SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

LOK MAHAVIDYALAYA

BACHELOR ROAD, PRATAP NAGAR
442001

www.lokmv.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2019

Executive Summary

Introduction:

Lok Mahavidyalaya Wardha was established in 1987. It was founded by Lok Shikshan Prasarak Mandal; Wardha which has been rendering valuable services in the field of education to the residents of Wardha & nearby rural area. The college was initially established with the Arts & Commerce streams by enrolling 155 & 100 students respectively in June, 1987. It is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University which runs various programmes such as B.A., B.Com, M.A. (Marathi, History, Economics, Sociology, and Psychology) and M. Lib. At present the strength of college has increased to 1175 students including aided and non-aided programmes.

The strength of the college is its well-structured mechanism operated on the most micro-level to identify the changes in times and realise the need for advancement.

Vision:

To create and provide facilities of quality higher education to the students coming from Wardha and nearby rural areas.

Mission:

To serve the community and social development by inculcating regularity, sincerity, punctuality and perfect discipline to transform the students into responsible citizen of India.

Core Values of the Institution:

The following core values are guiding values for the institution's operating ethics.

- Student Centredness
- Professionalism
- Integrity
- Innovation & Excellence
- Community Engagement
- Learning for Life
- Diversity and Inclusiveness

Aims & Objectives:

- To provide educational facilities to the students of the Wardha city and nearby villages.
- To strive for total development of personality and character of the students, seeking active co-operation of the parents, guardians and responsible citizens in society.
- To inculcate a sense of discipline, social responsibility and honour for national unity among the students.
- To endeavour to create an atmosphere in the college free from any such extraneous pressures that hamper the quiet and peaceful pursuit of learning.
- To introduce courses and reinforce existing ones within the framework of the University norms.
- To foster value based creative and critical learning.
- To honour scholarship and outstanding achievement in sports and extra-curricular activities.

SWOC

Institutional Strength :

1. Clear and pre-set vision, mission, core values, objectives and regular review.
2. Competent, experienced, highly qualified and dedicated teaching staff.
3. UGC's recognition and support under 2f and 12b. Special assistance under UGC XI and XII plan
4. President, LSPM and Secretary's support & guidance in development and administration.
5. Located at the heart of city and adequate infrastructural facilities.
6. Wi-fi enabled campus, with computer lab.
7. Integration of ICT and non -digital technology in teaching-learning.
8. Website as a learning source where study material, question banks and ppt's are uploaded.
9. Faculty participation in various university committees and academic bodies.
10. Not a single case of ragging or women sexual harassment recorded.
11. Working and functional IQAC and planning committee.
12. Innovative practices as evaluation of teacher by students, internship, classroom seminars, presentation, viva, class test, quiz, e-test, etc.
13. Student centric teaching-learning activities.
14. Feedback mechanism on curriculum – feedback from students, teachers, parents, employers and alumni.
15. Empowering students through organization of activities through students' council, representations on various functioning committees and study circles etc.
16. Facilities and resources for organization of curricular, co-curricular and extra-curricular activities. Organization of trip and field visits and field projects.
17. Judicious work distribution with utilization of fullest strengths and equalization of opportunity. Academic calendar of activities.
18. Many students are appearing in university merit list.
19. Five teachers are recognized Ph. D. Guides. So far M. Phil. and MBA project guidance and support to researchers.
20. Resourceful library and well-furnished, spacious reading room.
21. Student welfare and support to needy deserving students in terms of fees concession and felicitation of students with outstanding performance in academic, cultural and sports activities.
22. Students' participation in state & national level sports competitions.
23. Activities promoting gender equality, human dignity and equity.
24. Medical check-up camps for staff and physical and medical tests for students.

Institutional Weakness :

1. Prolongs admission process due to delay in university results affect the academic activities.
2. Insufficient admissions in PG programmes
3. Inadequate curriculum content for enhancing the students' employability.
4. Most of the students learn by earning their livelihood, hence drop-out rate is increasing
5. Too much reliance on govt grants create inflexibility
6. Teacher-student ratio is high.
7. Placement facility is not fully institutionalized.
8. Limited collaboration with alumni
9. Maximum number of faculty on clock hour based due to govt policy.
10. Failure to submit research proposals to the UGC.

Institutional Opportunity :

1. NAAC's higher grade and highest CGPA score.
2. Strengthening the linkages with industry.
3. Sustained participation in the neighbourhood community.
4. Scope for undertaking more number of quality initiatives.
5. To have more number of faculty and student exchange programme
6. Obtaining the grants for development from funding agencies.
7. Introducing the career oriented short term courses
8. Participation of teachers and students, orientation and refresher courses and short term courses and faculty development programme.
9. Establishing rain water harvesting system.
10. Seek status of college with potential for excellence (CPE) / college with excellence (CE) from the UGC.
11. Library sharing for non-students and external researchers.
12. Establishing the regular guidance centre for competitive examinations.
13. To enhance college-industry-community network.
14. Research journal publication

Institutional Challenge :

1. Employability and more employment opportunities for students.
2. Increasing students' preference for professional courses.
3. Catering to the increasing demand of ICT/smart classrooms.
4. To avail funding for research projects
5. Teachers engaged continuously under university, exam related and academic work hence, it is challengeable to complete syllabus on time in the semester system pattern.
6. To strengthen the financial support to poor / needy students.

Criteria wise Summary
Curricular Aspects:

- The college provides the academic flexibility offering more vertical choice for students by running UG level, B. A. & B. Com Programmes and five PG Programmes in Marathi, History, Economics, Sociology, Psychology and M. Lib.
- The curricula is designed by affiliating university, RTM, Nagpur University and effectively implemented by the college by adopting diverse innovative methods in teaching-learning, assessment and evaluation.
- The effective curriculum delivery is ensured through planning, review and feedback mechanism.
- The new courses across the programmes are introduced by affiliating university and implemented by the college. The B. A. & B. Com Programmes and all PG programmes have CBS and CBCS patterns

respectively.

- The college designs and plans curriculum for 9 short term Value Added Courses imparting transferable and life skills.
- The syllabi have evolved in various aspects as to meet the needs of time and equip the learners with the latest and need based knowledge. The institution runs core UG & PG programmes which integrate the issue of Gender, Environment and Sustainability, Human Values and Professional ethics.
- The college faculties represent on BoS and the Academic Council of the affiliating university and Gondwana University and have contributed in curriculum planning, designing and upgrading.
- To make curriculum more relevant and employment oriented, the college collects the feedback on curriculum from students, teachers, parents, employers and alumni. The responses and suggestions are analysed and communicated to the affiliating university and members of BoS for consultation.
- The teachers are given freedom to design the syllabus for Value Added Courses.

Teaching-learning and Evaluation :

- The Bridge Courses to map the gap between intermediate and degree level study are conducted in the beginning. The college took cognizance of the diverse learning capacity of the students. It facilitates learning process through special programmes especially for advanced learners and slow learners which have fruitful results. Remedial classes are conducted for slow learners.
- Thrust is given on learner-centric teaching methods like classroom seminars, group discussion, field visits, study tours, industrial visits, projects, workshops, etc, for enhancing learning experiences.
- Innovative teaching –learning activities in tune with the curriculum content and evaluations methods guided by the affiliating university are invented and planned. Innovation and creativity in teaching-learning process has improved the learning outcomes.

- The extensive use of ICT is sought to make teaching-learning process more effective and enjoying. A constant growth in the use of ICT for teaching-learning process by the teachers is seen for last five years. Total 86 percentages of full-time teachers and some of the faculty members on clock hour basis also use ICT.
- The college has 78% of full time sanctioned posts with 22.66 average years of experience. 53% of teachers are PhD holders among whom five teachers are PhD guides. Some of them have received awards of national repute.
- The college has proactive mentor-mentee scheme conducted by Student Support and Mentoring Cell which helps to address the academic as well as psycho-social needs of the students. Through this scheme the cordial rapport between the mentor and mentee has been established.
- Reforms are made to develop the transparent and robust internal evaluation system regarding frequency and variety for which adherence to the well planned academic calendar is followed strictly.
- The institution has stated programme outcomes, programme specific outcomes and course outcomes and is communicated to the students well in advance.
- The IQAC has devised and implemented an evaluation mechanism to trace the quality development of teaching and learning process. There is a gradual growth in the average percentage of results. Average pass percentage of final year students in university examination is 53.32%.

Research, Innovations and Extension :

* The research practices in the college are promoted and monitored through stated policy on research and malpractices.
* The articulation of innovative ideas/projects in the field of business and entrepreneurship, resource generation and mobilization is done with the establishment of Incubation and Innovation Centre in the college.
* Five Ph. D guides are working in the college and total 17 scholars are awarded PhD under their guidance in the last five years. There are 7 full-time teachers with Ph. D.
* Total 33 research papers have been published in the UGC recognized journals, and 35 chapters and papers in the books and the conference proceedings in the last five years indicate the growing research culture.
* The College organised two state level interdisciplinary seminars on 'Effects of Demonitisation' and on 'Mahatma Gandhi and Human Rights' on 11th February 2017 and 10 December 2018 respectively. The seminars are funded by the college itself.
* MoUs with the institutions of national importance have extended the contribution in social, ethical, security and environmental protection field. An MoU with the local Industry facilitated with the field visit and training to the students.
* The NSS department, Sociology Dept, Economics Dept and Psychology Dept engaged the students in the extension activities to sensitise them to social issues and to bring in their all-round development. Women Development Cell organised the workshop and programmes to sentise them on gender issues and women empowerment.
* The NSS volunteers participated in Clean India Mission and Cashless India Programme conducted in rural areas in collaboration with Z.P Office Wardha.

Infrastructure and Learning Resources :

* The college has total campus area of 33697 sq/mts including the built-up area of 3385.06 sq mts. 19731 books and reference books, e-journals and periodicals, and a well-maintained collection of rare books. INFLIBNET subscription is available.
* The College Management System and LIBMAN Software are used for office and library automation. OPAC system is made available through KIOSK device and LAN enabled computers in library.
* The campus houses laboratories, Computer Lab/English Language Lab, ICT-enabled classrooms, open theatre, library, well-furnished-spacious reading room, IQAC Dept, YCMOU Study Centre, NSS/Career Guidance & Counseling rooms, examination department, a girls' common room, an auditorium with audio-visual system and an adequate number of urinals-toilets for girls and boys.
* Infrastructure for sports consists of sports room with necessary equipment and amenities. The practice and training for ten outdoor games and three indoor games are provided. The ground in the premises enables to organize few sports and cultural events at college and university level. A large ground of 9 acres is situated behind the college.
* The college has 42 Computers + Laptops, with LAN facilities, 100 Mbps internet, and Wi- Fi facility. IT facilities are updated regularly and as per need.
* The departments and the staff room have provisions of computer and printers connected with internet to facilitate the faculty for extensive ICT use.
* The provision of safe drinking water is made through Central Water Purifying System and three departmental water purifiers along with water coolers.
* The college has a structured mechanism to use the discarded water from Central Water Purifying System. It is collected in a tank and used for flushing toilet, watering plants and playground maintenance.

- The maintenance of the physical and academic facilities and its optimum utilization is carried out through well-established procedure. The amount for maintenance is sanctioned readily. The college superintendent and in-charge of labs oversee the cleaning and repairing of the amenities. The maintenance of Computers and Software is ensured through AMCs. Other equipment are inspected and maintained regularly by the invited technicians.

Student Support and Progression :

- The college avails the facility of all kinds of govt scholarships. It also provides financial assistance to the economically backward students in form of fee concession.
- The capability enhancement schemes like guidance for competitive examinations, career counseling, remedial coaching, English language lab facility, bridge courses, yoga practice and personal counseling are undertaken for the students.
- The students benefitted by Guidance for Competitive Exams are selected in various govt services like MSEDL, HPCL, Police, ete. The students are counseled during career programmes are placed in various industries, finance and marketing corporates.
- 20 awards are bagged by the college students in the last five years in various university, state, and national level events of sports and games activities.

- The Grievance Redressal Cell and Women Development Cell redressed the students' grievances on various issues. But no case of ragging and sexual harassment is found since 2013-14.
- The students completing their degree successfully have enrolled for the courses like M. Com, M.A. MSW, MBA, B.Ed in different institutions.
- The Students' Council is formed every year and played active role in leading and organizing the curricular and extra-curricular activities and events. The students representing in working committees are involved in decision making and policy implementation process.
- The alumni of the college play a vital role in policy designing and providing insightful feedback for designing the development plan.

Governance, Leadership and Management :

- Staff Council along with IQAC looks after various issues related to curriculum planning and its implementation.
- Participatory administration in planning, execution, and monitoring. The management approves and monitors the policies and plans. LMC/CDC prepares budget, financial statements and monitors academic and non-academic progression. The Principal executes the plan and procedure by forming the various working committees.
- The college follows the service rules and procedures, recruitments and promotions related regulations laid down by Maharashtra Public University Act 2017 and Rashtrasant Tukdoji Maharaj Nagpur University.
- Grievance Redressal Cell headed by the principal actively attends the complaints raised by the students as well as staff.
- Farsighted management is encouraging the human resources to put in maximum efforts.
- Decentralization of authority and partial autonomy is provided to departments to take initiatives in decision making. The various academic and administrative committees are working effectively under the guidance and monitoring of the Principal and IQAC. Various policies and issues are discussed and decisions are taken.
- The college has a facility of accidental life insurance group policy and also availed periodically free medical check facilities. The advance payment to temporary staff, felicitation on academic and

outstanding achievement, incentives for M. Phil/PhD, financial assistance to attend seminar/conference, uniforms and washing allowances to peons etc are staff welfare measures. Profession Development Training (ICT Training) is organised for teachers.

