YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   **POOJA SHARIRIK SHIKSHAN MAHAVIDYALAYA**

- Name of the Head of the institution   Dr. MOHAN MANOHAR WANKHEDE

- Designation   **Principal**

- Does the institution function from its own   **Yes**
  campus?

- Phone no./Alternate phone no.   **9423114308**

- Mobile No: **9423114308**

- Registered e-mail   pooja_252@rediffmail.com

- Alternate e-mail   pooja_252@rediffmail.com

- Address   Halbitola, Khamari, Gondia

                                                Dist: Gondia (Maharashtra)

- City/Town   Gondia

- State/UT   Maharashtra

- Pin Code   441601

2.Institutional status

- Type of Institution   Co-education

- Location   Rural

- Financial Status   Self-financing

- Name of the Affiliating University — **Rashtra Sant Tukdoji Maharaj Nagpur University,Nagpur**

- Name of the IQAC Coordinator — **Dr. MANOJKUMAR SHRIVASTAVA**

- Phone No. — **9403419448**

- Alternate phone No. — **8878726063**

- Mobile — **8878726063**

- IQAC e-mail address — **shrivastavam53@gmail.com**

- Alternate e-mail address — **shrivastavam53@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) — http://poojamahavidhyalaya.org/aqar.php

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

- if yes, whether it is uploaded in the Institutional website Web link: — http://poojamahavidhyalaya.org/aqar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**65.70**	**2006**	**02/02/2006**	

6.Date of Establishment of IQAC   **08/06/2023**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	**NA**	**NA**	**NA**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines — **No**

- Upload latest notification of formation of IQAC — No File Uploaded

9.No. of IQAC meetings held during the year — **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been — **Yes**

uploaded on the institutional website?

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

No File Uploaded

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

- ◆ If yes, mention the amount

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

1. ADP and FDP 2. Extension Activities 3. Seminar

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

Plan of Action	Achievements/Outcomes
1. ADP and FDP 2. Extension Activities 3. Seminar	**Done**

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

- ◆ Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	POOJA SHARIRIK SHIKSHAN MAHAVIDYALAYA
◆ Name of the Head of the institution	Dr. MOHAN MANOHAR WANKHEDE
◆ Designation	Principal
◆ Does the institution function from its own campus?	Yes
◆ Phone no./Alternate phone no.	9423114308
◆ Mobile No:	9423114308
◆ Registered e-mail	pooja_252@rediffmail.com
◆ Alternate e-mail	pooja_252@rediffmail.com
◆ Address	Halbitola, Khamari, Gondia Dist: Gondia (Maharashtra)
City/Town	Gondia
State/UT	Maharashtra
Pin Code	441601
2.Institutional status	
Type of Institution	Co-education
Location	Rural
Financial Status	Self-financing
Name of the Affiliating University	RTM Nagpur University, Nagpur
Name of the IQAC Coordinator	Dr. MANOJKUMAR SHRIVASTAVA
Phone No.	9403419448

◆ Alternate phone No.	**8878726063**
◆ Mobile	**8878726063**
◆ IQAC e-mail address	**shrivastavam53@gmail.com**
◆ Alternate e-mail address	**shrivastavam53@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://poojamahavidhyalaya.org/aqar.php
4.Whether Academic Calendar prepared during the year?	**Yes**
◆ if yes, whether it is uploaded in the Institutional website Web link:	http://poojamahavidhyalaya.org/aqar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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8.Whether composition of IQAC as per latest NAAC guidelines	**No**
◆ Upload latest notification of formation of IQAC	No File Uploaded
9.No. of IQAC meetings held during the year	**3**
◆ Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**

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

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

1. ADP and FDP 2. Extension Activities 3. Seminar

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

Plan of Action	Achievements/Outcomes
1. ADP and FDP 2. Extension Activities 3. Seminar	**Done**

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

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**03/04/2023**

15.Multidisciplinary / interdisciplinary

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

16.Academic bank of credits (ABC):

Currently, this system is not implemented by the affiliating

university but the CBCS system is implemented by the affiliating university.

