1 Number of students during the year	**983**

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1044**

File Description	Documents
Data Template	<u>View File</u>

2.3 Number of outgoing/ final year students during the year	**227**

File Description	Documents
Data Template	<u>View File</u>

3.Academic	
3.1 Number of full time teachers during the year	**12**

File Description	Documents
Data Template	<u>View File</u>

3.2	**18**

Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**15**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2780482**
4.3 Total number of computers on campus for academic purposes	**29**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Women's College of Arts & Commerce, Nanadanvan is affiliated with the RTMNU, Nagpur and hence follows the curriculum prescribed by RTMNU, Nagpur.

Before commencement of each academic year, the university gives the pathway regarding the date of commencement of each semester and tentative schedule of examination in the form of the university calendar. The academic calendar of the college based on the university guidelines is then prepared and given to all the concerned.

A meeting is then conducted by the Principal with faculty members to discuss the academic calendar, Teaching load distribution and Time Table.

The time table co-ordinator follows the given academic calendar and load distribution and prepares the timetable.

The students are informed about the academic calendar and time table through notice boards.

Every faculty prepares the course plan and course file to deliver the lectures as per the course syllabus.

If the faculty members wish to teach his/her course with the help of ICT facilities, then these facilitieslike LCD Projectors, Lap top/Computers, Internet etc are made available for the teachers.

Method of continuous internal evaluation/assessment of the student is adopted by the college as per guidelines of RTMNU, Nagpur.

In order to widen the students' horizon and improve their perspectives on various subjects, industrial visits and study tours are organized.

The university theory examination are conducted by the university and after the declaration of university results, result analysis is made and documented.

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

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

The college, being an affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur has to follow the academic calendar of University for conducting the curricular activities. According to the academic calendar of the University, Nagpur the college prepares academic calendar before the commencement of each academic year. The calendar includes the schedule of examination, semester end examination, internal examination, curricular, cocurricular and extracurricular activities.

The college has no formal choice to make changes in assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university. It is a mandatory component and the college has to conduct the internal assessment and report the grades and feedback to the university. Faculty gives various assignments to the students in accordance with the guidelines given by the university for various programmes conducted by the college. Besides this, the faculties conduct unit test and annual test examination for

assessment of the students. The students are also assessed by participating in seminar, study tour, and industrial visits organized by various departments to promote the practical knowledge.

For PG students internal assessment is done through field work and seminar presentation. The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule of the University is strictly adhered to all the faculties and monitored by Principal.

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

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

03

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

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

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

09

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

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

983

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

1.3 - Curriculum Enrichment

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

Women's College of Arts & Commerce, Nandanvan plans for the overall and holistic development of the students in the areas of

gender, environment, sustainability, human values and professional ethics despite limitation imposed to design and develop the curriculum since college is affiliated to RTMNU, Nagpur. Curricular, co-curricular and extra-curricular activities are regularly conducted to address these cross cutting issues.

1. Gender Equality

Students are sensitized to basic dimension of the biological, sociological, psychological and legal aspects of gender. This is ensured by equal participation of each gender in various Curricular, Co-curricular and extracurricular activities. A separate Women Development Cell/ Anti sexual Harassment committtee is also constituted to address the issues related to the female gender.

2. Environment and Sustainability

To create awareness about environmental challenges amongst students and impart fundamental knowledge about the environment, the subject 'Environmental studies' is intoduced in the curriculum by RTMNU, Nagpur. The college organizes various programs related to the environment and sustainability like Tree plantation, Swach Bharat Abhiyan, Water Conservation, awareness programs to avoid the use of plastic etc.

3. Business & Communication Ethics

For effective communication skill, leadership qualities, ethical attitude, the importance of teamwork and to meet the requirement of industry, the subject like professional ethics and human values are part of the syllabus. These subjects inculcate values and develop ethical competence among the students.

4.

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

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

80

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

982

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

1.4 - Feedback System

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

A. All of the above

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://womenscollegenagpur.com/wp-content /uploads/2024/06/Feedback-Analysis-ATR.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

381

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

644

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 40 are identified as slow learner and above 40 are identified as advanced learners.

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

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

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

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

Number of Students	Number of Teachers
983	12

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

2.3 - Teaching- Learning Process

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

All the teachers and management of this institute try to make learning process students centric. The institute tries to give emphasis on development of independent thinking in the students. The learning experience of the student is enriched by following methods. Experimental learning: The students learn social responsibility by taking part in NSS activities at nearby villages,awareness programmes, blood donation camps etc. While participating learning activities like regular home economics laboratory exercise, seminars, assignments, study tours, field visits etc. The college invites various experts from other college to share their experiences with the students. Library facility and computer facility play importantrole to enhance the knowledge of students.

Participative learning: Participative Learning is encouraged by:- Discussions: Wide varieties of topics relating to arts are discussed in order to make the students to think broad andcome up with their opinions and suggestions.

Debates: Debates are conducted in most of the courses of arts where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.

Presentations and Seminars: The faculty encourages the students to participate in class seminars, group discussion and many more activities.

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

problems. College library is enriched with books and magzines related to competitive examination.

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

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

Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.

Power Point Presentations: Faculty uses power point presentations including the video lectures based on the syllabus and as per requirements during the sessions.

Training Program: The institute organizes internal as well as external training program for overall development of students. The internal training programsare conducted by inhouse faculty members. However, some programs have been conducted in the institute through external.

Seminars and Guest Lectures: Various seminars and guest lecturers are conducted from academia are invited to give latest trends about scenarios of the respective subjects.

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

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

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	<u>View File</u>

2.4 - Teacher Profile and Quality

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

12

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

265

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

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by R. T. M. Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university. For determining the institute level 20 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis onassignment, viva-voce and attendance and some on test also conducted. Institution adopts internal assessment system prescribed by R. T. M. Nagpur University, Nagpur for the evaluation of the students. Transparency in internal assessment is maintained by

1. Displaying Continuous Internal Evaluation Norms.

2. Sharing of evaluated assignments with each individual student.

3. Returning back evaluated answer sheets of class tests.

4. Sharing evaluative remark of subject presentation/ viva-voce seminar by the faculty internally.

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

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

At Institute level: The faculty distributes evaluated answer

scripts of class tests and assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student mayrepresent same to the Principal.

At University level: Students can express grievances by applying for the following evaluation procedure:

Exam Form Filling and Correction if Need: According to the guideline of the University, the students are informed to fill examination forms within a time. The concerned person submits online the students' information to the University. The university then provides check list to the institution. The concerned person looks into the list and checks name, subject, class, and date of birth of the students. He corrects the information and submits that check list to the University.

Re-valuation & Recounting: If student are not satisfied with the marks awarded, they can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Chamber, Trustee Cabin, Library and IQAC Office etc.

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. POs and PSOs are disseminated on college website, Library and Course Files of

Teachers. The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective subject/ course.

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

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

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

1. Planning:- Various outcomes are defined and a correlation is established between outcomes and tools used. A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects.