- The college encouraged 9 out of 15 teachers to participate in Refresher Course, Short Term Course and Faculty Development Programme in the last five years.
- The statutory procedure is followed and complete transparency is maintained in mobilization of funds and optimum utilization of resources. Regular audit is conducted at the end of each financial year. The UGC grants are utilized and audited statements are prepared by the auditors. Perspective planning is prepared and its deployment is carried out in phases.
- Teachers are encouraged to participate in corporate life and represent themselves on various academic and public bodies.
- The IQAC has played a catalytic role in enhancement and sustenance of quality by framing the policies, by developing a perspective plan and by initiation of quality measures.

Institutional Values and Best Practices :

- The Women Development cell has successfully worked towards gender equity promotion and sensitivity by organizing many programs and activities.
- The college is proactive to gender related issues. The care is being taken to ensure the safety and security to the girl students and staff in the campus. The campus under constant CCTV surveillance, a common room with necessary facilities, sanitary vending machine, counselling etc facilities are available.
- The college provides physical facilities for differently abled persons in terms of ramp, railing and scribes.
- The college has effective waste management mechanism.
- The college has motivated the students to use bicycles and public transport. The certain green practices have been initiated to make the campus eco-friendly. The college also allocated the certain amount in its budget to maintain eco-friendly campus every year. LED bulbs/tubes are used to save the energy.
- Nine Value Added Certificate courses are started which offer human values and professional ethics. Human Rights Day on 10 Dec is celebrated every year.
- The national festivals, birth/death anniversaries of the great personalities are organised every year.
- The complete transparency in academic, financial, administrative and auxiliary functions is maintained by following the constitutional and directive procedures in daily functioning.
- The college has organized different activities in collaboration with neighbourhood community to address local advantages and disadvantages.
- The college has Rainwater Harvesting Unit which carries collected rainwater on building terrace.

- The institution maintains its distinctness by continuously providing the diverse and inclusive curricular, co-curricular and extracurricular activities to shape the distinctive aspirations of the stakeholders.

Profile

BASIC INFORMATION

Name and Address of the College

Name	LOK MAHAVIDYALAYA
Address	Bachelor Road, Pratap Nagar
City	Wardha
State	Maharashtra
Pin	442001
Website	www.lokmv.edu.in

Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Pushpa Subhash Tayde	07152-242580	9403098804	-	principal@lokmv.edu.in
IQAC / CIQA coordinator	Mahendra Sahare	-	8830057342	-	iqaclmvwardha@gmail.com

Status of the Institution

Institution Status	Self Financing and Grant-in-aid

Type of Institution

By Gender	Co-education
By Shift	Regular

Recognized Minority institution

If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	16-06-1987

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

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	31-03-2005	View Document
12B of UGC	31-03-2005	View Document

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Bachelor Road, Pratap Nagar	Urban	8.32	3385.06

ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)

Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSC	Marathi,Marathi	480	337
UG	BA,Arts	36	HSC	Marathi	780	668
PG	MA,Arts	24	Any Graduate	Marathi	160	19
PG	MLibISc,Library And Information Science	24	Any Graduate	Marathi	60	31
PG	MA,Social Science	24	Any	Marathi	160	28

PG	MA,Social Science	24	Any Graduate	Marathi	160	33
PG	MA,Social Science	24	Any Graduate	Marathi	160	18
PG	MA,Social Science	24	Any Graduate	Marathi	160	42

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				10				8
Recruited	0	1	0	1	8	2	0	10	3	1	0	4
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	7	1	0	8
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	4	2	0	1	0	0	8
M.Phil.	0	0	0	1	0	0	2	0	0	3
PG	0	0	0	2	0	0	1	1	0	4

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

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

Details of Visting/Guest Faculties

Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	5	22	0	27

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

Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	84	0	0	0	84
	Female	95	1	0	0	96
	Others	0	0	0	0	0
UG	Male	426	0	0	0	426
	Female	569	0	0	0	569

	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	61	99	116	97
	Female	88	153	150	122
	Others	0	0	0	0
ST	Male	52	63	70	69
	Female	59	105	91	87
	Others	0	0	0	0
OBC	Male	137	132	152	118
	Female	204	211	197	166
	Others	0	0	0	0
General	Male	123	101	160	139
	Female	148	188	239	211
	Others	0	0	0	0
Others	Male	60	60	62	77
	Female	74	87	96	73
	Others	0	0	0	0
Total		1006	1199	1333	1159

Provide the Following Details		
Number of Programs	Self-financed Programs offered	New Programs introduced during the last five years
	6	0

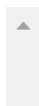| Provide the Following Details		
Unit Cost of Education	Including Salary Component	Excluding Salary Component
27127	27127	1896

QIF

1.Curricular Aspects

1.1 Curricular Planning and Implementation

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

Answer:

Response:

The college meticulously takes care to plan and deliver curriculum effectively. The curriculum designed by affiliating university is implemented and the evaluation and assessment norms set by the university and Govt of Maharashtra are followed. The university constantly updates and revises the syllabus. The college delivers the curriculum by enriching its operationalization by adopting diverse methods.

Academic Planning and Implementation:

- The academic calendar is prepared by functional IQAC which carries out curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum in each academic year.
- Regular meetings with staff have been conducted in order to ensure the curricular planning, discussing course contents, difficulties in delivering course content, discussing the objectives and outcomes and assessment methods. During each academic year, feedback on teaching –learning is conducted and committees are formed to deliver the curricular, co-curricular and extra-curricular activities.
- Teaching plans are prepared to ensure the planned curriculum delivery for UG as well as PG programmes. To ensure the effective curricular implementation, the meticulous planning and implementation is being done.
- In some cases, if the course is not covered in stipulated time, the teachers conduct extra classes on Sundays and Holidays.
- Based on the workload and discussions held in the staff club meetings, syllabus is distributed as per classes and papers for teaching. On account of experience and area of interest, the syllabus is allotted to the teachers intermittently.
- The timetable committee designs the timetable for arts and commerce for UG programmes. The Heads of the respective departments finalize the departmental time-table in consultation with their colleagues for PG programmes.
- The Teaching Plan implementation is supervised and the heads of departments guide the faculty members regarding the difficulties.
- The principal takes the review of the teaching –learning process at the end of every month. She encourages the teachers to use innovative methods in teaching and evaluation.
- IQAC monitors the process through students' feedback on teaching learning. The difficulties in curriculum plan and implementation are rectified in due time.
- Academic Audits are carried out regularly through external peers and IQAC.
- Teaching staff is deputed to the workshops and seminars on curriculum planning and implementation when the syllabi is updated and revised by the university.

Curriculum Enrichment Activities:

- Group discussions, students seminar, surveys, field visits, study tours, use of English language lab etc methods are implemented to encourage direct participation of students which help to profound infiltration of curriculum amongst the students.
- Guest Lectures, workshops, video clips on course contents, Power Point Presentations, e-notes on websites, internet sources are availed to the students to diversify and enrich learning experience.

Evaluation and Assessment:

- To ensure the effective and timely delivery of curriculum, regular class tests, oral questions, test examinations, quiz etc activities are conducted.
- Assignments, Classroom Seminars, Projects, Viva etc are conducted in order to develop the presentation, interaction, data collection and analysis skills of the students. The extent of successful articulation of curriculum content by the students is evaluated.

File Description	Document

Link for Additional Information	[View Document](#)

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

Answer: 0

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

Answer:

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

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

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

Answer: 53.33

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	2	1

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

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

Answer: 51.03

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

Answer: 99

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Answer: 100

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

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Answer: 11.76

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
344	70	180	53	56

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Answer:

Response:

As the institution runs the programmes in humanities at UG and PG level, mostly the curriculum itself is incorporation of humanistic values. The institution conducts the core courses and programmes which integrate the issue of Gender, Environment and Sustainability, Human Values and Professional ethics.

1. **Gender Sensitization**: In order to sensitize the student about gender equality and gender discrimination, the Women Development Cell and Women Study Centre of the institution has conducted many programs during the last five years the details of which are given in additional information. The programmes are organized to create awareness among the students (Male and Female) about their rights, safety, health and hygiene, right to equal opportunities.

2. **Environmental Studies:** Environment Studies is one of the compulsory subjects taught in second year of the degree courses. The core aspects studied as a part of this course is environmental pollution, protection of environment, global warming, deforestation, sustainable development, water conservation, non-conventional energy production, etc. The enrichment of this awareness program is also supplemented by the variety of programmes like 'Plastic Free Campus,' 'Tree Plantation', etc., in order to convey the importance of tree plantation and cleanliness for healthy human existence and the hazard posed by the use of plastic.

3. **Human Values:** The college organizes every year the birth Anniversary of Mahatma Gandhi, Dr. Babasaheb Ambedkar, Savitribai Fule, Sarvapalli Radhakrushnan, Swami Vivekananda, Sane Guruji and Constitution Day which inculcate the human values like Truth, Righteousness, Non-Violence, Love,

Sympathy and Respect for Humanity etc. Guest Lectures on high ideals and values are conducted periodically.

4.**Professional Ethics:** The subjects taught at UG level in commerce like Business Communication and Business Management, Course Content in Home-Economics, Course Content in Library and Information Science and also the course content in Economics taught at UG and PG level in the institution helps to imbibe professional ethics. The Career Counselling & Placement Cell and English Dept of the college organises events on soft skills and personality development which integrates professional ethics.

 These issues are included in the university syllabus as a part of programmes with an intention. The college itself put emphasis on value-based education. Additionally, the following additional courses run by the college address different and several cross-cutting issues. The faculties involved in running these courses make hard efforts to make the students aware of these issues. The college attempts to carry over the content of these cross-cutting issues to the beneficiaries.

1. Certificate Course in Women Rights
2. Certificate Course in Human Rights
3. Certificate Course in Communication Skills

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

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

Answer: 5

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

Answer: 5

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

1.3.3 Percentage of students undertaking field projects / internships

Answer: 9.28

1.3.3.1 Number of students undertaking field projects or internships

Answer: 109

File Description	Document
Institutional data in prescribed format	View Document

Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Answer: A.Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

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

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

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

2.Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Answer: 0.06

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	2	1	0

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

2.1.2 Average Enrollment percentage

(Average of last five years)

Answer: 50.91

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

Answer:

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

1175   1159   1333   1199   1006

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
2160	2160	2160	2480	2760

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Answer: 69.34

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
710	809	934	910	753

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Answer:

Response:

Though the institution is located in urban area, the majority of students are enrolled from the nearby rural area. As the students belong to the vulnerable sections of society, the diverse learning capacity is being observed. From the academic year 2016-17, a new policy has been adopted to organize special programmes for the slow and advanced learners. They are as follows:

Identification of Slow and Advanced Learners:

- After the admission process, the induction program is organized for the newly admitted students in which the Principal and IQAC Coordinator explains to them the entire facilities for learning, activities and add-on-courses available in the institution for the students.
- At the initial level, the **Bridge Courses** are conducted so that the students may map the gap between curriculum of HSC level and Graduate level.
- Earlier the college sorted the **slow learners** and **advanced learners** from the marks obtained in respective subjects by the first year students in HSC examination. But during classroom interactions, counselling and class tests, it was found that even high scoring students in subjects at HSC examination had not average understanding of the respective subjects.

- Therefore, from the session 2016-17, the classroom interaction and unit tests of all students are conducted based on the Syllabus Contents taught in regular classes. This concretely helped to identify the slow and advanced learners.

- **Remedial Coaching for slow learners:**

To improve the basic knowledge of the slow learners, to raise their confidence in difficult subjects, to improve their performance in the final examination and to reduce the drop out rate, the Remedial teaching is implemented in those subjects which are considered difficult for an average student. The following subjects are recommended by the IQAC for remedial teaching on the basis of the students' performance in the examination of respective subjects:

1. English

   2. Economics

   3. Commerce

The IQAC monitors the strategies followed by these departments for slow learners. The departments prepare the list of difficult concepts and topics in the subject. The focused and intensive time-table is prepared and exam oriented preparation is being done. This program helped the slow learners to improve their performance in their examinations.

Advanced learners policy:

On the basis of better performance in the previous examination and class test, the advanced learners are identified. They are provided with extra reading and reference material to improve their knowledge level. They are provided free accession and extra card by library. They are encouraged to participate in competitions and programs carrying out the responsibilities of anchoring and proposing vote of thanks. To inculcate research aptitude among them, the research journals, internet web links in the subjects of their interests and N-List membership are provided to the advanced learners. They are also compulsorily involved in surveys and projects undertaken by the respective depts.

Outcome

Most of the students enlisted under the remedial coaching have successfully passed the university examinations while the advanced learners have shown better performance in examinations.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Answer: 78.33

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Answer: 0.17

2.2.3.1 Number of differently abled students on rolls

Answer: 02

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

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

Answer:

Response:

The faculty members undertake the wide range of student centric teaching-learning methods as a part of innovative and need based evaluative methods prescribed in the syllabus of UG and PG programmes.

As most of the students are from rural background with marginal social and economic strata of society, the departments designed the various activities to help them explore their hidden potential. In order to enhance their participation in teaching- learning, the departments implement activities through respective Study Circles by engaging students' representation. The teaching –learning methods like Group Discussion, Classroom Seminar, Viva, Open Book Writing in English, Digital Teaching Aids, Use of ICT, PPTs, Presentations, use of language lab, Video Clips, Role Play, Oral Tests in English, Class Tests etc are undertaken.