17.Skill development:

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

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

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

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

20.Distance education/online education:

College is yet to take steps regarding online education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**2**

File Description	Documents
Data Template	

2.Student

2.1 Number of students during the year	**130**

File Description	Documents
Data Template	

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**98**

File Description	Documents
Data Template	

3.Academic

3.1 Number of full time teachers during the year	**06**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**08**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**4+1**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2687246 Lakhs**
4.3 Total number of computers on campus for academic purposes	**10**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- Institute is affiliated to the RTM Nagpur University, Nagpur and hence follows the curriculum prescribed by the affiliating university.
- Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.
- The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards. Final year projects are also decided and allotted as per interest area of students.
- Every faculty prepares the course plan to deliver lectures as per the course syllabus.
- If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial syllabus based and final year project etc. are adopted by the institute as per guidelines of university.

File Description	Documents
Upload relevant supporting document	
Link for Additional information	Nil

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

The college, being an affiliated to RTM Nagpur University, Nagpur has to follow the academic calendar of University for conducting the curricular activities. According to the academic calendar of the University, the college prepares academic calendar before the commencement of each academic year. The calendar

includes the schedule of examination, semester end examination, internal examination, curricular, co-curricular and extracurricular activities. The college has no formal choice to make changes in assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university. It is a mandatory component and the college has to conduct the internal assessment and report the grades and feedback to the university.

Faculty gives various assignments to the students in accordance with the guidelines given by the university for various programmes conducted by the college. Besides this, the faculties conduct unit test and annual test examination for assessment of the students. The students are also assessed by participating in seminar, study tour, industrial visits and research institutional visit organized by various departments to promote the practical knowledge.

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

File Description	Documents
Upload relevant supporting documents	
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

2

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

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

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

2

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

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

300

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

300

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

1.3 - Curriculum Enrichment

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

The institution has taken some attempts regarding the issues like ethics, gender, human values, environment and sustainability. It become the matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, death and birth anniversary of great national heroes, leaders and freedom fighters have been organized for the holistic development of the students in each academic year.

Boys and girls are given equal opportunity in every academic, co-curricular and sports activities. Students are made aware of the disadvantages of gender discrimination through invited talk by eminent personalities. The students are encouraged to participate in vivid activities of NSS and Life Long Learning and Extension Center like Awareness of Law, Awareness of Adolescence and AIDS, etc. Teacher's Day is celebrated by organizing a special program of 'Self Governance' in which students take active part.

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

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

30

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	

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

50

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

1.4 - Feedback System

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

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

130

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

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

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

65

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

2.2 - Catering to Student Diversity

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

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 30 are identified as slow learner and above 30 are identified as advanced learners.

Strategies adopted for Slow Learners:

The institute has been following the induction program for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs.

Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and re-explanation of crucial topics for improving performance.

Strategies adopted for Advanced Learners:

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

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

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

Number of Students	Number of Teachers
130	**06**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

All the teachers and management of this institute try to make learning process students centric. The institute tries to give emphasis on development of independent thinking in the students. The learning experience of the student is enriched by following methods.

Experimental learning:

- **The students learn social responsibility by taking part inat nearby villages, awareness programmes , blood donation camps etc.**
- **While participating learning activities like regular laboratories exercise, seminars, assignments, study tours, field visits and research institutional visits etc.**
- **The college invites various experts from other college to share their experiences with the students.**
- **Library facility and computer facility play important role to enhance the knowledge of students.**

Participative learning:

Participative Learning is encouraged by:-

- **Discussions: Wide varieties of topics relating to arts are discussed in order to make the students to think broad and**

come up with their opinions and suggestions.

- Debates: Debates are conducted in most of the courses of arts where students are required to come with different opinions, thought processes to develop sense of time management, critical thinking.
- Presentations and Seminars: The faculty encourages the students to participate in class seminars, group discussion and many more activities.

Problem Solving Methodologies:

- Problem solving ability of the students are developed by giving them proper assignments and projects related to respective subjects.
- Tutorial classes of some subject are used for solving students problems.
- College library enriched with books and magazines related to competitive examination.