2. Implementation:- An individual faculty member use different direct tools like Class Tests, University Exam, AssignmentsSeminars, Projects etc., for the evaluation of Course outcomes (COs). Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like feedback from Alumni, Teachers and studentsn etc.

3. Evaluation:- Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, and PSOs.

4. Action Taken:- If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actionsare initiated to improve the outcome as per expectations.

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

2.6.3 - Pass percentage of Students during the year

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

114

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

2.7 - Student Satisfaction Survey

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

<u>https://womenscollegenagpur.com/wp-content/uploads/2023/10/FEEDBACK-ANALYSIS.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

01

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Women's College of Arts & Commerce, Nandanvan has been trying to create a conducive ambience, infrastructure, resources and

confidence for the enhancement of the capabilitty of students and teachers in research and innovation.

The college plans and implements several activities.

To encourage faculty members and students to publish research papers.

To encourage faculty members and students to participate in workshop, seminars and conferences.

To encourage the faculty members and students to pursue higher studies.

To encourage faculty members to undertake major/minor research projects.

Financial assistance and dute leave are given to the faculty members for attending workshops, seminars, conferences, refresher and orientation courses.

Motivates and deputes faculty for pursuing higher education.

Encourages the faculty to become members of professional bodies and to participate in the activities organized by them.

Encourages the faculty to undergo industrial training and visit the industry of their domain.

Promotes and motivates the faculty to use ICT tools in their teaching-learning process.

For effective teaching-learning and research, the college has well-equipped classrooms with ICT facilities. The academic calendar is prepared at the beginning of every academic year for effective planning of annual activites. Accordingly, teaching plans are prepared and followed carefully by the faculty. The Extension Activity Cell conducted various activities in innovative ways, like tre plantatiopn, Swach Bharat Abhiyan etc. on order to create the transfer the ideas for socio-cultural upliftment and encourage them for practical application of the knowledge of the students to enable them to become responsible citizens.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

08

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

07

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

3.4 - Extension Activities

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

Apart from functioning successfully as a centre for higher education and learning, Women's College of Arts & Commerce, Nandanvan is also fulfilling the duties of a unit of community development in the neighbouring areas. The NSS cell of the college participates in the community development in the neighbouring areas. The NSS cell of the college participates in the community development programme through the conduction of various activities in nearby areas of the college.

The college tries to create awareness, social responsibility and environmental consciousness through talks, group discussion, nukkad narak, rallies, poster making, quiz, debates, speeches, seminars, slogan making, awareness drives, survey programs, workshops and mental health counsiling.

A list of the extension activities performed by the college under the college-neighbourhood community network includes a Health Check-up camp, Aids awareness orogram, voters day rallies, Road Safety Week Yoga Dasy, etc. Students come in closer contact with

society, community and environment. Interaction with such a diversified social group of people helps students to gain more self-confidence and develop critical thinking skills. These programmes create environmental consciousness, a sense of social responsibility, sense and awareness about one's own health and hygience.

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

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

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

02

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

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

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

12

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

983

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

02

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute possesses a well-developed infrastructure which fulfills the requirements stated by affiliating university and other statutory bodies to fulfill the need of all stakeholders. The entire campus is spread over 3096.4 sq.mts. with built up area of 11,578.57 sq.mt.

Key features of the Institute:

Well-furnished, spacious, ventilated and illuminated class rooms, home economics laboratory, computer laboratory and other student support facilities as per University requirements.

Institute has sufficient classrooms for efficient teaching-learning process and majority of classrooms are equipped with ICT facilities.

Technology enabled learning space with ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences and other related activities.

High end computers with internet facility and centralized LAN

connection. Separate computer laboratory facility is provided for students.

Entire campus has been made wi-fi enabled.

Well-developed library with collection of books, journals, magazines, CD's, E-books etc. as per university norms.

Library also includes separate reading room, reference and digital section for accessing E-books, E-journals and online open source books. The library also has the subscription of INFLIBNET.

Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.

Institute has green landscaping with lawn, garden etc.

In-house housekeeping staff is appointed to maintain cleanliness in the campus.

Common rooms for students are available in the campus.

Provision for Xerox center is made in campus.

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

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

The institute organizes sports and cultural event every year to promote the extra- curricular abilities of the students during Annual Sports and Cultural Festivals.

Sports: The institute has its own large playground for various outdoor games like Cricket, Volley ball, Kabaddi, Kho-Kho etc. Indoor sports room is available for indoor games like Carom and Chess etc. Institute promotes the students to participate in Intercollegiate, Intracollegiate, University, State and National level sports competition every year.

Cultural: Members of Students' Council organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Drama etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year. Institute has provision to prepare 'Open Auditorium' in playground at the time of Annual Gathering.

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

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

15

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

334500

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

4.2 - Library as a Learning Resource

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

INTEGRATED LIBRARY MANAGEMENT SYSTEM (ILMS)

The college library is automated with Saral Software. It is user-friendly software developed to work under client-server environment.

The software is featured with the following 6 modules to facilitate all the essential functions of the library in a computerized environment.

1. Acquisition

2. Catalogue

3. Circulation

4. OPAC

5. Serials Controls

6. Administration

Subscription to e-resources

1.e-journals : N-List Subscription

2. e-shodhsindhu : College Level Membership

3. Shodhganga Membership : Faculty Level Membership

4. e-books : Free e-books available

5. Databases : Available in Hard and Soft Copy

6. Remote access to e-resources : e-library tab created on institutional website.

Amouny Spent on Purchase od books, journals

In last 5 years 5-10% amount excluding salary is spent on purchase of books, journals and other allied library activities.

Per Day usage of Library

Daily more than 50 students and 08 faculty members use the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e- ShodhSindhu Shodhganga Membership e- books Databases Remote access toe-resources   **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

78900

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

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

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

60

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

4.3 - IT Infrastructure

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

Institute provides computing facility with required configuration for computer system. These are distributed for academic and administrative work. The institute has high speed internet of 100 Mbps to cater the need of academics as well as allied processes.

Key Features:

Separate computer laboratory, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.

LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.

A Computer in Library, with high speed internet connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.

A set of 30 CCTV cameras keeps surveillance of the entire building and campus.

A biometric machine is also there to maintain attendance record of the staff members.

All these equipments are provided power backup by 15 KVA UPS and a diesel generator.

All ICT facilities are updated as and when the need arises to do so.

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

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

433947

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

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

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

Laboratories (Computer Laboratory) In case of any maintenance/repairs, the Laboratory In-chargeinitiates the appropriate corrective action in consultation with the principal of the institute.

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

Sport / Ground Maintenance : A faculty of Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.

House Keeping of classrooms, laboratory:TheInstitute has in-house house-keeping team which looks after all the cleanliness of the classrooms, home economics laboratory and the entire campus.

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

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

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

633

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

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

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

0

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

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

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

170

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

170

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

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

B. Any 3 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

11

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

As per the directions of the Director Student Welfare, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur institute level Student Council is formed.

The Student Council consists of following members:

1. University Representative/ General Secretary

2. Cultural Representative

3. Sports Representative

4. Ladies Representative

5. Reserved Category Representative

6. Class Representatives

7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year.