After analyzing the kind of learners and their needs, the teachers identify and frame the diverse activities for different courses and programmes. Thus Dept of Psychology undertakes visits to Orphanage, District Prison, Home for Aged, *Bal Sudhar Griha* every year. In order to, implement the theoretical information; the department undertakes Counselling and Clinical diagnosis by conducting the counselling sessions of adolescent students of Lok Vidyalaya, Wardha every year. Sociology Department encourages the students' involvement in identification of social problems by organizing visits to Orphanages and Home for Aged and undertaking village surveys. Geography department conducts the socio-economic survey of a village every year. The students prepare the survey report and submit to the department for internal evaluation. Library Science undertakes the field visits to resourceful libraries studying the functioning of library.

Teachers in the Department of **English** have used the experiential learning method in teaching to the students of Compulsory English. The syllabus contents "Improve Your English" is taught by mock conversation, interviews and role-playing activities.

Study Tour to visit the historical and excavation sites is conducted every year by History Department. In order to make the students aware of entrepreneurship field and its organizational structure, Commerce Dept and Economics Department undertake the field/industrial visits. Home-Economics Department conducts recipe practical, apparel exhibition, envelop making and soft toy making workshops to facilitate the students to learn through the experience. The department also undertakes the field visits and self-employment training.

The students of psychology department, library department, and geography department are given a problem relevant to their lives and apply whatever knowledge they earned to find the solution.

All the departments give Home-assignments to the students as a part of internal evaluation mandated by university syllabus. The application based life problems extracted from their syllabi are assigned to the students and the students prepare the assignments by applying their earned knowledge. The Second Year students of B. A. and B. Com Programmes need to prepare the project on environment science. The faculty in-charge assigns the topic and asks the students to submit the project on environmental issues being faced in their locality and nearby areas. Department of Economics organizes the quiz competitions. The students of commerce department have to solve the illustrations in accountancy, statistics and business finance.

File Description	Document
Link for Additional Information	View Document

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

Answer: 86.67

2.3.2.1 Number of teachers using ICT

Answer: 13

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

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

Answer: 78.33

2.3.3.1 Number of mentors

Answer: 15

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Answer:

Response:

The institution prepares the academic calendar at the beginning of the academic year. After completion of the admission process, teachers plan the academic schedule according to the university academic calendar. To make teaching learning interactive, supportive and more rewarding for our students, the departments use creativity and undertake innovative activities that are suitable for their course content.

- **Student-Centric Practices:** To develop the sense of participant learner, the students are engaged in equal group learners which provide them an opportunity to learn from their partners. So besides lecture method, classroom reading sessions, interactive sessions, classroom seminar, group discussions, brainstorming sessions, illustrations through real-life situations, context-based story, role play, field visits, review on poetry, novel and drama, guest lectures etc innovative students centric methods are used in teaching learning.
- **Field Based Activities:**

To develop the students ability to look outside the classroom and laboratory, departments give them opportunity to relate learning through their interactions with local communities and the visits to the historical heritages, geographical hotspots, banks, local industries and projects. Psychology Dept conducts the Counselling of adolescent students. The Students of M. Lib are sent for internships to the nearby libraries.

- **Outcome Based:**

The expected programme outcome and course outcomes are discussed in the classrooms by the respective faculty members. It helps the students identify with the kind of information, skills, abilities and values to be developed after the completion of the course. After the completion of the course, the teachers measure the outcomes on the basis of classroom interaction, students' involvement, observation, class tests, seminars, assignments, practical, field visits etc.

- **Inclusive and Diverse Activities:**

To make the learning more interesting and pleasant, diverse innovative tools and audio-visual teaching-learning aids are used.

- Three Classrooms and an Auditorium in the college are equipped with LCD Projectors. Two classrooms have been installed with Interactive Whiteboards along with LCD projectors. In addition to laptops, computers and multimedia tools, the teachers use these aids rigorously to make teaching inclusive for all learners.
- The students from diverse subject groups and learning background are given an opportunity to broaden their conceptual and informational level of understanding. The teachers use PPTs, Video Clips, Movies, Dramas, Language Lab, Practical Devices, Charts, Diagrams, Online Study Materials on college website, Question Banks, Model Question Papers with Answers, English Grammar Practice Sheets, Google Classroom etc as per the need of curricula and discipline.
- To impart an opportunity to inculcate the life skills, professionalism and values, the Value Added Courses are being run for the students.
- **Research Based Approach:**

To stimulate the research approach among the PG students, the lists of potential thrust research areas in their discipline are provided to them. The PG students are involved in surveys and analysis of collected data to reach to findings. Social Surveys of local communities and Projects prepared by the students promote the spirit of research with the application of appropriate research methods. The INFLIBNET membership and research journals are provided to them to encourage for research.

2.4 Teacher Profile and Quality

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

Answer: 78.95

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of	View Document

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

Answer: 45.33

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	7	6	6

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Answer: 22.07

2.4.3.1 Total experience of full-time teachers

Answer: 331

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Answer: 33.33

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

Answer:

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

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Answer: 0

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

Answer:

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

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

Answer:

Response:

Institutional Reforms in continuous evaluation: The College has to, a large extent, follow the internal evaluation mechanism as guided by the affiliating university. Continuous Internal Evaluation system has been a part of the evaluation mechanism since 2013-14 for PG Programmes and since 2016-17 for UG Programmes. In addition to the reforms as initiated by the university, the college has implemented following strategies to evaluate the performance of the students.

Conducting Class Tests: After the completion of admission process, the departments conduct the **Bridge Course** for the entry level students. On the basis of the course content prescribed by the university, a class test is conducted to identify the slow and advanced learners. However, after completion of Remedial Classes, the slow learners' progression is checked through the test exam. This practice has proved itself as the reliable source of the evaluation of the students' progression in learning.

To check the learning outcomes of the courses periodically, the departments conduct the tests in which the students demonstrate the level of their knowledge acquisition. Besides traditional methods such as Home Assignment and tutorials, new methods such as open book tests, oral tests, classroom seminars, multiple choice question series, quiz, group discussions were introduced at the departmental level. The details and reports are collected for the discussion and cross checking of the heads and principal. This reform helped to track the progress of knowledge acquisition and to measure the course outcomes.

Introduction of Test Examination: The examination committee prepares the schedule of term examination and displays its notification on the notice board and the website. The teachers set the question papers as per the patterns of the university examination. The answer-books are assessed by the teachers in the college itself and results are prepared and displayed on the notice- board. The results are also communicated in the classroom and the students are counselled as per the requirement to improve the performance in the university examination.

Providing the Answer-books to the students: To make the internal evaluation more reliable and transparent, the class-test papers, assignments and terminal exam papers are given to the students to verify their presentation. Their shortcomings and progressions in the tests and assignments are discussed and proper suggestions are given to each student to improve his/her presentation in future.

E-Tests: The departments are encouraged to conduct e-test by using Google Classroom and Google Forms. A few deptts conducted the online tests and submitted the reports.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Answer:

The institute monitors the internal assessment process through the heads of the department and Examination Committee. The instructions and methods of internal assessments for various programmes and courses are communicated to the students well in advance. The students are made aware of the evaluation pattern to ensure transparency and strictness in the internal assessment.

The academic performance of students is evaluated both by Continuous Internal Assessment and University Semester Examinations. The ratio of the marks allotted to University Theory Examination and College level Internal Assessment is given below:

Programmes	Internal Assessment Marks	University Theory Exam
B. A. (from 2016-17)	20	80
B. Com (from 2016-17)	20	80
M. A. (from 2013-14)	20	80
M. Lib (from 2013-14)	20/100 (Project)	80

The university directed the different assessment criteria for different courses. i. e. B. A. Geography has four criteria i.e Attendance, Survey, Assignment, Practical. While for B. A. Compulsory English, 10 marks are allotted for Assignments based on Unit V of the syllabus and 10 marks are for Viva. Moreover, 20% of the total marks in each course of PG programme are assessed by Class Tests, Field Visits, Assignments/ Seminars and Attendance in respect of theory courses and Lab involvement and records in respect of Practical/Viva-Voce.

To ensure transparency, Test Examination Timetable is prepared and circulated among the students. Question Papers are set on the pattern of University Examination. Rigorous transparency is maintained by in-house question papers setting and evaluation. The top secrecy is maintained in setting and printing of the question papers. Marks allotted are displayed on the Notice Boards. The test papers are distributed among the students to ensure them the transparency in evaluation. The students can verify the answer-papers and discuss the issues, if any, regarding the evaluation of the answers. The teachers of the concerned subject preserve the test papers in the departments till the completion of the course. The absent students are not allotted the internal marks reserved for Test Examination Evaluation. The students are counselled who underperform in the tests. They are guided for improvement through remedial classes and counselling sessions.

The students are given assignments on the selected topics from the syllabus. The marks of assignments are allotted strictly for timely submission and performance in the assignments. The students' viva, presentation, seminar, oral tests are conducted and evaluated by the expert team formed by the departmental faculty and guests from other depts. This activity helps to maintain the transparency and robustness in the internal evaluation. The performance in fieldwork, visit reports, and project works are strictly monitored by the subject teachers. Viva-voce based on practical work is carried out by inviting the external experts nominated by the university. Formative evaluation is done continuously throughout the period till the student appears for the last examination.

The internal assessment of Certificate Course in Communicative English and other Value Added Courses is carried out as per the criteria designed and planned by the concerning departmental BoS.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer:

Response:

The institution ensures the transparent and efficient redressal of students' grievances. After the introduction of CBS and CBCS Pattern of Curriculum by RTM, Nagpur University, the examination and evaluation is divided into two parts – internal assessment in addition to the practical exams at institute level and theory examination conducted by the university. Hence, depending on the nature of the grievances, the students' grievances related to examination are addressed at two levels- College and University.

At the College Level: The college level grievances related to the internal assessment are handled by the Grievance Redressal Cell of the college. The answer sheets of tests and assignments are shown to the students to maintain the transparency. The shortcomings and lacunae are pointed out and model answers and presentations are discussed in the class. If there are any grievances regarding assessment, the students can freely consult to the teachers and head of the departments. If they are not satisfied, they can apply in to the Principal who is the head of the Grievance Redressal Cell. Re-checking and re-valuation facility is available for the students at the institute level. Principal instantly consults the faculty and heads to resolve the issue on time. A clerk has been deputed for uploading internal marks on the university examination portal. The printed copies of submitted internal marks are sent through proper channel maintaining the confidentiality. The second printed copy is preserved by the departments for the follow up.

The grievances related to the evaluation of the Value Added and Life Skill Courses are redressed by the concerning department and the principal on priority basis.

At the University Level: As for the grievances related to University examinations, the time taken depends on the policies of the University. The issues related to non-generation of hall-tickets of the students by the university and change in name or subjects on hall-tickets are addressed on priority basis. After declaration of results, any student can apply for re-evaluation to the university in a format provided by the University. The college office forwards the application to the University. The proper time-bound communication is made if any results of the students are withheld for any reasons by the university. An independent clerk has been assigned the work of correspondence to the university to ensure the efficient and time-bound redressal of the students' grievances. In accordance with the RTM Nagpur University Ordinance, the college has constituted the Discipline and Vigilance Committee that investigates into the cases of unfair means and malpractices during the examinations.

File Description	Document
Any additional information	View Document

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

Answer:

At the end of each academic session, IQAC along with the heads of the departments prepare the institutional Academic Calendar in conformity with the Academic Calendar published by the affiliating University. The academic activities and college examinations schedules are planned as per the schedules of University Academic Calendar. After publishing the Institutional Academic Calendar, the departments

and committees prepare their teaching and activity plans and are displayed on the notice board. The academic calendar of the college is displayed on the notice boards and on the college website. Besides academic, co-curricular and extra-curricular activities, it incorporates the details on the conduct of the continuous internal evaluation mechanism and planning. College Examination Committee and Teachers ensure the conduct of the timely and efficient CIE as per Academic Calendar. The time-tables of class tests and pre-semester examinations, dates of question paper submission and statement of marks preparations, assignments and presentations, practical tests, visits, projects submission dates are decided as per the schedules given in Academic Calendar during the meeting of Staff Council. As far as the undergraduate courses are concerned, the internal exams are held according to a time table announced in advance through notices circulated in the classrooms and on the display board. The internal tests, practical, presentations, seminars, viva etc are planned separately for PG Programmes so that the students of UG programmes can be benefitted by attending the seminar and presentation sessions by PG students. Interested UG students attend the same. This helps them develop the interest and in-depth understanding of the subjects. They also acquire the idea of the presentation and seminar skills. RTM, Nagpur University publishes the overall framework and time-table for the examination. The college departments conduct all their continuous internal evaluations within its framework for the respective programmes and courses.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Answer:

Response:

The institution runs two UG Programmes (B. A. & B. Com) and six PG Programmes. Each course under these programmes has the well-defined syllabus, reference books lists, objectives, duration, question paper pattern and marks weightage which is approved and endorsed by BoS RTM, Nagpur University. Besides details provided in prospectus and website, at the beginning of the session each department provides an introduction to the courses, its objectives, facilities and teachers' profile. The respective subject teachers convey and sensitize the students regarding the course objectives, course outcome, evaluation pattern, weightage and other course-related information in the classrooms.

Every staff and students are introduced with the vision, mission and core values of the institution by displaying them on website and at frontal places in the campus. While planning the curricular and co-curricular activities, the guidelines of RTM, Nagpur University are followed. Simultaneously the care is also taken to integrate it with the vision, mission and core values of the institution.

During the staff meetings, the learning outcomes of each programme, its specific outcomes and course outcomes are defined and discussed by the teachers. Accordingly, the activities to achieve those objectives and outcomes are planned. The vision, mission and core values of the institution judiciously reflect the POs, PSOs and COs of the course offered by it.