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

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

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

- Power Point Presentations: Faculty uses power point presentations including the video lectures on management topics based on the syllabus and as per requirements during the sessions.
- Training Program: The institute organizes internal as well as external training program for overall development of students. The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement etc. have been conducted in the institute through external experts.
- Seminars and Guest Lectures: Various seminars and guest lecturers are conducted in which the experts from either

industry or academia are invited to give latest trends about scenarios in the industry and research.

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

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

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

13

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

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

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

4

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

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

2.4.3.1 - Total experience of full-time teachers

114

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

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by RTM Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 30 Marks and end semester examination is conducted for 70 Marks by the university.

For determining the institute level 30 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment and viva-voce and some on test also conducted along with short project work activities etc.

Institution adopts internal assessment system prescribed by

RTM Nagpur University, Nagpur for the evaluation of thestudents.

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.

2. Sharing of evaluated assignments with each individual student.

3. Returning back evaluated answer sheets of class tests.

4. Sharing evaluative remark of subject presentation/ viva-voce seminar by panel of faculty internally and externally by outside experts.

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

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

At Institute level:

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

At University level:

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

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

birth of the students. He corrects the information and submits that check list to the University.

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

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers.

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

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

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

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

1. Planning:-

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

2. Implementation:-

   - An individual faculty member use different direct tools like Class Tests, University Exam, Assignments, Seminars, Projects etc., for the evaluation of Course outcomes(COs).
   - Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, Employer, Parents, Teachers and Students etc. PEOs are also evaluated by using Indirect Tools only.

3. Evaluation:-

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

4. Action Taken:-

   - If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as

per expectations.

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

2.6.3 - Pass percentage of Students during the year

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

98

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

2.7 - Student Satisfaction Survey

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

http://poojamahavidhyalaya.org/aqar.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

05

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

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

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

02+8=10

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

3.3 - Extension Activities

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

- As the institution is located in the it is surrounded by pollution hazards. The tree-plantation drive organized by the institution every year with maximum participation of students. students but also the community in terms of its need for healthy existence.
- The institution has taken the initiative to clean the most crowded place like salekasha with maximum participation of tour volunteers. Cleanliness of the campus is a regular activity conducted by the college volunteers.
- The institution has also organized a rally for 'AIDS Awareness' in nearby villages under the banner of the
- institution has not only organized 'Voters Awareness

Rally' but also conducted Voters Registration Program.
- The institution organizes 'Blood Donation Camp'. In the inaugural function of the blood donation camp, the importance of donating blood and misconception about donating blood is explained to the students by the doctors.
- Many activities on social awareness are conducted by student college Unit.

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

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

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

3

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

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

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

0

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute possesses a well-developed infrastructure which fulfills the requirements stated by affiliating university and other statutory bodies to fulfill the need of all stakeholders.

Key features of the Institute:

- **Well-furnished, spacious, ventilated and illuminated class rooms,computer laboratory and other student support facilities as per University requirements.**
- **Institute has sufficient classrooms for efficient teaching-learning process and majority of classrooms are equipped with ICT facilities.**
- **Seminar hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars , conferences, FDPs and other relate activities. High end**
- **computers with internet facility and centralized LAN connection. Separate computer laboratory facility is provided for students to carry out project work, online exams and to fill examination and scholarship forms online.**
- **Entire campus has been made wi-fi enabled.**
- **Well-developed library, automated with Cloud based oftware, with collection of books, journals, magazines, CD's, E-books etc. as per university norms.**
- **Library also includes separate reading room, reference and digital section for accessing E-books, E-journals and online open sourcebooks.**
- **Support and safety facilities like continuous power backup,**

diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.

- In-house housekeeping staff is appointed to maintain cleanliness in the campus.
- Separate girls and boys common rooms are available in the campus.

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

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

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

- Sports: The institute has its own exclusive large playground for various outdoor games like Cricket, Volley ball, Kabaddi, Kho-Kho,etc. A dedicated gym and indoor sports room is also available for indoor games like Bad Minton, Table Tennis, Carom & Chess etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level sports competition every year.
- Cultural: Members of Students' Council organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Drama etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year. Institute has provision to prepare 'Open Auditorium' in playground at the time of Annual Gathering.