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, IQAC etc.

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

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

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

400

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

5.4 - Alumni Engagement

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

The college registered the Alumni Association in the year 2018 with registration number Nagpur/0000829/2018.

To strenghthen the alumni network alumni meetings were organized by bringing all graduates together to share their experiences, offer support and provide guidance to students. Alumni are connected to each other and teachers in various parts of the world through social media sites.

Every year, the college hosts the alumni meet. The event attracts 20-25 alumni on average. During the meeting, alumni share their memories as students, experience as alumni, bond with teachers, attachment and express their ideas for improving the college's overall success.

Alumni effectively contribute by visiting to the department to provide guidance through guest lectures, seminars and workshops. Nowadays., they guide students using online protal also. Students interested in pursing higher education abroad contact alumni and get guidance from alumni who have completed higher education or pursuing higher education. Teachers act as mediators between alumni and students. This extended support helps a lot to students who are pursuing higher education.

Alumni provide input through feedback forms on the college's infrastructure and other academic processes as well as suggest gaps in the curriculum based on current industry demands.

In short our alumni instill confidence in the students by relating their own journey extending their support for extensive career and social responsibilities.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college has been giving quality education to students coming mostly from poor socio-economic background. The Trust is apex body in the organizational structure of the institution. It works in tandem with the Principal to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution implements the decisions and policies of the Management, the University and the State Government with the help of teaching and non-teaching staff. Then there is a College

Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institute.

To prepare perspective plans of the institution regarding academic, administrative and infrastructural development adhering to the Vision and Mission of the institute as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in execution of plans arises, the Governing Body's help is sought in overcoming it.

There are various committees which look after the routine administrative activities of the institution. Every such committee is comprised of 2-3 teachers. These committees submit their recommendations to the IQAC which after deliberations in its regular meetings decides on implementing them. Thus, every teacher of the institute participates in decision making in some way or the other.

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

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

Every year annual Sports and Cultural Festival is organized by involvement of all faculty, staff and students which is best example of decentralization and participative management. Study regarding same is briefed below:-

- Annual Sports and Cultural Events Organization:- As per the academic calendar by the institute sports and cultural events is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural events.

Various committees under the student's council are formed which involves experience teachers, students and staff.

The Students Council plays major role in sports and cultural activities. The Sports and Cultural Committee discuss the budget with the principal and management.

In this way, sports and cultural events/ annual function is conducted every year successfully which is best example of decentralization and participative management where students, faculty, staff and management is also actively involved

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One activity successfully implemented based on the strategic plan is as fol

Field visits of the students:

Visits have its own importance in a career of student who is pursuing a graduation degree. It is considered as a part of college curriculum. The objectives of Field visits are to bridge gap between theoretical knowledge and actual practical implementation. With an aim to go beyond academics, visits provide students a practical perspective of the work place and societalactivities. It provides students an opportunity to learnpractically through interaction by understanding, working methods and employment practices.

By considering the above objectives the institute has decided to plan visits every year. It gives an exposure to understand current work practices and theoretical knowledge being taught at the institute. The visits are planned for all programs and all classes.

The planning of visits is done by faculties and students. Student initiate for making arrangements of visit. With the suggestions and discussion of higher authorities visits are planned. Faculty coordinator is appointed to take care of proper execution of the visit. The institute tries to give an opportunity to different faculties for coordinating visit to ensure participative

management. The arrangement of transport is taken care by students with guidance of faculties.

Visit gives live experience of management i.e. planning, coordination, implementation, execution to the students.

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

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

The Trust is at the top most tier in the organizational structure of the institution. It supervises the overall functioning of the institute and directs the Principal whenever necessary.

There is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as Local Managing Committee). Preparing budget and financial statements, recommending creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC.

The institute has constituted committees as per the norms ofregulating authorities and also additional committees for internal coordination and monitoring of the activities. The Principal monitors functioning of every committee. Smooth conduct of all the committees is ensured by him. Various institute and department level committees are constituted to take discuss issues and take decision up to their scope.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and Government of Maharashtra, and it is binding for the college to abide by them.

The institute has a grievance redressal mechanism in place for the students at its own level whereas RTM Nagpur University has a

Grievance Committee which looks after the grievances of the employees of colleges affiliated to it.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File]()

6.3 - Faculty Empowerment Strategies

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

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

Teaching Faculty:

Motivates and deputes teachers for pursuing higher education.

Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same.

Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are

given incentives.

Encourages teachers to participate in research orientated activities and to publish researchpapers in reputed Journals/conferences.

Promotes and motivates teachers to use the ICT tools in their teaching-learning process. Grants promotion to teachers on time.

Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes. Non-Teaching Staff: The institute organizes training programs as per the need for skill development of non- teaching staff.

They are encouraged to participate in the organization of social events organized under Community Out-reach Services The other welfare provisions made for both teachers and nonteaching staff are:-

Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.

Maternity leave for female staff members.

State Government's Accidental Insurance Scheme

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

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

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

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010 and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may becalled the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in higher Education) Regulations, 2018.

Teaching staff:

API and Confidential Reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS) (API) is divided into three categories.

CATEGORY- I: Teaching, Learning, and Evaluation related activities

CATEGORY- II: Co-Curricular, Extension and Professional Development Related Activities

CATEGORY -III: Research and Development Outcome:

Performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of areas of improvement and accordingly, improvement takes place.

Decision: The score obtained in the PBAS contributes to the decision about faculty appreciation. Faculties with a low score

are personally counseled by the Principal.

Non-Teaching staff:

Institute office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the nonteaching staff prepared by the Principal is maintained.

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

6.4 - Financial Management and Resource Mobilization

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

The college undergo, every year, for audit of the financial affairs.

Internal Audit:

The college gets its accounts audited internally from the local authority of the parent institution.

External Audit :

Chartered Accountants Firm is appointed as external auditor of the college. They conducts external audit after completion of the financial year and submit the audit report immediately.

Government Audit:

It is conducted by the Senior Auditor and the Administrative Officer, Joint Director Higher Education, Nagpur Region, Nagpur and Accountant General, Pune.

The Local Management Committee (LMC) (now it is called 'College Development Committee' (CDC) since 2017 onwards as per the Maharashtra Public Universities Act, 2016) of the college evaluates audits reports and seeks compliance form the accounts section, on the queries reported by the auditors, if any.

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

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

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

0

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

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

Ours is an Institute where we receive salary grant for UG programme. Moreover, we are registered with the UGC under 2(f) & 12(B). Funds received from the UGC under various schemes are utilized on the stipulated heads only.

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur has fixed the fees for the admission of the students beyond which the Institute cannot charge anything. The major part of fees collected is utilized for Teaching Staff of self financed programs. All other expenses are also met from collected fees only.

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

6.5 - Internal Quality Assurance System

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

Criterion 1 Curricular Aspects :

University has implemented Choice Based Credit System (CBCS) implemented from Academic year 2016-17 with elective subjects.

Value Added Programs and life Skill programs for students have been conducted every year

Criterion 2 : Teaching-Learning

The institute has admitted students from various reserved categories as per the reservation policies of competent authority.