All the departments have the lists of well-defined course objectives, programme outcomes, porgramme specific outcomes and course outcomes which provide the roadmap to achieve the goals. The academic activities are strictly carried out in its ambit. The students are made well aware of it through prospectus, website and study circle conventions.

The course outcomes of the Value Added Courses designed by the college are clearly stated and displayed on the college website. They are also communicated to the students in the regular classes. Moreover, the departments running these courses make the students aware of these outcomes.

A copy of the Programme Outcome, Programme Specific Outcome, and Course Outcome along with a copy of syllabus of each subject is kept in the college library for the reference of students and teachers.

File Description	Document
Link for Additional Information	View Document

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

Answer:

Response:

The institution evaluates the attainment of programme specific outcome to ensure the quality enhancement. IQAC has proposed to devise the plan to evaluate the programme outcomes. After the exhaustive discussion, it devised the mechanism which is transparent, scalable, robust and objective. To measure the reliable programme outcomes and programme specific outcomes, there is an ideal blend of subjective observation and objective assessment of the students' performance.

Mechanism of Evaluation:

The PG and UG departments are asked to evaluate the students' performance to measure the attainment of programme outcomes. As there were less admissions in PG programmes, there was no difficulty in evaluating the PG students. But considering a large number of the enrolled students in the UG Programmes, the evaluation was carried out on the random sampling method. The checklist of the expectant acquired knowledge, skill, abilities and values devised by IQAC was handed over to the head of the department of concerned programmes. They were given the responsibility to prepare the report on the attainment of the programme outcome.

This evaluation mechanism was implemented from the academic year 2016-17. The departments selected 20% of students from the last completed academic session. For example, the 20 (20%) respondent students from total 100 students enrolled for B. A. should be selected.

After the declaration of the university results, the departments evaluated the attainment of the programme outcomes.

The checklist is prepared considering the faculty of the programme i.e. arts for languages, commerce and social science.

The questions in the checklist were designed to seek the response in 10 point scale on attainment of knowledge, skills, attitudes and values by the students.

The students had to respond from scale 1 to 10 in the box for each question from the checklist.

The percentage scored in the university examinations were taken into consideration and given 50% weightage as the final university results incorporated not only the 20% internal assessment marks offered by the teachers but marks allotted to practical/project also. The teachers offered these marks to the students objectively. The overall internal assessment of the students was carried out on the basis of the interaction, presentation, communication, awareness and participation in curricular, co-curricular and outreach social activities.

The cumulative evaluation was further done by calculation of the point in checklist and by summation of the marks. The final score for the evaluation was allotted to the students by awarding 50% weightage to numbers scored from checklist and 50% to the percentage of marks in the university examination.

Marks of the Checklist + Percentage of Result

The attainment is identified at the following levels:

Above 76 --Excellent

66-75 -- Good

51-65-- Satisfactory

35-50 -- Average

Below 35-- Not satisfactory

The final reports were submitted to IQAC by HoDs

The reports were utilized for obtaining the insights in the level of success in the implementation of teaching –learning and other activities. The needful suggestions were given and the strategy for the next academic session was planned to maximize the overall outcomes.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Answer: 52.32

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

Answer: 124

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

Answer: 237

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.53

3. Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Answer: 0

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

Answer:

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

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Answer: 33.33

3.1.2.1 Number of teachers recognised as research guides

Answer: 5

File Description	Document
Any additional information	View Document

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

Answer: 0

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

Answer: 0

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

Answer: 15

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Answer:

Response:

To promote the vision of business and entrepreneurship, the new ideas needed to be nurtured systematically. Therefore, a new centre named Incubation and Innovation Centre has been started in the academic year 2017-18. This centre of the college functions to transform these ideas into competitive business firms.

AIMS AND OBJECTIVES:

- To incubate innovative business ideas in various areas such as manufacturing, transport, energy, health, education, agriculture, water and sanitation etc.
- To provide a platform to the students to connect them with the entrepreneurship.
- To help the students in initiating the start-ups from different agencies like DIC, Atal Innovation Mission etc.
- To recommend startups for availing benefits under the Startup India Scheme.
- To create awareness on IPR.

Name	Contact	Email
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Practice:

The Incubation & Innovation Centre will follow the following practice:

1. Workshops and Training Programmes for introducing the concept of the Centre among the staff and students.

2. Undertaking the Surveys to identify the local needs for entrepreneurship.

3. Collaborations & linkages with DIC, Vidarbha Industrial Development Corporation and local institute M-GIRI in order to share the knowledge and to promote entrepreneurship.

4. Undertaking primary level surveys or projects to trigger the innovative ideas in research

5. Guest lectures on IPR

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer: 0

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

Answer:

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

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Answer: Yes

File Description	Document
Institutional data in prescribed format	View Document

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

Answer: Yes

File Description	Document
e- copies of the letters of awards	View Document

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

Answer: 3

3.3.3.1 How many Ph.Ds awarded within last five years

Answer: 15

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

Answer: 5

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Answer: 0.6

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

Answer:

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

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

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

Answer: 2.67

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
10	14	7	7	2

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

3.4 Extension Activities

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

Answer:

Response:

The following are the extension and outreach activities and their impact on the overall development of students:

Sr No

Sl No	Name of Unit	Extension & Outreached Activities	Impact
1	NSS	Seven day camp in nearby villages	Social and Health awareness
		Tree Plantation	Environmental Awareness
		NSS Day	National Integrity
		International Literacy Day Rally	Social Awareness
		Blood Donation Camp	Social Responsibility
		Sadbhavana Rally	National Integrity
		Mahatma Gandhi Birth Anniversary	Cleanliness awareness/National Values
		Voter's Awareness Rally	Political Rights & Participation
		HIV AIDs Awareness Rally	Health Awareness
		Health & Dengue Awareness Camp in Slum Area 2015	Health Awareness
		Ganesh Visarjan & Nirmalya Collection Drive	Social Responsibility
		Awareness Campaign on "Construction & Use of Toilets in Rural area'	Social Responsibility & Health Awareness
		Awareness Campaign on 'Cashless India"	Social Responsibility & Digital Literacy
		Diabetes Awareness Stride	Health Awareness
		Constitution Day	Constitutional Duties, Rights and National Integrity

	Women Development Cell	Workshops on legal and health guidance	Law and Health awareness
		Lectures on Gender Equality	Women empowerment
		Interactive Session on "Women Related Laws & Security "	
		Savitribai Phule Birth Anniversary	Women empowerment
		Workshop Rubella Vaccination	Health Awareness
		Pre-marriage Counselling	Women Empowerment
	Psychology Dept	Counselling in Wardha District Prison	Mental Health Management
		Visits to Orphanages	Social Responsibility
		Visits to Home for Aged	Social Responsibility
		Visit to and interaction with Mentally Challenged School	Social Awareness
	Sociology Dept	Visit & Assistance to Orphanage	Social Responsibility
		De-addiction Drive in Villages	Social & Health Awareness

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

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

Answer: 1

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

Answer:

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

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

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

Answer: 29

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	8	6	7

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

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

Answer: 16.43

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
150	224	224	220	150

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Answer: 2

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

Answer:

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

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

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

Answer: 0

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

Answer:

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

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

4. Infrastructure and Learning Resources

4.1 Physical Facilities

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

Answer:

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

Response:

 The college has adequate physical and academic facilities as demanded by the university to run the different programmes. The college has upgraded the existing premises. The teaching and the learning facilities are adequately available in the campus. The college has adequate number of class rooms. Each class room is well-ventilated which makes the atmosphere conducive for teaching-learning process. Greenery is maintained in the surrounding of the college. Three classrooms are equipped with LCD Projectors and interactive white boards. The teachers use audio-visual aids in the classroom to make the teaching-learning process more interesting and interactive. Most of the teachers have been given Laptops to encourage the ICT use in teaching-learning process.

 The college has a library which has approximately 20000 books and 7 journals are subscribed. For accessing the data or information, computer is available with Internet facility. Students are given free access to the central computer lab. Well-furnished and spacious reading room with 200 seating capacity remains open from 8.00 am to 7.00 pm including holidays.

. The details of the well-furnished and advanced facilities available for the teaching and learning

are as follows

Sr. No.	Particulars	No of Rooms/Items
1	Well- furnished Classrooms	28
2	Laboratories	05
3	Auditorium (with ICT facility)	01

4	Central Library (Sane Guruji Granthalaya)	01
5	IQAC Dept	01
6	Principal Office	01
7	Smart Classroom	02
8	ICT enabled Classroom	01
9	Girls' Common Room	01
10	Staff Room	01
11	Physical Education Dept	01
12	YCMOU Study Centre	01
13	NSS/Incubation & Innovation Centre/Career Guidance & Counseling Cell	01
14	Store Room	01
15	Central Urinal, Toilet & Washroom for Students	04
16	Toilet & Washroom for Staff	04
17	Computer Lab/English Language Lab	01
18	Garden	01
19	Examination Room	01
20	Notice Boards	06
21	Women Development Cell Room	01

Academic Facilities

1.	Computers + Laptops	42
1.	Printers+Scanners+Xerox	10
1.	Printers	07
1.	UPS	23
1.	Generator	01
1.	LCD Projector	04
1.	CD Player & TV	01
1.	Interactive white boards	02
1.	Central Water Purifier	01
1.	Departmental Water Purifier	03
1.	Water Coolers	05
1.	Podium	02
1.	Tablet Monitor	01
1.	Document Camera	01
1.	Camera	03
1.	CCTV Camera (8 pcs set)	01
1.	Wi-fi Routers	02

1.	Refrigerators	04
1.	Microwave Oven	02

In addition to the above facilities, the college has enough categorical tools and equipment in Psychology lab, Geography Lab and Home-economics lab. The data storage equipment like pendrive, harddisks, software, electronic cleaners, vacuum cleaners, presenter mouse, green boards, electronic bell etc are used in daily activities.

File Description	Document
Link for Additional Information	View Document

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

Answer:

Response:

The college has adequate facilities for sports and other extra-curricular activities. The specific space is earmarked for sports, games, yoga and cultural activities.

Sports Outdoor Games:

The college has established different courts for various games in premises. A large ground of approximately 9 acres is also available at the back side of the college building. Besides the available playground facility in the college, the college seeks permission from the external agencies for the games like cricket, athletics and swimming.

Sl no	Name of the Game	Established Year	Area
1	Ball Badminton	2000	12×24 meters
2	Kabaddi	1989	13×10 meters
3	Volleyball	1989	9×18 meters
4	Kho-kho	1989	25×16 meters
5	Base-ball	2002	90 yards
6	Softball	2002	45 yards
7	Net-ball	2003	50×100 feet
7	Cricket	--	District Association Ground, Wardha
8	Athletics	--	District Sports Stadium, Wardha
9	Swimming	--	Nagar palika Swimming Tank
10	Cross-country		--

Indoor Games:

Sl no	Name of the Game	Established Year	Area

| 1 | Chess | 1989 | -- |
| 2 | Wrestling | 2000 | -- |

Gymnasium:

The college is planning to set up the gymnasium. In the next academic year, the gymnasium will be established.

Infrastructure for Yoga:

Yoga is practiced in the separate hall. The college has MoU with Vivekanand Kendra Kanyakumari, Branch –Wardha which avail the experts to undertake the yoga practice once in a week. Yoga day is celebrated every year. The college has Sahaj Yoga Kendra where meditation sessions are conducted on every Friday in the evening.

Infrastructure for cultural activities:

The cultural activities are organised in the college auditorium. It has all the required audio-visual set up. There is an open theatre in the campus. If need arises, it is used to organise the large events and inter-collegiate and zonal sports competitions. Practice sessions of cultural activities such as plays, mimes, dance, folk dance, one act plays, street plays take place in the auditorium.

Musical instruments required for cultural and musical concerts are always made available to the interested students. The instruments like harmonium, Tabla, Dholki, Dhol,Tasha, flutes, etc are available in the college.

Participation in *Yuvarang*:

The best one presentation like plays, mimes, folk dance, street-plays etc. are shortlisted.

The students are sent to participate in *Yuvarang* organized at different places by Rasthtrasant Tukadoji Maharaj Nagpur University. The college provides expert training and travelling expenses to the participants. The best performances are awarded memento and appreciation certificates.

File Description	Document
Link for Additional Information	View Document

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

Answer: 13.79

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 4

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

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

Answer: 23.29

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
4.5	4.5	5	6	3

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Answer:

Response

The details of ICT tools and other instruments deployed to maximize the accession and services of the library are as follows:

ILMS Software	LIBMAN, Nagpur from the year 2011-12
Version	**1.0**
Status of automation	**Partially automated**
OPAC	**OPAC is available – KIOSK is installed and a computer is made available**
e-Journals	**Available through INFLIBNET**
In house/ remote access to e-publications	**Available through INFLIBNET**
Total no.of computers for user access	**16**
Internet Bandwidth/speed	**100 mbps**
Institutional Repository	**Available in library repository computers**

Library Automation: The work of entry of library active collection is **completed** using ***Lib- Man software***. The newly purchased books are registered in the software before stacking. The bibliographic information about the collection is made available through library OPAC system. Almost all the housekeeping work is partially computerized. Lib-Man is an integrated, multi-user, multi-lingual package, which computerizes all the in-house operations of Library. This package is user friendly & can be handled / operated by the staff vis à-vis the beneficiaries of the system without any prior knowledge of computers.