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

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

Nil

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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

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

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

2

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

4.2 - Library as a Learning Resource

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

The college has a well developed library equipped with Integrated Library Management System. Library has a good collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi and English. It also has provision for separate reading sections for teachers and students, reference

and digital section for accessing e-books, e-journals and online open source books. Library is open for users from 09.00 AM to 05.00 PM.The college also has membership of N-List programme of INFLIBNET centre to provide unlimited e-resources to our students and teachers.

The library provides following facilities and services:-

- Easy circulation: There is a set method of issuing books to students, staff and other users. A special issue register is maintained by the attendant under the guidance of librarian.
- Issue return period: The students are given a 15 days issue retaining period normally which can be extended for another 15 days by renewing it. There is no such time limit for staff members.
- Digital Section: The library also houses a computer lab wherein 1 computers are kept for students' use exclusively. The librarian monitors the computer lab.
- OPAC: Online Public Access Catalogue (OPAC) allows users to browse a book by author, title, publisher or any keyword.

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

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

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

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

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

0.23

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

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

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

20

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

4.3 - IT Infrastructure

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

Institute provides computing facility with required configuration for computer system. These are distributed among the various departments for academic and administrative work. The institute has high speed internet of 50Mbps to cater the need of academics as well as allied processes.

Key Features:

- Separate computer laboratory, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.
- E- Governance system by use of ERPs is implemented in Administration office, Library and for Academic Processes usable by faculty as well as students.
- LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Central Library, with high speed internet

- connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.
  - ◆ A set of CCTV cameras keeps surveillance of the entire building and campus.
  - ◆ A biometric machine is also there to maintain attendance record of the staff members.
  - ◆ All these equipments are provided power backup by UPS and a diesel generator.
  - ◆ All ICT facilities are updated as and when the need arises to do so.

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

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

2

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

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

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

Laboratories (Computer Laboratory)

In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

Utilization of support facilities:

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

Sport / Ground Maintenance

A faculty designated as Director- Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.

House Keeping of classrooms, laboratories and the entire institute campus

Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire campus.

IT Facilities

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

Electrical Maintenance

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

Garden

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	

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

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

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

10

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

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

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

0

File Description	Documents
Upload supporting data for the same	
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

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

The Student Council consists of following members:

1. University Representative/ General Secretary

2. Cultural Representative

3. Sports Representative

4. Ladies Representative

5. Reserved Category Representative

6. Class Representatives

7. Faculty nominated by Principal

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

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC,, OBC Cell etc.

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

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

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

2

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

5.4 - Alumni Engagement

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

The Institute conducts the Alumni Meet every year for interaction and exchange of knowledge base acquired by passed out students working in various fields and sector of Indian economy.

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs

2. Career Counseling

3. Industry Institute Interaction

4. Placement Assistance

Apart from above non financial agenda, during the recent alumni meet it has also been decided to assist and help the institute by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institute.

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

5.4.2 - Alumni contribution during the year
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

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

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

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

Case study- Annual Sports and Cultural Events Organization:-

As per the academic calendar by the institute sports and cultural events/ annual festival is organized annually.

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

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

The student's council in consultation with faculty prepares a budget for cultural as well as sport activities.

The budget is further discussed with the principal and management for modifications and approval.

The sanctioned fund is disbursed to the student's council through the cultural and sport in charges.

In this way sports and cultural events/ annual function is

conducted every year successfully which is best example of decentralization and participative management where students, faculty, staff and management is also actively involved.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The functioning of the institute operates at four different levels such as Student, Faculty, Principal and Management.

The institute provides various forums for all of them to develop and deploy the same at institute and society level by assigning them various responsibilities.

Principal as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks.

The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in best possible way.

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

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

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

Then there is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities

Act, (which was earlier known as Local Managing Committee). Preparing budget and financial statements, recommending creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC. The institutional decisions are made by the Principal in the consultation with management. Faculty and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities.