Criterion 3 : Research, Innovation and Extension

The institute has put sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them.

Criterion 4 : Infrastructure and Learning

The instituion has an infrastructure with well-equipped classrooms, a library, seminar hall, ICT tools, sports and cultural facilities as per university norms.

Criterion 5 : Student Support

The students of the institute benefitted from scholarships and free-ship scheme provided by Government.

Criterion 6 : Governance, Leadership and Management

The strategic plan is prepared and its effective implementation is done for the attainment of the vision and mission of the institute.

IQAC is functional and contributes to enhancing the quality culture of the college.

Criterion 7 : Instutional Values and Best Practices

Institute follws green practices such as Tree Plantation, a plastic free campus, paperless work and outside campus parking.

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

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

Value Added Programs and life skill programs for students have been conducted every year.

Field Visists/Industrial Visits conducted every year as part of the curriculum

The institute has restructured the feedback mechanism for all stakeholders including students, alumni, parents and teachers.

The institute has followed CIE prescribed by the university to achieve academic excellence

The institution has recruited proficient and devoted faculty members from diverse backgrounds

NSS cell has organised various activities such as Tree Plantation, Blood Donation Vaccination campaigns etc are organised and received awards/appreciation from renowned agencies

MoU's are signed with NGOs, industries and educational institutes for allied activities

Institution has a central library automated with software

Upgradation and Maintenance of IT facilities have carried out every year.

The institute maintained strong and healthy interaction with alumni with alumni meets.

College has arranged various training programs and helps in the placement of students.

IQAC is functional and contributes to enhancing the quality culture of the college.

The administration takes care of key attributes such as budgetary provisions, financial support and infrastructure development for the smooth functioning of the in stitute

Institute has well defined process for solid, liquid and e-waste management, energy conservation and water conservation.

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

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

sensitivity on campus The institute ensures that students work together in academic, cultural, sports and other activities. However, institute takes care of gender sensitivity to ensure safety and security ofstudents.

Safety and Security

1. Safety and security is provided on campus by deploying security guard at key locations

2. Identity cards are mandated for everyone on campus

3. Security is provided at the entrance to ensure all the visitors adhere to the entry procedure

4. CCTV cameras are installed at important locations as well as most of the classrooms.

5. Adequate provision is made with first aid box for the employees.

6. As a policy female faculty members accompany students when they participate after college hours in outdoor or indoor activities.

7. Fire extinguishing system is established as a safety measure.

Common Room

Common room facilities are provided in the college for students to hold meetings, study, or simply relax.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-   C. Any 2 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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.

Solid Waste Management:-

The institution has dustbin at each corner, where all the solid waste are collected which include paper waste, plastic waste, food waste and other waste material. All the collected waste are disposed of with proper management.

Eradication of weeds is carried frequently in our institution which harvesting of grown up unnecessary grass and plants, which are collected in vermi compost tank where all the waste are converted into vermi compost which use asa fertilizer in our botanical gardens.

Liquid Waste Management:-

The wastage of drinking water is connected to drainage system of local authority and botanical garden. E-Waste Management The E-Waste generally includes the tube lights, CFL, LED, Computer waste etc. are stored into the scrap bin. As the amount of e-waste generation is very low, the college hasn't disposed it.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   **E. None of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

**7.1.7 - The Institution has disabled-friendly,
barrier free environment Built environment
with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading**   **B. Any 3 of the above**

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

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

Institute believes in cultural diversity and cultural tolerance as

a key to social harmony. Cultural diversity focuses on aspects like

Cultural practices

Values

Religion

Language

Diverse cultures not only make societies more robust but also help humans to better cope with changes. Institute believes Mutual Corporation and respect among students of different community, language and religion. It also gives emphasis on adherence to the principle of cultural tolerance.

Students admitted through merit list admission process from different socio economic background. These students are admitted not only from Urban but also from Rural area. Mostly admitted students belong to Rural area.

Irrespective of the state or the religion the institute practices cultural inclusiveness to deepening mutual understanding and trust. Regardless of the cultural background institute focuses on developing the students through academics, co-curricular and extracurricular activities

Institute celebrates various cultural events such as:- Diwali

Navratri

Christmas

Makarsankanti

Marathi Rajbhasha Din

Woman's Day

Yoga Day

Republic Day

Independence Day

Holi

Institute celebrates annual cultural festival where students display cultural values of different communities. Staff members also participate and display cultural uniqueness through diverse cultural activities and festivals of different communities. The cultural and demographic analysis of the faculty and staff gives a clear indication of cultural diversity with harmony. The analysis shows that there are significant differences in cultural diversity, however all the employees work in harmony and perform as members of the community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens following activities/ programs were conducted/ celebrated:-

National Voters Day

Right to Information

Road Safety

Education Programme

Independence day

Republic Day

Reading Inspiration Day (Book Exhibition and Library Orientation)

Environmental Day

World Population Day

International Women's Day

Literacy day

Teachers day

The institution has framed the Code of Conduct Handbook to know the values, rights, duties, and responsibilities.

Title Follow-up

The Code of Conduct for Teachers

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.

The Code of Conduct for Students

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 respect to their behavior in the institution.

Code of Conduct for Non-Teaching

The code of conduct handbook contains the rules of behavior and professional ethics to be observe by the nonteaching staff members in the institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to   **A. All of the above**

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has developed a habit of celebrating / organizing national and international commemorative days, events and festivals:- National and international commemorative days:-

1. Independence Day 2.

Republic Day 3.

International Women's Day

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

5. Lakshmi Narayan Day

6. Library Day (Dr. S. R. Ranganathan Birth Anniversary) Birth/ Death Anniversaries:-

1. Gandhi Jayanti

2. Shiv Jayanti

3. Ambedkar Jayanti

4. Savitribai Phule Jayanti

5. Mahatma Phule Jayanti

6. Lal bahadur Shastri Jayanti

7. Tukdoji Maharaj Jayanti

Events:-

1. Annual Sports

2. Annual Cultural

3. Swaranjali- A Vidharbha Level Singing Compititiopn

4. NSS Camps

Festivals:-

1. Diwali

2. Navratri

3. Christmas

4. Makarsankanti

5. Raksha Bandhan

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

7.2 - Best Practices

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

1. Title of the Practice: Community Engagement through NSS

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

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

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

5. Evidence of Success: Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters.

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

Best Practice – II

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

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

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

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

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

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

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The college also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society. ·

College also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.

The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.

The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.

Guest lectures, Industrial Visits are organized throughout the year, by which the students are exposed to the outside world and all the recent developments and innovations.

To bring out the concealed talents of the students every yearthe institution conducts Annual Cultural and Sports Day.

The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.

The Classrooms, Laboratories, Library and Administrative office are highly conducive to the overall academic environment.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Women's College of Arts & Commerce, Nanadanvan is affiliated with the RTMNU, Nagpur and hence follows the curriculum prescribed by RTMNU, Nagpur.

Before commencement of each academic year, the university gives the pathway regarding the date of commencement of each semester and tentative schedule of examination in the form of the university calendar. The academic calendar of the college based on the university guidelines is then prepared and given to all the concerned.