OPAC: This deals with the Catalogues and Searches. The Books present in the Library can be searched on the basis of various criteria like: Title, Author, Subject, Place of Publishing, Publisher, Year of Publishing, Classification Number, ISBN No., Editor, Translated Books and Document Type Catalogue, with the exact

details and the status of the books present in Library. It also provides the Combinational and Words in Title Search. For this service separate KIOSK is installed at the entrance of the stacking.

   The students and teacher users get access to the online repositories like INFLIBNET through computers with internet facility in the computer lab. The users can also get remote access to INFLIBNET.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer:

Response:

The college library has diverse and resourceful collection of 19731 books. There are text-books, reference books in various disciplines, popular reading books and some rare books.

   There are 11 rare books.

   44 encyclopedias of different subjects.

   15 general and subject dictionaries

   10 Year books

   82 autobiographies of great personalities

   04 University Reports

   Library also has INFLIBNET membership facility for students and teachers. CDs and DVDs of different subjects are also available in the library. Important journals, magazines and newspapers are available in the library.

File Description	Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

   1. e-journals

   2. e-ShodhSindhu

3. Shodhganga Membership

4. e-books

5. Databases

Answer: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

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

Answer: 136473.6

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
125405	207449	161597	120884	67033

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

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

Answer: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Answer: 4.45

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

Answer: 53

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

Response:

The college always takes care to update the IT facilities considering the need and scope. Wi-Fi, Broadband and VPN connections are updated frequently as per the needs. The communication and consultation with BSNL staff is done to update and extend the internet and wi-fi facility.

Sl. No	IT Facility	Date of Updation
1	Wi-fi	Frequently
2	VPN	Frequently
3	Computers and Accessories	As per need
4	Licensed Office Software –CMS	Yearly
5	Library Software - Libman	Yearly
6	The College Website	Frequently as per need

Updation of IT Facility in College:

The college has total forty two computers including twelve laptops. Sixteen computers are connected with LAN in computer lab and two computers are connected with LAN in library.

Six computers are connected in LAN in office for administration purpose. College has College Management System (CMS 8.0) and LIBMAN software for office and library respectively. Admission process, accounting and internal examination related works are performed using this CMS software including routine activities related to students like fee receipts, issuing I-cards, bonafide certificates, leaving certificates. The software is updated frequently as per our needs.

The college has all the computers with latest configuration and all the computer systems are protected with licensed Quick Heal and Net Protector Antivirus.

The library of the college is partially automated. The accession of the books and transaction of the books to the students and teachers is done with the facility of computer systems, printer with internet connectivity.

Earlier our college had six VPN Broadband connections provided by BSNL until 2016-17. But as per the need, 10 Mbps bandwidth Broadband Plan was subscribed in July 2017. But in December 2018, the Internet/Wi-fi plan of BSNL has been updated to 100 mbps speed.

The college has a well-equipped smart class equipped with Brio Touch Digital Teaching Device concerning ICT which has wi-fi connection. Two other classrooms are provided with LCD Projector facility for the Teaching and Learning process. The teachers use laptops for ICT use which are provided to them by college to encourage the use of ICT in teaching-learning process. The laptops are easily connected to wi-fi. In general, updation of IT facilities is continuously done.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Answer: 73.44

File Description	Document
Any additional information	View Document

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

Answer: >=50 MBPS

File Description	Document
Any additional information	View Document

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

Answer: No

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Answer: 9.84

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
2.2	2.7	1.3	2.1	1.4

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

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

Answer:

Response:

The institution has standard procedure for maintenance and optimal use of infrastructure. The budget is allocated for the maintenance of physical, academic and support facilities. The Planning Committee and Purchase Committee of the college prepares plan and accordingly budget is allocated for various purposes such as Internet fees, laboratory expenses, organizing various college related programs and seminars, college magazine, repairs and maintenance of garden, buildings, electricity, water supplying system, furniture, sanitation etc.

The college has Building & Garden Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The College Superintendent regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure

Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus Classrooms, Staffrooms, Auditorium and Laboratories, etc are cleaned and maintained

regularly by non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor.

The college has outsourced the services of electrician, carpenter and plumber to oversee and maintain the repairs on the campus.

The verification of stock is done at the end of every year.

The sports teacher looks after the maintenance of playgrounds and sports equipment.

Library :- Library is partially computerized. It is equipped with Libman Software. AMC has been made available with Masters Software, Nagpur for maintaining the Library software package (LMS) and College Management System (CMS). The regular backup through onlne mode is taken. The authorized technicians of the Master Software provide services for any issue in functioning of the software. Online or physical quick service is provided by them.

Pest control is done regularly to maintain the books. Fire Extinguishers are kept in library for fire safety.

Reading Room is kept open from 8.00 am to 7.30 p.m. including holidays. Regular cleaning is carried out by the library staff. An additional staff is appointed to monitor the services.

Academic and Support Facilities:

College has well established system & procedure for maintenance and utilization of available supporting facilities. The responsibility to maintain the ICT classrooms is assigned to the teacher-in-charge. The teacher conveys the issue to the principal and quick action is taken to redress the issue. HoD of the concerning department looks after upkeep and maintenance of the laboratory. Computer lab-English language lab is looked after by the appointed staff for the purpose. The time-table of English language lab is available in the computer lab also. The technician in the lab conveys the schedule to users in advance.

The optimum working condition of computer, printers and other ICT equipment is ensured through annual maintenance contracts (AMC). The technicians are called upon regularly to oversee the working and servicing of Generator, Water-purifiers and CCTV cameras.

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

5.Student Support and Progression

5.1 Student Support

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

Answer: 0

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

Answer:

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

File Description	Document

Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Answer: 0.95

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	8	0	33

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

   1. For competitive examinations

   2. Career counselling

   3. Soft skill development

   4. Remedial coaching

   5. Language lab

   6. Bridge courses

   7. Yoga and meditation

   8. Personal Counselling

Answer: A. 7 or more of the above

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

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

Answer: 10.2

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
44	203	330	60	00

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

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

Answer: 0.33

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

Answer:

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

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

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Answer: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Answer: 9

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
9	6	10	12	6

File Description	Document

Details of student placement during the last five years	View Document
Any additional information	View Document

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

Answer: 19.35

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 24

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

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

Answer: 40

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

Answer:

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

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

Answer:

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

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Answer: 10

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	08	02	0

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

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

Answer:

Response:

The college has "Students' Council" for every academic year. The selection of the student as members of the student's council is as per the provisions of the sections 40 (2) (b) of the 'Maharashtra University Act 1994'.

The composition of "Students' council" is as follows:

Principal	Chairman
A Nominated Teacher by Principal	Member
NSS Programme Officer	Member
Director, Physical Education	Member
One Student from each class with academic merit in the last examination held and engaged in full-time study in the college	Members
One student with outstanding performance in each activity of Sports, NSS, and Cultural Activities.	Members
Two female students nominated by the principal (SC/ST/NT/ OBC)	Members

The Secretary of the Council is elected by the students' members themselves.

The activities and functions of the students' Council:

- Organise and co-ordinate the academic and cultural events in the college
- Mediate between the students and college
- Coordinate all extracurricular activities and annual gathering of college
- Volunteer in conference, workshops, sports events and NSS activities.
- Representing on the working committees of the college

Students' representation is on the following committees:

College Development Committee

Anti-ragging Committee

Cultural Committee

Library Committee

Women Development Cell

NSS

Study Circles of All Departments

The Students Council in the college was formed in 2013-14 and 2014-15. But after 2014-15, the Maharashtra University Act 1994 was supposed to be replaced by Maharashtra Public University Act. Therefore, the formal council was not formed in the college. However the procedure to nominate the class representative amongst the academic merit students in the last university examination was carried out at college level. These students selected the Secretary from them. The initiative has rendered the expected results. The student representatives played an active role in organizing the activities and in working committees. The participation of the students helped them developing the leadership qualities and sense of responsibility. .

File Description	Document
Any additional information	View Document

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

Answer: 3.2

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	3	3	4

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

5.4 Alumni Engagement

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

Answer:

Response:

Though the Alumni Association of the college has not been registered, still it has been functional in shaping and guiding the progression of the institution. The diverse backgrounds of the alumni help the students to traverse the diverse arena for their job and entrepreneurship.

The alumni meet is organized every year in the institute. During these meets, the progression, achievements and plans are shared and their feedback is sought to implement future plans.

Some of the Alumni are working as Visiting Professor and contributing the academic development of the institution.

The IQAC and LMC/CDC of the institute have the representation through which they contribute in policy making.

The expertise of the alumni in the respective fields is made available to the students by organizing guest lectures. Some of the alumni are advocates and judge; they are invited to deliver lectures on awareness of different laws related to women, child, human rights and crimes. The alumni working in NGOs organise the activities to bring awareness on the abuses of addiction.

The alumni who have qualified competitive examination or preparing for competitive examinations are invited to guide the students.

The alumni working in media industry are helping the college to publish the news of activities to raise the academic and social image of the institution amongst the public.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Answer: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer:

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

6. Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Answer:

Response:

Vision:

    To create and provide facilities of quality higher education to the students coming from Wardha and nearby rural areas.

Mission:

    To serve the community and social development by inculcating regularity, sincerity, punctuality and perfect discipline to transform the students into responsible citizen of India.

Aims & Objectives:

- To provide educational facilities to the students of the Wardha city and nearby villages.
- To strive for total development of personality and character of the students, seeking active co-operation of the parents, guardians and responsible citizens in society.
- To inculcate a sense of discipline, social responsibility and honour for national unity among the students.
- To endeavour to create an atmosphere in the college free from any such extraneous pressures that hamper the quiet and peaceful pursuit of learning.
- To introduce courses and reinforce existing ones within the framework of the University norms.
- To foster value based creative and critical learning.
- To honour scholarship and outstanding achievement in sports and extra-curricular activities.

    The college has been providing the quality higher education to the students hailing from rural area. The college has been effectively tuning the vision, mission and objectives in tune with the higher education policy of the nation to transform the human resource into the responsible citizen of India. For this the college is offering the various programmes and courses to facilitate the socio-economic empowerment and community development to foster the national unity, equity and equality. The college constantly centred its focus on overall development of the students by organizing Guest Talks, Soft Skill and Personality Development Programmes, career guidance and guidance for competitive examinations. By introducing the various Value Added Courses, the institution offers an opportunity to the students to add the extra skills and capacities while completing the regular degree. To nurture the excellence among the students in diverse fields, the college conducts the activities like NSS, Sports, Cultural Programmes and offers constant support.

    The college governance is decentralized on various levels. To maintain the effectiveness in decision making, accountability and transparency in college governance, the students-alumni and teachers are nominated on the various bodies and committees. The girl students and lady teachers are appropriately given representation to maintain the gender equality. College Development Committee, IQAC and other committees have the representatives of teachers, students and alumni. The financial transactions are made strictly by the accounts code.

    The IQAC in consultation with the college management and all stakeholders developed the perspective plan of the college. The perspective plan begins from the academic year 2014-15 to the academic year 2018-19. Its plans are divided into the seven criteria determined by NAAC for evaluation of HEI. The IQAC develops agenda the meeting dividing the consolidated perspective plan into five years. The college administration implements various institutionalised activities. In addition, it deploys the planned activities throughout the academic year aiming to fulfil the vision and mission of the college.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Answer:

Response:

The college practices decentralization and participative management in day to today governance. The vice principal, superintendent and HoDs have the liberty to take decisions. Events and programmes in the college are organized with involvement, cooperation and participation of all stakeholders.

Case: International Human Rights Day Celebration

Introduction: 10th December of each year is the birth anniversary of renowned philanthropist, Late Shri. Deorao S. Hemke alias Guruji who is the Founder President of the institution. He was a devoted teacher who devoted his whole life for the philanthropic work. So the institution internalized the practice of celebration of his birth anniversary every year to pay homage and to propagate high ideals of this great soul. The management along with the principal and all staff decided to celebrate this event. The students and all stakeholders are to introduce the life and message of Guruji. The many eminent guests who devoted their life for the social cause were invited and honoured by the institution.

   On this occasion, the students who excelled in the academic, co-curricular and extra-curricular activities are also honoured by offering awards and prizes. The teachers and non-teaching staff are felicitated for their achievements in various fields.

Challenges: The principal invited a meeting to plan and execute the programme. The planning was done to involve all the stakeholders. The duly designed plan is communicated to the management by principal and gets finalized with procedural suggestions.

Strategies: A well-planned blue print of the event is made by involving the all the stakeholders. The responsibilities are assigned not only to teachers but to the students also.

Practice of Decentralisation of Governance:

   The academic and administrative committees for the next session are formed at the end of each academic year. The committees plan the activities of the year in compliance with academic calendar and plan of action of IQAC. They submit it for the approval. The liberty to take decisions and execution are given to them. They are given liberty of mobilization and utilization of resources. The students are given due representation on the committees.

   Planning Committee and Purchase Committee have freedom to take decision in their domain. The decisions taken at every level are granted approval by the College Development Committee and executed accordingly.

Participative management:

   The management takes active part in the planning and execution of the functions. The President and the Secretary of the Management Body are easily approachable. The functions are attended till the last event by the management representatives and other stakeholders. The President and Secretary honours the eminent social activists and the students.

6.2 Strategy Development and Deployment

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

Answer:

Introduction: The College prepared the perspective plan considering the next five years as a post-reaccreditation initiatives from 2014-19. The perspective plan is approved by IQAC.

Activity successfully implemented based on the strategic plan

Digital and ICT Enabled Classrooms:

In its perspective plan, the college has resolved to install the ICT enabled and Digital Classrooms. Its aim is to make teaching learning process effective and engaging. Accordingly, the IQAC has put the emphasis on the installation of Digital Classrooms. The plan was put up at the meeting of the Local Management Committee for the final approval. The fund was availed from UGC 12th Plan grants. The college already had three LCD projectors. One projector is mounted in the auditorium along with automatic screen. The remaining two LCD projectors were movable as per the need of the teachers' plan. So all the devices are mounted on wall.