Service Rules, Procedures, Recruitment & Promotional Policy:-

Our Institute is affiliated to the RTM Nagpur University, Nagpur and is governed as per the norms laid down by the UGCand the Maharashtra Universities Act.

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

The institute has a grievance redressal mechanism in place for the students at its own level whereas RTM Nagpur University, Nagpur has a Grievance Committee which looks after the grievances of the employees of colleges affiliated to it.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

Teaching Faculty:

- **Motivates and deputes teachers for pursuing higher education.**
- **Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same.**
- **Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives.**
- **Encourages teachers to participate in research orientated activities and to publish research papers in reputed Journals/conferences.**
- **Promotes and motivates teachers to use the ICT tools in their teaching-learning process.**
- **Grants promotion to teachers on time.**
- **Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes.**

Non-Teaching Staff:

- **The institute organizes training programs as per the need for skill development of non- teaching staff**
- **They are encouraged to participate in the organization of social events organized under Community Out-reach Services**

The other welfare provisions made for both teachers and non-teaching staff are:-

- ◆ **Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.**
- ◆ **Maternity leave for female staff members**
- ◆ **Group Insurance**

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

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

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

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

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

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

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

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

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

05

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

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

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations These Regulations may be

called the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in higher Education) Regulations.

Teaching staff:

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

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

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

CATEGORY -III: Research And Development

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

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

Non-Teaching staff:

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

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

6.4 - Financial Management and Resource Mobilization

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

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

Internal Audit-

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

External Audit-

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

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

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

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

0

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

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

The Fee Regulating Authority has formed certain norms and
regulations beyond which the Institute cannot charge anything. The
major part of fees collected is utilized towards salary of
Teaching Staff teaching to self financed programs. All other
expenses are also met from collected fees only.

When funds of larger quantum are required our trust is consulted.

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

6.5 - Internal Quality Assurance System

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

Practice I

To Conduct VAP

Resolution:

It was brought to the notice of all IQAC members that VAPs are to be conducted.

Thorough discussion was made and it was decided to conduct VAP for 2021-22

Evidence of Success:

Institute-level VAPs Conducted.

Practice II

Agenda: Restructuring stakeholder feedback mechanism.

Resolution:

It was proposed that there is need of restructuring feedback mechanism for collecting stakeholder feedback as per NAAC Manual i.e. there is need of inclusion of curriculum/ syllabus related questions in the feedback form.

Thorough discussion was made and it was decided that feedback mechanism at the institute level must be restructured for collecting, analyzing and implementing feedback of all stakeholders. IQAC core committee was given responsibility to restructure the existing feedback forms and come up with a new mechanism.

Evidence of Success:

Feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in new format

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

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

Following are the Incremental improvements made for the preceding five years with regard to quality: -

- **Value Added Programs has been designed and conducted**
- **Feedback related to design and review of syllabus structured and conducted**
- **Mechanism for slow and advanced learners defined**
- **Mentoring System started**
- **Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits**
- **Outcome Based Education System Implemented**
- **Sports, Cultural and Extension Activities Conducted**
- **Library automated with subscription.**

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for   **B. Any 3 of the above**

**improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and Security:

1. On arrival of the students in the Institute's premises, till they leave, I-card is mandatory and round the clock security measures are in place.

2. The campus is fortified by high compound walls and the entry gates are guarded by security guards.

3. The Institute has installed CCTV cameras for 24/7 for surveillance.

4. College campus has ample lighting for safety at night.

5. The Institute maintained separate toilets for both ladies and gents in each floor.

6. The Institute has MOUs with Doctors on call facility for girls and boys independently.

7. For attending minor medical problems, first aid box equipped with medicines has been kept in first aid room. Similarly for

girls in order to take care about their health issue supplementary facilities like Stock of Sanitary Napkin is provided.

Counselling:

The institute provides counselling to students of the both genders as and when required by Mentee: Mentor Scheme.

Common Room:

The Institute has separate common rooms for boys and girls.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The normal dry waste in the campus is carried out by Ghanta Gadi
of Gram Panchyat. Composting process is used to handle the wet
solid waste.