A meeting is then conducted by the Principal with faculty members to discuss the academic calendar, Teaching load distribution and Time Table.

The time table co-ordinator follows the given academic calendar and load distribution and prepares the timetable.

The students are informed about the academic calendar and time table through notice boards.

Every faculty prepares the course plan and course file to deliver the lectures as per the course syllabus.

If the faculty members wish to teach his/her course with the help of ICT facilities, then these facilitieslike LCD Projectors, Lap top/Computers, Internet etc are made available for the teachers.

Method of continuous internal evaluation/assessment of the student is adopted by the college as per guidelines of RTMNU, Nagpur.

In order to widen the students' horizon and improve their perspectives on various subjects, industrial visits and study tours are organized.

The university theory examination are conducted by the

university and after the declaration of university results, result analysis is made and documented.

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

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

The college, being an affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur has to follow the academic calendar of University for conducting the curricular activities. According to the academic calendar of the University, Nagpur the college prepares academic calendar before the commencement of each academic year. The calendar includes the schedule of examination, semester end examination, internal examination, curricular, cocurricular and extracurricular activities.

The college has no formal choice to make changes in assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university. It is a mandatory component and the college has to conduct the internal assessment and report the grades and feedback to the university. Faculty gives various assignments to the students in accordance with the guidelines given by the university for various programmes conducted by the college. Besides this, the faculties conduct unit test and annual test examination for assessment of the students. The students are also assessed by participating in seminar, study tour, and industrial visits organized by various departments to promote the practical knowledge.

For PG students internal assessment is done through field work and seminar presentation. The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule of the University is strictly adhered to all the faculties and monitored by Principal.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

03

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

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

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

09

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

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

983

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

1.3 - Curriculum Enrichment

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

Women's College of Arts & Commerce, Nandanvan plans for the overall and holistic development of the students in the areas of gender, environment, sustainability, human values and professional ethics despite limitation imposed to design and develop the curriculum since college is affiliated to RTMNU, Nagpur. Curricular, co-curricular and extra-curricular activities are regularly conducted to address these cross cutting issues.

1. Gender Equality

Students are sensitized to basic dimension of the biological, sociological, psychological and legal aspects of gender. This is ensured by equal participation of each gender in various Curricular, Co-curricular and extracurricular activities. A separate Women Development Cell/ Anti sexual Harassment

committtee is also constituted to address the issues related to the female gender.

2. Environment and Sustainability

To create awareness about environmental challenges amongst students and impart fundamental knowledge about the environment, the subject 'Environmental studies' is intoduced in the curriculum by RTMNU, Nagpur. The college organizes various programs related to the environment and sustainability like Tree plantation, Swach Bharat Abhiyan, Water Conservation, awareness programs to avoid the use of plastic etc.

3. Business & Communication Ethics

For effective communication skill, leadership qualities, ethical attitude, the importance of teamwork and to meet the requirement of industry, the subject like professional ethics and human values are part of the syllabus. These subjects inculcate values and develop ethical competence among the students.

4.

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

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

80

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

982

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

1.4 - Feedback System

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

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

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

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://womenscollegenagpur.com/wp-content/uploads/2024/06/Feedback-Analysis-ATR.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

381

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

644

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university

examination. Based on the analysis the students who scored marks below 40 are identified as slow learner and above 40 are identified as advanced learners.

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

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

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

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

Number of Students	Number of Teachers
983	12

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and

problem solving methodologies are used for enhancing learning experiences

All the teachers and management of this institute try to make learning process students centric. The institute tries to give emphasis on development of independent thinking in the students. The learning experience of the student is enriched by following methods. Experimental learning: The students learn social responsibility by taking part in NSS activities at nearby villages,awareness programmes, blood donation camps etc. While participating learning activities like regular home economics laboratory exercise, seminars, assignments, study tours, field visits etc. The college invites various experts from other college to share their experiences with the students. Library facility and computer facility play importantrole to enhance the knowledge of students.

Participative learning: Participative Learning is encouraged by:- Discussions: Wide varieties of topics relating to arts are discussed in order to make the students to think broad andcome up with their opinions and suggestions.

Debates: Debates are conducted in most of the courses of arts where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.

Presentations and Seminars: The faculty encourages the students to participate in class seminars, group discussion and many more activities.

Problem Solving Methodologies:Problem solving ability of the students is developed by giving them proper assignments and projects related to respective subjects. Tutorial classes of Compulsory English subject are used for solving students' problems. College library is enriched with books and magzines related to competitive examination.

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

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

Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.

Power Point Presentations: Faculty uses power point presentations including the video lectures based on the syllabus and as per requirements during the sessions.

Training Program: The institute organizes internal as well as external training program for overall development of students. The internal training programsare conducted by inhouse faculty members. However, some programs have been conducted in the institute through external.

Seminars and Guest Lectures: Various seminars and guest lecturers are conducted from academia are invited to give latest trends about scenarios of the respective subjects.

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

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

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<u>View File</u>

2.4 - Teacher Profile and Quality

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

12

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

265

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by R. T. M. Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university. For determining the institute level 20 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis onassignment, viva-voce and attendance and some on test also conducted. Institution adopts internal assessment system prescribed by R. T. M. Nagpur University, Nagpur for the evaluation of the students. Transparency in internal assessment is maintained by

1. Displaying Continuous Internal Evaluation Norms.

2. Sharing of evaluated assignments with each individual student.

3. Returning back evaluated answer sheets of class tests.

4. Sharing evaluative remark of subject presentation/ viva-voce seminar by the faculty internally.

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

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

At Institute level: The faculty distributes evaluated answer scripts of class tests and assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student mayrepresent same to the Principal.

At University level: Students can express grievances by applying for the following evaluation procedure:

Exam Form Filling and Correction if Need: According to the guideline of the University, the students are informed to fill examination forms within a time. The concerned person submits online the students' information to the University. The university then provides check list to the institution. The concerned person looks into the list and checks name, subject, class, and date of birth of the students. He corrects the information and submits that check list to the University.

Re-valuation & Recounting: If student are not satisfied with the marks awarded, they can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Chamber, Trustee Cabin, Library and IQAC Office etc.

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. POs and PSOs are disseminated on college website, Library and Course Files of Teachers. The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective subject/ course.

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

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

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

1. Planning:- Various outcomes are defined and a correlation is established between outcomes and tools used. A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects.

2. Implementation:- An individual faculty member use different direct tools like Class Tests, University Exam, AssignmentsSeminars, Projects etc., for the evaluation of Course outcomes (COs). Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like feedback from Alumni, Teachers and studentsn etc.

3. Evaluation:- Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, and PSOs.

4. Action Taken:- If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actionsare initiated to improve the outcome as per expectations.

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

2.6.3 - Pass percentage of Students during the year

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

114

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

2.7 - Student Satisfaction Survey

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

https://womenscollegenagpur.com/wp-content/uploads/2023/10/FEEDBACK-ANALYSIS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

01

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Women's College of Arts & Commerce, Nandanvan has been trying to create a conducive ambience, infrastructure, resources and confidence for the enhancement of the capabilitty of students and teachers in research and innovation.