1. One classroom is installed with Brio Digital Teaching Device: Interactive Whiteboard with mounted projector, a Document Camera, an Integrated Computer System with Audio Device, wi-fi device and a green board.
2. The second classroom is installed with interactive whiteboard and LCD projector.
3. The third classroom has wall-mounted LCD Projector and a screen.
4. All full-time faculty members have been allotted Laptops by the college to enhance the ICT use in teaching-learning process. The college has also two laptops for the use of other teachers aiming to use it for these two ICT classrooms. Besides the facility in computer lab, a computer and a printer is availed in the staffroom to facilitate the other faculty members (mostly visiting) for enhancing ICT use in their teaching.

Aims and Objectives:

1. To develop the learning ability of the students.

2. To enable the student-centric learning.

3. To enable the teachers to access to multimedia content and information

4. To make learning enjoyable experience for students.

5. To make effective blending of technology with classroom.

7. To optimize the use of e-resource in teaching-learning process.

Operational mechanism:

1. As there are only three ICT classrooms, one classroom has been allotted to commerce dept and other two are allotted to the arts dept.

2. The teachers have to note in the register beforehand. Moreover, the ICT tools installed in auditorium are also used by the teachers, if necessary.

3. As per the schedule, the students of the concerned class are intimated beforehand.

4. UG students and PG students use these classrooms for their presentation session. They intimate the schedule and time in advance to the concerning dept.

5. Maintenance is carried out by technical assistant.

Output:

After the use of these classrooms, the student-teacher interaction is improved qualitatively. The learning output is improved. The students are demanding the ICT enabled teaching on large scale. Therefore, the

college is meticulously planning to convert all the classrooms into the digital classrooms as soon as possible. For this project, the institute is going to raise the fund from various sources.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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

Answer:

Response:

1.Parent institute:

The management council, **Lok Shikshan Prasarak Mandal Wardha,** is the apex governing body of the institution. The management council approves and monitors the policies and plans. It selects the President, Working President, Secretary, Joint Secretary, Treasurer of the institute.

2. **Local Managing Committee**: Local Managing Committee is constituted according to the Maharashtra University Act, 1994. This body is reconstituted and is named as College Development Committee as per Maharashtra Public University Act 2017. It comprises of 14 members. It prepares the budget and financial statements, recommends to the Management to fulfill in teaching and other posts, discusses the academic progress of the college, and makes recommendations to the Management for the upgradation of teaching in the college. It also advises the Principal on academic and other activities.

3. **Principal and College Administrative Committees**: Principal looks after smooth functioning of academic and administrative activities. Heads of department assist him in this matter. The college administration office looks into the matters related to admissions, eligibility, and examination. It provides the clerical support necessary to maintain records and to interact with the Stakeholders, University and Government offices.

The principal forms various committees to help in monitoring and facilitating several activities organized in the college. i.e. Faculty in Charge Principal, IQAC, Purchase Committee, Planning Committee, Student Council, Anti-Ragging & Vigilance Committee, etc.

Service Rules, Procedures, and Recruitment:

The institution follows the procedures mentioned in Maharashtra Public University Act 2017, the rules and regulations of the UGC, and statutes of Rashtrasant Tukadoji Maharaj Nagpur University for service rules, for the recruitments and grievance redressal. Besides, the college has its internal mechanism for redressal of the grievances.

The promotional policy of the college and parent institute is impartial and transparent. They follow the PBAS of the UGC for the promotion of the teachers. At the college level, the API committee helps the teachers for obtaining the promotion under Career Advancement Scheme. The recommendations of the committee are accepted by the college administration and the institute. After receiving the Performance Appraisal Reports of the members of non-teaching staff signed by the principal, they are promoted to the higher positions by the institution.

Grievance Redressal mechanism:

The college has formed a Grievance Redressal Cell for faculty, staff and students to address their grievances and complaints and to resolve them. The cell is headed by the Principal. The mechanism to deal with grievances and complaints is as follows.

- The Principal receives grievances and complaints either orally or in writing which takes cognizance of them.
- The grievances and complaints received are discussed in the meeting of the committee and are solved.
- There is separate Anti Sexual Harassment committee which is formed to prevent cases of harassment and to look into grievances from girls students.
- Anti-Ragging committee is also formed to resolve the cases of ragging, if any.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Answer: C. Any 3 of the above

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

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

Answer:

Response:

The various academic and administrative committees are working effectively under the guidance and monitoring of the Principal and IQAC. Periodic meetings are called upon to discuss the various policies and issues and decisions are taken. The meeting minutes are well documented. These decisions are forwarded to the College Development Committee/Local Management Committee for the final approval. After the final approval, the decisions are executed which demonstrate the effective working of every committee.

State Level Seminar on "Effects of Demonitisation": Dept of Economics:-

Govt of India withdrew the main currency note of rs 500 and rs 1000 from transactions on 8th Nov 2016. This decision affected at worst the life cycle of millions of people. It stirred the common life to a large extent. The main objective behind this decision was to curtail the flow of black money from market and to encourage the cashless transactions. The shortage of cash in economy pushed the every formal and informal sectors of economy in hardships.

On this background, the department of economics took the burning issue for discussion in the classrooms. The students were quite curious to know the long and short term outcomes of this decision

taken by the govt. The responses from the students were indicative of their lack of farsightedness on issue. Hence, it became abiding to open up the discussion on such burning issue from the research perspective.

The Dept of Economics invited the meeting of the study circle and all the members unanimously decided to organize the state level seminar on the 'Effects of Demonitisation". The Principal, Dr. Pushpa Tayde initiated to collaborate the activity with Commerce Dept of the college. The proposal was sent to the College Development Committee for approval. The fund was raised from the registration fees and remaining amount was given by Management of the college.

In the meeting of the Staff Council, the state level seminar was organized on 11th Feb 2017. The work was distributed to the various committees formed to carry out the activity. The keynote speaker, guest speaker and chairman of technical session were decided. The research papers on the topic were invited and seminar proceeding with ISBN no. was prepared. The hypothesis and findings of the seminar were composed and approved and sent to govt bodies for their reference.

6.3 Faculty Empowerment Strategies

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

Answer:

Response:

The institution runs many welfare measures for teaching and non-teaching staff.

List of existing Welfare Measures:

- **Lok Shikshan Prasarak Mandal Wardha's Karmachari Sahkari Patsanstha** provides financial assistance/loans to fulfil the various financial needs of the staff. The interest rates are minimum as per norms of RBI.
- Uniforms and washing allowances are given to class four staff.
- Job is offered to one of the family members after the sudden death of the staff in service.
- Felicitation by the institution for achievements of the employees in acquiring academic degrees, awards, recognition by the Govt and the non-government agencies/bodies.
- Advance payment to staff to meet emergency needs in case of family events.
- Financial support for staff to attend seminar/conference/workshops
- Deputation of faculties and staff for Career Development Programmes/FDP
- Advance amounts are paid to temporary teachers.
- Medical Treatment Bill Re-imbursement facility as per norms.
- Accidental Insurance for teaching and non-teaching staff.
- Free Health Check-up and health orientation programmes.
- Lectures on "Positive Mental Health & Stress Management" are organized.
- As per the norm of State Govt and UGC, the teaching and non-teaching staff are granted the different types of leaves such as the study leave, earned leave, medical leave etc.
- The management felicitates the staff members at the time of superannuation.
- ICT and professional training programmes are conducted periodically.
- The institution encouraged the faculty to pursue the Ph.D programme and to publish research by offering various facilities to the staff members like internet lab, Library facilities and incentives.
- Incentives to M.Phil/Ph.D completing candidates have been provided.
- Duty-leave has been provided for staff to participate in seminar, workshop and to act as a resource person for the same.
- Time-bound promotion scheme for non-teaching staff.
- All leave facilities as per government rules and regulations have been sanctioned.
- P.F and gratuity benefits to all staff.
- G.P.F. Advance and withdrawal facilities, as per Rules.

- Medical reimbursement as per rules.
- Encashment of balance earned leave at the time of retirement.

The college provides psycho-social support to the staff in happy and stressful moments of life. All the staff has one to one relations and behaves like a joint family.

File Description	Document
Any additional information	View Document

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

Answer: 13.33

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	4	6	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

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

Answer: 0.8

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

Answer:

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

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

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

Answer: 12

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	00	00	00

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Answer:

Response:

The institution follows the Performance Based Appraisal System laid down by UGC for the assessment of teachers' performance. The principal guides and monitors the PBAS. At the end of each academic year, the notice for the submission of PBAS with requisite documents is circulated.

The faculty members submit the filled in PBAS proforma to the office. The principal assesses the forms considering the valid documents. The score is calculated under all three categories of the API system. After analysis, the respective teachers are recommended the desirable activities to increase his/ her scoring points.

The faculty members who are due for placement and fulfilling the required score are placed appropriately in the promotional grades. The necessary filing and correspondence is carried out by the college office. The college invites the committee and places the teachers in higher grades. This mechanism has worked effectively with desired outcome.

Many teachers have been placed in the higher grades during the five years.

1. Mr Mohan Sonurkar AGP 7000 to AGP 8000 in 2014

2. Mrs. Sonali Bansod from AGP 6000 to 7000 in 2017

3. Mr. Mahendra Sahare from AGP 6000 to 7000 in 2017

4. Mr. Mohan D. Sonurkar form AGP 8000 to 9000 in 2017

5. Mr. Bhaskar Walke from AGP 6000 to AGP 7000 in 2017

The college also follows the mechanism of the Performance Appraisal System for non-teaching staff. The college has devised a mechanism for placement and promotion of non-teaching staff according to the policy and rules of Govt of Maharashtra. Accordingly, Annual Confidential Reports are prepared by the office administration. The office superintendent verifies these reports. Considering the performance based outcome of the non-teaching staff, the remark is given on the report. The College Development Committee verifies the reports and recommends his/her promotion. If any employee is failed in compliance, their promotion is retained.

The following staff received the time bound promotion in last five years:

1. Shri. P. S. Kasatwar – time bound promotion

2. Shri. Prafulla Darne .timebound promotion

3. Shri. Anwar I. Khan received time-bound promotion.

4. Mrs. Gayatri Mahatwane received time-bound promotion.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Answer:

Response:

The institution prepares the Annual Budget and it gets sanctioned by the Management. The college has maintained account with Nationalised Banks, State Bank of India, Wardha, Bank of India Wardha, Corporation Bank, Wardha, Bank of Maharashtra Wardha, Allahabad Bank Wardha and Wardha Nagari Bank Ltd. The accounts of the College are audited regularly.

The internal and external audit is done regularly at the end of every financial year up to 31st March. The Institution has appointed "Bhutada & Company Charted Accountants, Wardha, (Registration No: M.No. 43,283). The Auditor verifies income and expenditures of various aspects. Receipts and payment vouchers of daily transaction are checked by the auditor after scrutinizing and preparing the income and expenditure statement.

The college completes the audit of NSS, UGC Schemes, non-grant course accounts etc. from the authorised Charted Accountant.

Various government departments verify usually the funds received and disbursed by the College. In this respect, following are the External Auditors:

Auditor, Joint Director of Higher Education, Nagpur Region, Nagpur visited the college as per their schedule and carried out the assessment of salary and non-salary expenditure and fix the grants of the College by verifying the records of expenditure incurred.

The compliances, if, any, suggested by the auditors are rectified by the institution.

The institution has completed the auditing regularly as follows:

Financial Year-2013-14 - 31st March 2014

Financial Year-2014-15 - 31st March 2015

Financial Year-2015-16 - 31st March 2016

Financial Year-2016-17 - 31st March 2017

Financial Year-2017-18 - 31st March 2018

File Description	Document
Link for Additional Information	View Document

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

Answer: 0

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

Answer:

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

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

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

Answer:

Response:

The resources play pivotal role in developing the academic and infrastructural facilities in the institution. The Institution receives salary grant and non-salary grant for aided courses only. Besides, various UGC grants are received. The salary grants is spent on the staff members as per the norms of the Government and every year the assessment has been done by the Director and the Joint Director of Higher Education Office. Non-salary grant is utilised according to the ceiling mentioned for each and every item and the assessment is also carried out by the Government.

The UGC provides the Development Grant wherein capital assets and general assets are prescribed. As per the proposal submitted to the University Grants Commission, the grants are sanctioned and utilized as per the allocation. The audited statements of Income and Expenditure are prepared by the auditors which is necessary as per the guidelines of the UGC in the form of Utilization Certificate. The college regularly makes audit of these grants. Most of the grants which are received for the purpose are utilized for the same and got No Objection Certificate from the concerned departments.

In XIIth Plan, the college received following grants-

2014- IQAC Grant = 3,00,000/-

2015- Graduate Development Plan = 6,20,000/-

2018- General Development Assistance = 8,74,592/-

File Description	Document
Link for Additional Information	View Document

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

Answer:

Response:

   The IQAC is functional since its establishment. It has actively planned and initiated the several strategies and processes in the college in the post-accreditation by NAAC in 2014.