The college plans and implements several activities.

To encourage faculty members and students to publish research papers.

To encourage faculty members and students to participate in workshop, seminars and conferences.

To encourage the faculty members and students to pursue higher studies.

To encourage faculty members to undertake major/minor research projects.

Financial assistance and dute leave are given to the faculty members for attending workshops, seminars, conferences, refresher and orientation courses.

Motivates and deputes faculty for pursuing higher education.

Encourages the faculty to become members of professional bodies and to participate in the activities organized by them.

Encourages the faculty to undergo industrial training and visit the industry of their domain.

Promotes and motivates the faculty to use ICT tools in their teaching-learning process.

For effective teaching-learning and research, the college has well-equipped classrooms with ICT facilities. The academic calendar is prepared at the beginning of every academic year for effective planning of annual activites. Accordingly, teaching plans are prepared and followed carefully by the faculty. The Extension Activity Cell conducted various activities in innovative ways, like tre plantatiopn, Swach Bharat Abhiyan etc. on order to create the transfer the ideas for socio-cultural upliftment and encourage them for practical application of the knowledge of the students to enable them to become responsible citizens.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

08

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

07

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

3.4 - Extension Activities

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

Apart from functioning successfully as a centre for higher education and learning, Women's College of Arts & Commerce, Nandanvan is also fulfilling the duties of a unit of community development in the neighbouring areas. The NSS cell of the college participates in the community development in the neighbouring areas. The NSS cell of the college participates in the community development programme through the conduction of various activities in nearby areas of the college.

The college tries to create awareness, social responsibility and environmental consciousness through talks, group discussion, nukkad narak, rallies, poster making, quiz, debates, speeches, seminars, slogan making, awareness drives, survey programs, workshops and mental health counsiling.

A list of the extension activities performed by the college under the college-neighbourhood community network includes a Health Check-up camp, Aids awareness orogram, voters day rallies, Road Safety Week Yoga Dasy, etc. Students come in

closer contact with society, community and environment. Interaction with such a diversified social group of people helps students to gain more self-confidence and develop critical thinking skills. These programmes create environmental consciouness, a sense of social responsibility, sense and awareness about one's own health and hygience.

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

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

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

02

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

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

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

12

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

983

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

02

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute possesses a well-developed infrastructure which fulfills the requirements stated by affiliating university and other statutory bodies to fulfill the need of all stakeholders. The entire campus is spread over 3096.4 sq.mts. with built up area of 11,578.57 sq.mt.

Key features of the Institute:

Well-furnished, spacious, ventilated and illuminated class rooms, home economics laboratory, computer laboratory and other student support facilities as per University requirements.

Institute has sufficient classrooms for efficient teaching-learning process and majority of classrooms are equipped with ICT facilities.

Technology enabled learning space with ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences and other related activities.

High end computers with internet facility and centralized LAN

connection. Separate computer laboratory facility is provided for students.

Entire campus has been made wi-fi enabled.

Well-developed library with collection of books, journals, magazines, CD's, E-books etc. as per university norms.

Library also includes separate reading room, reference and digital section for accessing E-books, E-journals and online open source books. The library also has the subscription of INFLIBNET.

Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.

Institute has green landscaping with lawn, garden etc.

In-house housekeeping staff is appointed to maintain cleanliness in the campus.

Common rooms for students are available in the campus.

Provision for Xerox center is made in campus.

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

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

The institute organizes sports and cultural event every year to promote the extra- curricular abilities of the students during Annual Sports and Cultural Festivals.

Sports: The institute has its own large playground for various outdoor games like Cricket, Volley ball, Kabaddi, Kho-Kho etc. Indoor sports room is available for indoor games like Carom and Chess etc. Institute promotes the students to participate in Intercollegiate, Intracollegiate, University, State and National level sports competition every year.

Cultural: Members of Students' Council organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Drama etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year. Institute has provision to prepare 'Open Auditorium' in playground at the time of Annual Gathering.

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

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

15

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

334500

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

4.2 - Library as a Learning Resource

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

INTEGRATED LIBRARY MANAGEMENT SYSTEM (ILMS)

The college library is automated with Saral Software. It is user-friendly software developed to work under client-server environment.

The software is featured with the following 6 modules to facilitate all the essential functions of the library in a computerized environment.

1. Acquisition

2. Catalogue

3. Circulation

4. OPAC

5. Serials Controls

6. Administration

Subscription to e-resources

1. e-journals : N-List Subscription

2. e-shodhsindhu : College Level Membership

3. Shodhganga Membership : Faculty Level Membership

4. e-books : Free e-books available

```
5. Databases : Available in Hard and Soft Copy

6. Remote access to e-resources : e-library tab created on
institutional website.

Amouny Spent on Purchase od books, journals

In last 5 years 5-10% amount excluding salary is spent on
purchase of books, journals and other allied library
activities.

Per Day usage of Library

Daily more than 50 students and 08 faculty members use the
library.
```

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

```
78900
```

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

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

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

60

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

4.3 - IT Infrastructure

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

Institute provides computing facility with required configuration for computer system. These are distributed for academic and administrative work. The institute has high speed internet of 100 Mbps to cater the need of academics as well as allied processes.

Key Features:

Separate computer laboratory, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.

LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.

A Computer in Library, with high speed internet connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.

A set of 30 CCTV cameras keeps surveillance of the entire building and campus.

A biometric machine is also there to maintain attendance record of the staff members.

All these equipments are provided power backup by 15 KVA UPS and a diesel generator.

All ICT facilities are updated as and when the need arises to do so.

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

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

433947

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

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

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

Laboratories (Computer Laboratory) In case of any maintenance/repairs, the Laboratory In-chargeinitiates the appropriate corrective action in consultation with the principal of the institute.

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

Sport / Ground Maintenance : A faculty of Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.

House Keeping of classrooms, laboratory:TheInstitute has in-house house-keeping team which looks after all the cleanliness of the classrooms, home economics laboratory and the entire campus.

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

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

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

633

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

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

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

0

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

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

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

170

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

170

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**B. Any 3 of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

11

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

As per the directions of the Director Student Welfare, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur institute level Student Council is formed.

The Student Council consists of following members:

1. University Representative/ General Secretary

2. Cultural Representative

3. Sports Representative

4. Ladies Representative

5. Reserved Category Representative

6. Class Representatives

7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year.

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, IQAC etc.

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

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

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

400

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

5.4 - Alumni Engagement

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

The college registered the Alumni Association in the year 2018 with registration number Nagpur/0000829/2018.

To strengthen the alumni network alumni meetings were organized by bringing all graduates together to share their experiences, offer support and provide guidance to students. Alumni are connected to each other and teachers in various parts of the world through social media sites.

Every year, the college hosts the alumni meet. The event attracts 20-25 alumni on average. During the meeting, alumni share their memories as students, experience as alumni, bond with teachers, attachment and express their ideas for improving the college's overall success.

Alumni effectively contribute by visiting to the department to provide guidance through guest lectures, seminars and workshops. Nowadays., they guide students using online protal also. Students interested in pursing higher education abroad contact alumni and get guidance from alumni who have completed higher education or pursuing higher education. Teachers act as mediators between alumni and students. This extended support helps a lot to students who are pursuing higher education.

Alumni provide input through feedback forms on the college's infrastructure and other academic processes as well as suggest gaps in the curriculum based on current industry demands.

In short our alumni instill confidence in the students by relating their own journey extending their support for extensive career and social responsibilities.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college has been giving quality education to students coming mostly from poor socio-economic background. The Trust is apex body in the organizational structure of the institution. It works in tandem with the Principal to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution implements the decisions and policies of the Management, the University and the State Government with the help of teaching and non-teaching staff. Then there is a

College Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institute.

To prepare perspective plans of the institution regarding academic, administrative and infrastructural development adhering to the Vision and Mission of the institute as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in execution of plans arises, the Governing Body's help is sought in overcoming it.

There are various committees which look after the routine administrative activities of the institution. Every such committee is comprised of 2-3 teachers. These committees submit their recommendations to the IQAC which after deliberations in its regular meetings decides on implementing them. Thus, every teacher of the institute participates in decision making in some way or the other.

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

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

Every year annual Sports and Cultural Festival is organized by involvement of all faculty, staff and students which is best example of decentralization and participative management. Study regarding same is briefed below:-

- Annual Sports and Cultural Events Organization:- As per the academic calendar by the institute sports and cultural events is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural events.

Various committees under the student's council are formed which involves experience teachers, students and staff.

The Students Council plays major role in sports and cultural activities. The Sports and Cultural Committee discuss the budget with the principal and management.

In this way, sports and cultural events/ annual function is conducted every year successfully which is best example of decentralization and participative management where students, faculty, staff and management is also actively involved

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One activity successfully implemented based on the strategic plan is as fol

Field visits of the students:

Visits have its own importance in a career of student who is pursuing a graduation degree. It is considered as a part of college curriculum. The objectives of Field visits are to bridge gap between theoretical knowledge and actual practical implementation. With an aim to go beyond academics, visits provide students a practical perspective of the work place and societalactivities. It provides students an opportunity to learnpractically through interaction by understanding, working methods and employment practices.

By considering the above objectives the institute has decided to plan visits every year. It gives an exposure to understand current work practices and theoretical knowledge being taught at the institute. The visits are planned for all programs and all classes.

The planning of visits is done by faculties and students. Student initiate for making arrangements of visit. With the suggestions and discussion of higher authorities visits are planned. Faculty coordinator is appointed to take care of proper execution of the visit. The institute tries to give an opportunity to different faculties for coordinating visit to

ensure participative management. The arrangement of transport is taken care by students with guidance of faculties.

Visit gives live experience of management i.e. planning, coordination, implementation, execution to the students.

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

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

The Trust is at the top most tier in the organizational structure of the institution. It supervises the overall functioning of the institute and directs the Principal whenever necessary.

There is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as Local Managing Committee). Preparing budget and financial statements, recommending creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC.

The institute has constituted committees as per the norms ofregulating authorities and also additional committees for internal coordination and monitoring of the activities. The Principal monitors functioning of every committee. Smooth conduct of all the committees is ensured by him. Various institute and department level committees are constituted to take discuss issues and take decision up to their scope.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and Government of Maharashtra, and it is binding for the college to abide by them.

The institute has a grievance redressal mechanism in place for

the students at its own level whereas RTM Nagpur University has a Grievance Committee which looks after the grievances of the employees of colleges affiliated to it.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

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

Teaching Faculty:

Motivates and deputes teachers for pursuing higher education.

Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same.

Encourages teachers to become members of professional bodies

and to participate in the activities organized by them and they are given incentives.

Encourages teachers to participate in research orientated activities and to publish researchpapers in reputed Journals/conferences.

Promotes and motivates teachers to use the ICT tools in their teaching-learning process. Grants promotion to teachers on time.

Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes. Non-Teaching Staff: The institute organizes training programs as per the need for skill development of non-teaching staff.

They are encouraged to participate in the organization of social events organized under Community Out-reach Services The other welfare provisions made for both teachers and nonteaching staff are:-

Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.

Maternity leave for female staff members.

State Government's Accidental Insurance Scheme

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

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

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

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010 and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may becalled the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in higher Education) Regulations, 2018.

Teaching staff:

API and Confidential Reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS) (API) is divided into three categories.

CATEGORY- I: Teaching, Learning, and Evaluation related activities

CATEGORY- II: Co-Curricular, Extension and Professional Development Related Activities

CATEGORY -III: Research and Development Outcome:

Performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of areas of improvement and accordingly, improvement takes place.

Decision: The score obtained in the PBAS contributes to the decision about faculty appreciation. Faculties with a low score are personally counseled by the Principal.

Non-Teaching staff:

Institute office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the nonteaching staff prepared by the Principal is maintained.

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

6.4 - Financial Management and Resource Mobilization

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

The college undergo, every year, for audit of the financial affairs.

Internal Audit:

The college gets its accounts audited internally from the local authority of the parent institution.

External Audit :

Chartered Accountants Firm is appointed as external auditor of the college. They conducts external audit after completion of the financial year and submit the audit report immediately.

Government Audit:

It is conducted by the Senior Auditor and the Administrative Officer, Joint Director Higher Education, Nagpur Region, Nagpur and Accountant General, Pune.

The Local Management Committee (LMC) (now it is called 'College Development Committee' (CDC) since 2017 onwards as per the Maharashtra Public Universities Act, 2016) of the college evaluates audits reports and seeks compliance form the accounts

section, on the queries reported by the auditors, if any.

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

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

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

0

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

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

Ours is an Institute where we receive salary grant for UG programme. Moreover, we are registered with the UGC under 2(f) & 12(B). Funds received from the UGC under various schemes are utilized on the stipulated heads only.

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur has fixed the fees for the admission of the students beyond which the Institute cannot charge anything. The major part of fees collected is utilized for Teaching Staff of self financed programs. All other expenses are also met from collected fees only.

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

6.5 - Internal Quality Assurance System

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

```
Criterion 1 Curricular Aspects :

University has implemented Choice Based Credit System (CBCS)
implemented from Academic year 2016-17 with elective subjects.

Value Added Programs and life Skill programs for students have
been conducted every year

Criterion 2 : Teaching-Learning

The institute has admitted students from various reserved
categories as per the reservation policies of competent
authority.

Criterion 3 : Research, Innovation and Extension

The institute has put sincere efforts to promote research
culture amongst the faculty and students by motivating and
encouraging them.

Criterion 4 : Infrastructure and Learning

The instituion has an infrastructure with well-equipped
classrooms, a library, seminar hall, ICT tools, sports and
cultural facilities as per university norms.

Criterion 5 : Student Support

The students of the institute benefitted from scholarships and
free-ship scheme provided by Government.

Criterion 6 : Governance, Leadership and Management

The strategic plan is prepared and its effective implementation
```

is done for the attainment of the vision and mission of the institute.