   Two of the best practices initiated by the IQAC for institutionalizing the quality assurance strategies and processes:

1. Extended use of ICT in teaching -learning process

   IQAC has continuously encouraged the teachers to use ICT in teaching –learning process. The ICT tools such as PCs, laptops and Digital Teaching Device were purchased. The teachers were facilitated with laptops, PCs, LCD projectors installation, interactive whiteboards, high speed (100MBPS) internet-wi-fi connection. The teachers used the digital teaching tools and ICT extensively. The college conducted the ICT training programmes for teachers to enhance their proficiency and efficiency in teaching-learning process. The teachers created WhatsApp group for communication with the students and sharing the knowledge. Some teachers also connected the students with Google Classrooms creating the digital classrooms for communication and sharing. Google forms are also used for Assignment and Evaluation. Online Feedback is also sought from the stakeholders.

   The IQAC also emphasised to upload the study material in forms of notes, question banks, model question paper, PPTs. The students are also encouraged to use ICT for their PPT presentations and viva.

2. Evaluation of the attainment of programme outcome

   The IQAC initiated the activity to evaluate the attainment of programme specific outcome to ensure the quality enhancement and sustenance. IQAC has proposed to devise the plan to evaluate the programme outcomes. After the exhaustive discussion, it devised the mechanism which is transparent, scalable, robust and objective. To measure the reliable programme outcomes and programme specific outcomes, there is an ideal blend of subjective observation and objective assessment of the students' performance.

Mechanism of Evaluation:

  The PG and UG departments are asked to evaluate the students' performance to measure the attainment of programme outcomes. As there were less admissions in PG programmes, so there was no difficulty in evaluating the PG students. But considering a large number of the enrolled students in the UG Programmes, the evaluation was carried out on the random sampling method. The checklist of the expectant acquired knowledge, skill, abilities and values devised by IQAC was handed over to the head of the department of concerned programmes. They were give the given the responsibility to prepare the report on the attainment of the programme outcome. This evaluation mechanism was implemented from the academic year 2016-17.

   The reports were utilized for obtaining the insights in the level of success in the implementation of teaching –learning and other activities. The needful suggestions were given, if any and the strategy for the next academic session was planned to maximize the overall outcomes.

File Description	Document
Link for Additional Information	View Document

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

Answer:

Response:

The IQAC plays active role in channelizing and monitoring the established process, structures and methodologies as per norms.

1. Academic review through periodical meetings

The academic and administrative committees are working effectively under the guidance and monitoring of the Principal and IQAC. Periodic meetings are called upon to discuss the various policies and issues and decisions are taken. As there are 15 permanent faculty members including principal in the college, all the teachers are given representation on IQAC. Therefore, the policy making and implementation related decisions are taken and reviewed with the participation of all teachers and external experts. The teachers undertake the responsibilities to carry out the decisions taken.

During the meeting the teachers share the feedback on the issues which are cropped up during the implementation of academic and support activities. They also share their outcome. The   feedbacks from the students are also taken into consideration regarding the changes in the curriculum, new teaching methods, and ICT use. This setup has evolved into successful review methodology for improvement in teaching and learning process.

Through this procedure, it is observed that that there is need of enrichment of ICT infrastructure for effective and outcome based teaching-learning. Therefore, it emphasized the increasing the base of ICT infrastructure and to promote the use of ICT by teachers.

2.Enrichment of ICT infrastructure

The IQAC has always encouraged teachers to use ICT in teaching learning process. Therefore, IQAC has advised the administration to enrich the ICT infrastructure by purchasing the advanced devices, broadband internet with high speed wi-fi facility. Accordingly, a new integrated digital teaching device (Brio) has been purchased and installed. This device has integrated PC, document camera, wi-fi support function, ceramic interactive whiteboard, LCD projector and green board. The college has updated its internet facility from 4 VPN (512 kbps bandwidth) connections to 10 Mbps broadband connection. Now the college has the Optical Fiber Internet Connection with bandwidth of 100 mbps speed.

Periodically, IQAC has trained teachers to use ICT. The ICT training sessions have been conducted for teachers. The external experts were invited and essential training was provided. The social media has also been deployed to establish the communication with the students and peers. In order to promote the reliable delivery of the teaching-learning the feedback on curriculum and teaching-learning is conducted and reviewed in the meetings.

The teachers also encouraged the students, esp. PG students to use ICT during their presentation, seminar, viva etc. The teachers have also facilitated the students by uploading e-notes, question bank, model question papers, ppts, programme outcomes and course outcomes on the college website. The google forms are being used for assignment and e-tests by some teachers. Now the IQAC planned to extend this practice by encouraging all the teachers to use it. Before it the ICT infrastructure is necessary to augment for the inclusion of all the students in this activity. The major difficulty is that the majority students of the students are from economically weaker sections and from rural background; there is no ICT facility within their reach. As the college has 16 computers for the students use, it is nearly impossible for all the students to get access to the facility in the college. Hence, the IQAC suggested to administration to purchase the devices to cater to the need of the students. The administration is planning to raise the fund for the same.

File Description	Document
Link for Additional Information	View Document

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

Answer: 0.8

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

Answer:

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements*

2. *Academic Administrative Audit (AAA) and initiation of follow up action*

3. *Participation in NIRF*

4. *ISO Certification*

5. *NBA or any other quality audit*

Answer: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle)

Post accreditation quality initiatives (second and subsequent cycles)

Answer:

Response:

The institution was accredited in the academic session 2013-2014 with "B" Grade by the NAAC on May 4, 2014. Since then the institution has made many incremental improvements in the academic and administrative domain during the last five years.

Administrative:

- Regular organization of departmental and working committee meetings to take review
- Finalization of important initiative in IQAC and LMC/CDC

- Registered with All India Survey of Higher Education, (AISHE) MHRD, New Delhi.
- Registered with Management Information System (MIS), Dept. of Higher & Technical Education, Govt of Maharashtra.
- Installation of CCTV for surveillance in the building.
- Implementation of e-governance.
- Updation of institutional website.

Academic:

- Establishment of three ICT/Smart classrooms.
- Installation of Libman software for the library.
- Construction of Toilet and Bathroom for students.
- Installation of Sanitary Napkin Vending Machine for girls.
- Constitution of Internal complaints committee (Women Cell) as per UGC.
- Constitution of Anti-Ragging Committee.
- Constitution of Grievance Redressal Cell.
- Enrichment of ICT Infrastructure.
- ICT training to teachers
- Online Feedback on Curriculum from different stakeholders.
- Central library has been enriched by adding text-books, reference books, journals, rare-books, subscription to e-resources and updated infrastructure.
- Well-furnished reading room
- Installation of high speed internet –wi-fi facility (100mbps) .
- Bio-metric attendance system for staff.
- Functional MoUs.
- Outreach programs Swachch Bharat Mission/Cashless India Mission/Surveys.
- Gender sensitization programs.
- Efforts for 100% Ph.D. staff. (Attained upto 70%).
- Students' Magazine 'LOKARPAN' published every year.
- Selection of three full time PG teachers as per university norms.
- Two State Level Self-funded Seminars- 1. Eco Dept & Commerce Dept 2. Eco Dept & Pol Science Dept.
- Extensive use of ICT in Teaching-Learning process.
- Reforms in Continuous Evaluation Process
- Constant achievements and awards in Sports and Games.
- Library automation.
- Introduction of Value Added/skill-based courses.
- Establishment of Incubation & Innovation Centre
- Increase in research publication. (Published Books:12   Research Papers in CP - 28 Journals- 33)
- Five Faulty Members in BoS of RTM Nagpur University & Gondwana University.
- Strengthening of Career Guidance mechanism.
- Guidance for Competitive Examination.
- Student's participation cultural, sports and social activities.
- Enhancement of Students Support and Mentoring.
- Academic & Administrative Audit.
- PBAS for Teachers and Performance Appraisal System.
- Developed Green Corridor outside the reading-room.

7. Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Answer: 12

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	2	4

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

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

> *1. Safety and Security*

> *2. Counselling*

> *3. Common Room*

Answer:

Response:

The college has 2:3 ratio of boys to girls. The college is proactive to gender related issues. The care is being taken to ensure the safety and security to the girl students and staff in the campus. Women Development Cell and Women's Study Centre take care to prevent Sexual Harassment. Through various activities and programmes, the girl students as well as boys are sensitised. The girl students are, especially, made aware of their rights, security, laws, legal redressal system and self-defense.

a) Safety and Security:

- The discipline committee headed by Director of Physical Education continuously monitors the security practices in the campus. The complaints related to violation of discipline reported by anybody are placed before the principal. The discipline committee intentionally keeps the watch in the vulnerable places.
- The surveillance systems with a set of 8 CCTV cameras are installed at appropriate locations. Footage of the recordings is periodically seen, and appropriate action is taken, if any, suspicious activity is observed by the principal.
- Women Development Cell attends the grievances of the girl students and if necessary seeks the help of discipline committee and *Damini* pathak.
- *Damini Pathak* periodically visits the camps to prevent the offensive activities.
- An active and vigilant Women Development Cell published the boards providing the information of women related laws, contact person in the campus and helpline numbers for women.

b) Counselling: Women Development Cell counsels the both male and female students through various activities. The cell organizes programmes on the themes such as women rights, security, self-defense, health consciousness, female foeticide, co-existence of genders, pre-marriage counseling etc.

The college has Student Support and Mentoring Cell. The lady teacher is provided for each class for mentoring the students. The girl students share their issues with the lady mentor teacher. The teacher tries to satisfy their curiosity.

c) Common Room

   The college has provided a separate room for recreation and rest of the girl students. The room is attached to the washroom. A vending machine is set up in the girl's common room. Rooms are also equipped with the essential amenities.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Answer: 0

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

Answer: 0

7.1.3.2 Total annual power requirement (in KWH)

Answer: 23

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Answer: 20.87

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

Answer: 4.8

7.1.4.2 Annual lighting power requirement (in KWH)

Answer: 23

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

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

Answer:

Response:

Solid waste management:

   The different coloured dust-bins are placed at the necessary junctures in the college campus. The waste is collected once a day daily in the evening. Polythene bags and other non-decomposable materials are separated and disposed off. The Sanitary Vending Machine is installed in the girls' common room. It disposes off the used napkins by burning it to ash. The ash is emptied. The rags is collected and sold out to the scrap vendors.

 Liquid waste management:

   As the college runs arts and commerce programmes, there is no hazardous liquid or chemical waste to manage. The proper drainage system is maintained to collect the human waste. The discarded water of Centralised Water Purifier is collected in a tank and is used for flush in toilets and for watering the plants in garden and maintaining the sports ground.

E-Waste management:

The college has negligible E-Waste. The re-filling of toner and cartridges of printers and maintenance of computers, ICT tools are carried out by the technician on AMC. Therefore, it reduces the e-waste material. However, computers, printers and other ICT equipments which cannot be used are sold to vendors for safe recycling.

7.1.6 Rain water harvesting structures and utilization in the campus

Answer:

Response:

   The college is situated in a dry prone area. Hence, it becomes abiding concern for the college to utilize the rainwater. Rainwater on the building terrace is pipelined to the water supplying well of the institution. The Rainwater Harvesting Unit is installed on the well. It filters the impurities carried with terrace water.

   Plumbing maintenance is done on a regular basis to prevent the wastage of water. Discarded water of Central Water Purifying system is collected in a tank and utilsed for playground maintenance and watering the plants in the campus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer:

Response:

Green Practices

- Students are motivated to use bicycles.
- No Vehicle Day is observed periodically which is a small step in reduction in carbon emission through the vehicles.
- The college promotes students to use public transportation. Majority of the students are from the rural area and from economically underprivileged class who use public transport for up and down. The college provides necessary documents to avail State Transport division concession passes immediately after their admission. Approximately more than 50% students use public transports, 20% bicycles, and the number of bike users is less than 5%.
- The use of plastics in the college premises is banned to a large extent. The students are motivated to avoid the plastic use.
- The college administration follows paperless governance to a large extent and most of the data is stored digitally.
- Instead of providing hard copy of the study material to the students, the teachers upload the study material, question banks, model question papers and programme outcomes to save the paper to contribute to the environmental issue. Even some of the teachers use google forms for e-test and assignment purpose.
- Since 2016-17, the college has been receiving the online feedback on curriculum and teaching-learning process.
- The garden is maintained and new saplings are planted every year in the campus.
- The library department developed the 'green corridor' with various plants and vines.
- CFL bulbs and fluorescent tubes are replaced by LED tubes.

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

Answer: 0

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

Answer:

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

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

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

1. *Physical facilities*
2. *Provision for lift*
3. *Ramp / Rails*
4. *Braille Software/facilities*
5. *Rest Rooms*
6. *Scribes for examination*
7. *Special skill development for differently abled students*

8. Any other similar facility (Specify)

Answer: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years
Answer: 5

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

Answer:

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Answer: 6

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

Answer:

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

File Description	Document
Report of the event	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

Answer: Yes

File Description	Document
Provide URL of website that displays core values	View Document

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

Answer: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

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

Answer: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

Answer: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Answer: 0

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

Answer:

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

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Answer:

Response:

   Amongst its aims and objectives of our college, one is to inculcate honour for national unity among the students and to foster value based creative and critical learning. The parent institute also gives importance to human values in education. The motto of the Sanstha is "Education for All". The founder of the college, Late Shri. D. S. Hemke (known as Guruji), emphasized this aspect in education. He devoted his life to educate the people from all the strata of society. He believed that education can change the whole life of a person. Therefore, the college organizes the programme on the Human Rights Day on 10th December which is the birth anniversary of Rev. late Guruji.

   The institute also organizes various activities, lectures and programmes intending to imbibe the human values a such as compassion, faith, honesty, patriotism, brotherhood, justice, kindness, love, openness to heart, peace, respect, responsibility, self-respect, spirituality, trustworthiness, integrity and wisdom. Besides, the college organizes national festivals and birth/death anniversary of the great Indian personalities throughout the academic year.