IQAC is functional and contributes to enhancing the quality culture of the college.

Criterion 7 : Instutional Values and Best Practices

Institute follws green practices such as Tree Plantation, a plastic free campus, paperless work and outside campus parking.

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

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

Value Added Programs and life skill programs for students have been conducted every year.

Field Visists/Industrial Visits conducted every year as part of the curriculum

The institute has restructured the feedback mechanism for all stakelholders including students, alumni, parents and teachers.

The institute has followed CIE prescribed by the university to achieve academic excellence

The institution has recruited proficient and devoted faculty members from diverse backgrounds

NSS cell has organised various activities such as Tree Plantation, Blood Donation Vaccination campaigns etc are organised and received awards/appreciation from renowned agencies

MoU's are signed with NGOs, industries and educational institutes for allied activities

Institution has a central library automated with software

Upgradation and Maintenance of IT facilities have carried out every year.

The institute maintained strong and healthy interaction with alumni with alumni meets.

College has arranged various training programs and helps in the placement of students.

IQAC is functional and contributes to enhancing the quality culture of the college.

The administration takes care of key attributes such as budgetary provisions, financial support and infrastructure development for the smooth functioning of the in stitute

Institute has well defined process for solid, liquid and e-waste management, energy conservation and water conservation.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Being a progressive institute, We believe in providing equal opportunity to all the employees including students in matters related to gender sensitivity with facilities such as safety, security, counseling and common room for the students. Gender sensitivity on campus The institute ensures that students work together in academic, cultural, sports and other activities. However, institute takes care of gender sensitivity to ensure safety and security ofstudents.

Safety and Security

1. Safety and security is provided on campus by deploying security guard at key locations

2. Identity cards are mandated for everyone on campus

3. Security is provided at the entrance to ensure all the visitors adhere to the entry procedure

4. CCTV cameras are installed at important locations as well as most of the classrooms.

5. Adequate provision is made with first aid box for the employees.

6. As a policy female faculty members accompany students when they participate after college hours in outdoor or indoor

activities.

7. Fire extinguishing system is established as a safety measure.

Common Room

Common room facilities are provided in the college for students to hold meetings, study, or simply relax.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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.

Solid Waste Management:-

The institution has dustbin at each corner, where all the solid waste are collected which include paper waste, plastic waste, food waste and other waste material. All the collected waste are disposed of with proper management.

Eradication of weeds is carried frequently in our institution which harvesting of grown up unnecessary grass and plants, which are collected in vermi compost tank where all the waste are converted into vermi compost which use asa fertilizer in our botanical gardens.

Liquid Waste Management:-

The wastage of drinking water is connected to drainage system of local authority and botanical garden. E-Waste Management The E-Waste generally includes the tube lights, CFL, LED, Computer waste etc. are stored into the scrap bin. As the amount of e-waste generation is very low, the college hasn't disposed it.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly	B. Any 3 of the above

washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

Institute believes in cultural diversity and cultural tolerance as a key to social harmony. Cultural diversity focuses on aspects like

Cultural practices

Values

Religion

Language

Diverse cultures not only make societies more robust but also help humans to better cope with changes. Institute believes Mutual Corporation and respect among students of different community, language and religion. It also gives emphasis on adherence to the principle of cultural tolerance.

Students admitted through merit list admission process from different socio economic background. These students are

admitted not only from Urban but also from Rural area. Mostly admitted students belong to Rural area.

Irrespective of the state or the religion the institute practices cultural inclusiveness to deepening mutual understanding and trust. Regardless of the cultural background institute focuses on developing the students through academics, co-curricular and extracurricular activities

Institute celebrates various cultural events such as:- Diwali

Navratri

Christmas

Makarsankanti

Marathi Rajbhasha Din

Woman's Day

Yoga Day

Republic Day

Independence Day

Holi

Institute celebrates annual cultural festival where students display cultural values of different communities. Staff members also participate and display cultural uniqueness through diverse cultural activities and festivals of different communities. The cultural and demographic analysis of the faculty and staff gives a clear indication of cultural diversity with harmony. The analysis shows that there are significant differences in cultural diversity, however all the employees work in harmony and perform as members of the community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens following activities/ programs were conducted/ celebrated:-

National Voters Day

Right to Information

Road Safety

Education Programme

Independence day

Republic Day

Reading Inspiration Day (Book Exhibition and Library Orientation)

Environmental Day

World Population Day

International Women's Day

Literacy day

Teachers day

The institution has framed the Code of Conduct Handbook to know the values, rights, duties, and responsibilities.

Title Follow-up

The Code of Conduct for Teachers

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.

The Code of Conduct for Students

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 respect to their behavior in the institution.

Code of Conduct for Non-Teaching

The code of conduct handbook contains the rules of behavior and professional ethics to be observe by the nonteaching staff members in the institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has developed a habit of celebrating / organizing national and international commemorative days, events and festivals:- National and international commemorative days:-

1. Independence Day 2.

Republic Day 3.

International Women's Day

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

5. Lakshmi Narayan Day

6. Library Day (Dr. S. R. Ranganathan Birth Anniversary) Birth/ Death Anniversaries:-

1. Gandhi Jayanti

2. Shiv Jayanti

3. Ambedkar Jayanti

4. Savitribai Phule Jayanti

5. Mahatma Phule Jayanti

6. Lal bahadur Shastri Jayanti

7. Tukdoji Maharaj Jayanti

Events:-

1. Annual Sports

2. Annual Cultural

3. Swaranjali- A Vidharbha Level Singing Compititiopn

4. NSS Camps

Festivals:-

1. Diwali

2. Navratri

3. Christmas

4. Makarsankanti

5. Raksha Bandhan

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

7.2 - Best Practices

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

1. Title of the Practice: Community Engagement through NSS

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

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

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

5. Evidence of Success: Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters.

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

Best Practice – II

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

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

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

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

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

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

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The college also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society. ·

College also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.

The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.

The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.

Guest lectures, Industrial Visits are organized throughout the year, by which the students are exposed to the outside world and all the recent developments and innovations.

To bring out the concealed talents of the students every yearthe institution conducts Annual Cultural and Sports Day.

The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.

The Classrooms, Laboratories, Library and Administrative office are highly conducive to the overall academic environment.

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

7.3.2 - Plan of action for the next academic year

1. To conduct one Value Added Program for every class.

2. To collect feedback, analyze it and take action on suggestions given.

3. To plan study tour of students.

4. To identify slow and advacned learnes.

5. To allocate mentors to the students.

6. To calcualte attainment of outcomes.

7. To conduct workshop related to research.

8. To request faculty for publishing paper in UGC Care

9. To plan NSS Activities with maximum involvement of students.

10. To do 2 fresh MOUs.

11. To update libaray.

12. To aware students about government and non-government scholarship schemes.

13. To improve placements.

14. To strengthenalumni relations.

15. To organize FDP and ADP.

16. To initiate quality initiatives under IQAC.

17. To work on best practices and distinctivenmess of college.

18. To strengthen efforts for renewable enegy use, waste management and green initiatives etc.