The Cultural committee:

   The cultural committee of the college publishes the lists of dates of birth/death anniversaries of great personalities. The programme is organised on the date to enlighten the students with the noble thoughts and achievements of the great Indian Personalities. The college has the cultural committee. It is headed by the teaching faculty. The images of these great persons are put on the stage and homage is paid. Through the speeches, the life, achievements and noble thoughts of the great personalities are evoked which help to nurture the ethical foundation of the students. The following events are organised and celebrated in the college.

   1. **Celebration of the birth anniversary of Swami Vivekanand**
   2. **Celebration of Gandhi Jayati on 2nd October**
   3. **Sane Guruji Jayati**
   4. **Dr. Ambedkar Jayanti and Punyatithi**
   5. **Dr. S. P. Radhakrushnan Jayanti on 5th Sept (Teacher's Day)**
   6. **Savitribai Phule Jayanti on 3rd January**
   7. **Celebration of Independence Day and Republic Day**
   8. **26th November- Indian Constitution Day**
   9. Chhatrapati Shivaji Maharaj Jayanti on 19th February

File Description	Document
Any additional information	View Document

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

Answer:

Yes,

  The college takes every care to maintain complete transparency in its financial, academic, administrative and auxiliary functions.

 Financial Functions:

In financial matter, regular audit is carried out by appointed Chartered Accountant every year. The Governing Body of the institution sanctions the heads of expenditure by circulating amongst all the concerned members. The salary of the staff is credited in their respective bank accounts. The financial transactions are carried out with the vouchers and cheques.

At the time of admission, the students pay the fees as per the university norms. The change in fees structure, if any, is published in Brochure and communicated well in advance to the students. The receipts of accepted fees are given to the students. The DCR and daily summary of account is verified with the amount collected for various heads. The amount collected for different heads is deposited in the respective bank account on the next day, as there are separate accounts in the banks for different heads to maintain transparency.

The scholarship like GOI is directly transferred to the students' individual savings accounts when received from the government and the financial transparency is maintained concerning the students.

Academic Functions:

The IQAC of the college regularly tracks the activities in teaching-learning process. The admissions are given to the students as per the norms on first come first serve basis for UG programmes. For PG programmes, the Centralised Admission Process is implemented by the affiliated university. The students are free to opt the course and subjects of their choice. For internal evaluation, complete transparency is maintained, the assignments and test papers are shown to the students and their progression is discussed individually with them. The grievance redressal cell headed by the principal attends the complaints or the grievances of the students.

The college organizes various activities to diversify and enrich the learning experiences of the students. The student centric activities like Bridge Course, Remedial Classes, Students Counseling, Class Tests, Terminal Tests, Classroom seminar, Group discussion are organised regularly. The student support activities like guest lectures, field visits, study tours, guidance for competitive examination, career counseling, yoga sessions, sports and cultural competitions, quiz competitions, book bank facility, short term skilled and value added courses are conducted. Efforts are taken to imbibe human and professional ethics by celebrating national festivals and birth/death anniversaries of great personalities.

Teachers are encouraged by IQAC to participate in seminar, conference, professional training programmes and workshops.

Administrative and Auxiliary functions:

The code of conduct for teachers, administrators, and students is framed by the institution The college follows the code of conduct. This code of conduct is available to the stakeholder on the website. Every activity in the college performed by academic, administrative and support services units is under continuous surveillance by IQAC, CDC and the college head to maintain transparency in its functioning.

The teaching and non-teaching staff is promoted on time through PBAS and Performance Appraisal Mechanism respectively.

7.2 Best Practices

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

Answer:

Best Practice - I

Title: Use of ICT in Teaching-Learning and Evaluation

Goals:

1. To make the teaching-learning effective

2. To enhance the creativity and innovation in teaching.

3. To increase the qualitative involvement of the students in learning

4. To promote the likeness and use of ICT and digital technology among the students

5. To lessen the paperwork in the process.

The Context:

The paradigmatic shift in the academia has carried pressure and responsibilities on the teachers and institution. The traditional teaching-learning methods are now becoming outdated and impractical. Considering the situation, the college embarked on enhancing ICT infrastructure simultaneously increasing the use of ICT in Teaching-Learning and Evaluation.

The Practice:

The full time teachers are facilitated with Laptops, wi-fi in the campus and other ICT devices. The college has also two laptops for the use of visiting faculty. Besides the facility in computer lab, a computer and a printer is availed in the staffroom to facilitate the other faculty members (mostly guest faculty) for enhancing ICT use in their teaching. As there are only three ICT classrooms in the college, one classroom has been allotted to commerce dept and other two are allotted to the arts dept.

The teachers have to note in the register beforehand. Moreover, the ICT tools installed in auditorium are also used by the teachers, if necessary. As per the schedule, the students of the concerned class are intimated beforehand. UG students and PG students use these classrooms for their presentation, seminar, viva etc. They intimate the schedule and time in advance to the concerning dept.

The teachers have also facilitated the students by uploading e-notes, question bank, model question papers, ppts, programme outcomes and course outcomes on the college website. The teachers also use Videos CDs, Youtube, websites etc in their teaching. The students are asked to search the topic on website in advance. The google forms are being used for assignment and e-tests by some teachers. The social media is used to communicate with the students and peers.

Evidence of success:

- The student-teacher interaction is improved qualitatively.
- The learning output is improved.
- Increased demand of ITC use in teaching.

Problems Encountered and Resources Required:

- Inadequate ICT infrastructure
- Lack of timely assistance on technical issues
- Funds to augment the ICT infrastructure

Best Practice – II

Title: Reforms in Village through Consequent Efforts

Goals:

1.To create social and health awareness

2.To create awareness on cleanliness

3.To generate awareness on govt social schemes for EBCs

4.To generate awareness on digital services

The Context:

   The NSS unit of the college continuously strived to bring reforms in the village by the involvement and programmes.

The Practice:

The NSS unit considered the requirements in the village *Anji (Mothi)* in 2014 and *Dattapur* in 2017 and did the reformative activities for important developments . In 2014, the Government launched Clean India Mission and the govt units like Z. P. Office asked the colleges to run the scheme through NSS units . The college adopted *Anji (Mothi)* village in 2014 for three years, the NSS unit started the extension activities for reforms.

The list of the reformative activities at *Anji (Mothi) and Dattapur*:

Cleanliness Drive

Awareness on Sanitation and Hygene

Rainwater harvesting

Environment awareness programme

Digital Banking awareness drive

Toilet pits construction and Use

Voters' awareness camp

.**Evidence of Success**:

Report of the socio-economic survey submitted to the Govt Administrative bodies.

People started to use toilets.

Cashless transactions are done by the people

Awareness about the superstitions and addictions.

Problems Encountered and Resources Required:

Poor participation of women.

Limited financial resources

Security concerns regarding financial transactions

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

7.3 Institutional Distinctiveness

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

Answer:

Response:

The institution has been engaging in the educational service with a vision to provide the quality higher education to students from Wardha and nearby rural area. The college mostly caters to the higher educational needs of the students from the surrounding villages that are not able to migrate to the metro cities. The institution has started B. A. & B. Com Programmes since its establishment. To cater to the need of higher education of the students, the college is running the PG programmes like M. A. (Marathi, History, Sociology, Economics, and Psychology) and B. Lib & M. Lib. The suggestion of NAAC Peer Team to run the certificate course in English is implemented by designing and implementing the Certificate Course in Communicative English.

We have tried our best to reach students to acquire such professional and skill oriented education. We have started Value Added Certificate Courses such as Human Rights, Women Rights, Computer Skills and Internet Surfing, Stitching and Embroidery, Communication Skill Development, Writing Skills, Online Banking and Digital Marketing, Income Tax and Functional English Grammar.

The college is very alert regarding teaching-learning process which plays vital role in all-round development of students for bright future. The college has strived to develop the all-round personality of the students to make them responsible citizens of India. Human Values are inculcated by conducting guest lectures from social activist and Gandhian thinkers.

The teaching –learning process is regularly reviewed and innovation is implemented. The students' involvement in the learning process is maintained by adopting innovative methods. The classroom seminars, field trips, field visits, viva, surveys are conducted to provide the opportunity to the students to learn through the application. The counselling of the students by teachers and barrier free help to solve the academic and psycho-social issues of the students is carried out by the established mechanism. As a result the students of the college are appearing in the merit list of the university. From 2013-14 to 2017-18, 17 students appeared in the merit list of the university. The percentage of results of the college students is higher than the average result of the university.

The sports department trains the students to explore their potential and leadership qualities. The students are provided with all kinds of sports facilities, coaching and support. As a result many students won the intercollegiate tournaments and represented at university level, state level and national level tournaments.

CONCLUSION

The college shouldered responsibility to provide quality education and always welcomes the suggestion regarding its quality enhancement. In the last cycle of NAAC, the college was **awarded 'B' Grade (CGPA 2.20).** It has well-computerized central Library having 19731 books, journals with INFLIBNET connectivity. All laboratories are with adequate equipment and departments are adequate with IT facilities. Sports infrastructure is available to develop a sport culture. Though the educational trend for traditional course in Arts and Commerce is declining day by day. The College is well aware of its potentials and the immense opportunities available to it. In the days to come, the College is determined to set right what it sees as its weaknesses and build further on its strengths to raise itself to the next level and grow into an institution that truly makes a difference in the lives of its students and other stakeholders.

File Description	Document
Link for Additional Information	View Document

Extended Profile

Program

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

Answer: 194

File Description	Document
Institutional Data in Prescribed Format	View Document

Conclusion

Additional Information :

The college is committed to provide quality education and always welcomes the suggestion regarding its quality enhancement. In the last cycle of NAAC, the college was **awarded 'B' Grade (CGPA 2.20).** It has well-computerized central Library having 19731 books, journals with INFLIBNET connectivity. All laboratories are with adequate equipment and departments have adequate with IT facilities. Sports infrastructure is available to develop a sport culture. Though the educational trend to aspire for traditional course in Arts and Commerce stream is declining day by day. The College is well aware of its potentials and the immense opportunities available to it. In the days to come, the College is determined to set right what it sees as its weaknesses and build further on its strengths to raise itself to the next level and grow into an institution that truly makes a difference in the lives of its students and other stakeholders.

Concluding Remarks:

CONCLUSION

After the second cycle accreditation of our college, institution has implemented diversified activities to address the various quality related issues during the post Accreditation years. We have implemented multidimensional activities to enhance and enrich our academic practices. The college complied with almost every recommendation made by the Peer Team at the time of accreditation in 2014 in a planned manner. We are trying sincerely to reach the world of excellence by improving our innate qualities, adopting innovative ideas, acquiring new skills, implementing new techniques and better understanding of our strengths and weaknesses. The inputs and descriptions in the report have been prepared as per the norms set by **NAAC** and gives an insight into our post accreditation efforts of scaling new heights and advancing further.

EXCLUDED METRICES

List of Excluded Metrices

1 Curricular Aspects : Weightage (100)

1.1 Curricular Planning and Implementation : Weightage (20)

Ref No	Details of Metric	weightage	Metric Performance
1.1.2	Number of certificate/diploma program introduced during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	5	0

2 Teaching-learning and Evaluation : Weightage (350)

2.4 Teacher Profile and Quality : Weightage (80)

Ref No	Details of Metric	weightage	Metric Performance
2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	20	0

3 Research, Innovations and Extension : Weightage (120)

3.1 Resource Mobilization for Research : Weightage (10)

Ref No	Details of Metric	weightage	Metric Performance
3.1.1	Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs) (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	3	0
3.1.3	Number of research projects per teacher funded, by government and non-government agencies, during the last five year (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	4	0

3.2 Innovation Ecosystem : Weightage (10)

Ref No	Details of Metric	weightage	Metric Performance
3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	5	0

4 Infrastructure and Learning Resources : Weightage (100)

4.3 IT Infrastructure : Weightage (30)

Ref No	Details of Metric	weightage	Metric Performance
4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) (Metric Type : **Direct** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Y/N**)	1	No

5 Student Support and Progression : Weightage (142)

5.4 Alumni Engagement : Weightage (22)

Ref No	Details of Metric	weightage	Metric Performance
5.4.2	Alumni contribution during the last five years(INR in Lakhs) (Metric Type : **Direct** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**MC**)	4	<1 Lakh

6 Governance, Leadership and Management : Weightage (100)

6.4 Financial Management and Resource Mobilization : Weightage (20)

Ref No	Details of Metric	weightage	Metric Performance
6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs) (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	8	0

ANNEXURE

1.Metrics Level Deviations

Metric ID Sub Questions and Answers before and after DVV Verification

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15	4	9	2	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	2	1

Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

1.2.1

    1.2.1.1. How many new courses are introduced within the last five years
Answer before DVV Verification : 104
Answer after DVV Verification: 99

Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

    1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years
Answer before DVV Verification:

1.2.3

2017-18	2016-17	2015-16	2014-15	2013-14
384	70	180	53	56

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
344	70	180	53	56

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

1.3.2

    1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years
Answer before DVV Verification : 10
Answer after DVV Verification: 5

2.1.3

Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

    2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
710	809	934	910	735

Answer After DVV Verification :

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

| 710 | 809 | 934 | 910 | 753 |

Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years
Answer before DVV Verification:

2.4.4

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

Answer After DVV Verification :

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

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

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years
Answer before DVV Verification:

3.3.4

2017-18	2016-17	2015-16	2014-15	2013-14
1	8	5	12	7

Answer After DVV Verification :

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

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

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years
Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

3.5.1

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

3.5.2

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
450000	450000	500000	600000	300000

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4.5	4.5	5	6	3