Liquid Waste Management:

The liquid waste generated from the campus goes directly to the
drainage system created by the local authorities in the vicinity
of the institute.

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

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

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

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

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

The Institute provides education to all students irrespective to their culture, region communal socio economy and gender. The Institute has faculty and staff members from different culture, region and community. The Institute provides same platform to all students, irrespective to their culture, region and community. All students participate together in all activities of the institute like sport, cultural and extension activities.

Sports

Cultural

Other

Annual Sport Day

Annual Cultural Day

Yoga Day

Festivals

Societal Activities

Women's Day

Independence Day

Republic Day

Maharashtra Day

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

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

The Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows:-

• The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.

• Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.

• The Institute also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.

• The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood on the occasion of Gandhi Jayanti.

• Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.

• For every Local, Vidhan Sabha and Lok Sabha election holiday was given for the students and staff to caste the vote, as well awareness of voting is also spread in neighbourhood.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

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

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

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

National and international commemorative days:-

1. Independence Day

2. Republic Day

3. International Women's Day

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

5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

Birth/ Death Anniversaries:-

1. Gandhi Jayanti

2. Ambedkar Jayanti

3. Chatrapati Shivaji Maharaj Jayanti

4. Savitribai Phule Jayanti

5. Mahatma Phule Jayanti

6. Lal bahadur Shastri Jayanti

Events:-

1. Annual Sports

2. Annual Cultural

Festivals:-

1. Diwali

2. Navratri

3. Christmas

4. Makarsankanti

5. Eid

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

7.2 - Best Practices

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

Best Practice – I

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

2. The Practice:

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

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

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

Best Practice – II

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

2. Objective of the Practice: To increase number of students graduating from rural area by spreading awareness about various

scholarship schemes of state and national government.

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

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

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

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

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

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

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

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

· The institute aims at instilling a sense of self-discipline and

accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.

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

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

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

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

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- Institute is affiliated to the RTM Nagpur University, Nagpur and hence follows the curriculum prescribed bythe affiliating university.
- Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.
- The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards. Final year projects are also decided and allotted as per interest area of students.
- Every faculty prepares the course plan to deliver lectures as per the course syllabus.
- If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial syllabus based and final year project etc. are adopted by the institute as per guidelines of university.

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

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

The college, being an affiliated to RTM Nagpur University, Nagpur has to follow the academic calendar of University for conducting the curricular activities. According to the academic calendar of the University, the college prepares academic calendar before the commencement of each academic year. The calendar includes the schedule of examination, semester end examination, internal examination, curricular, co-curricular and extracurricular activities. The college has no formal choice to make changes in assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university. It is a mandatory component and the college has to conduct the internal assessment and report the grades and feedback to the university.

Faculty gives various assignments to the students in accordance with the guidelines given by the university for various programmes conducted by the college. Besides this, the faculties conduct unit test and annual test examination for assessment of the students. The students are also assessed by participating in seminar, study tour, industrial visits and research institutional visit organized by various departments to promote the practical knowledge. For PG students internal assessment is done through project work, field work and seminar presentation.

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

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic	A. All of the above

council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

2

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

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

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

2

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

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

130

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

130

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

1.3 - Curriculum Enrichment

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

The institution has taken some attempts regarding the issues like ethics, gender, human values, environment and sustainability. It become the matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, death and birth anniversary of great national heroes, leaders and freedom fighters have been organized for the holistic development of the students in each academic year.

Boys and girls are given equal opportunity in every academic, co-curricular and sports activities. Students are made aware of the disadvantages of gender discrimination through invited talk by eminent personalities. The students are encouraged to participate in vivid activities of NSS and Life Long Learning and Extension Center like Awareness of Law, Awareness of Adolescence and AIDS, etc. Teacher's Day is celebrated by organizing a special program of 'Self Governance' in which students take active part.

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

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

40

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	

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

40

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

130

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

0

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

2.2 - Catering to Student Diversity

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

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 30 are identified as slow learner and above 30 are identified as advanced learners.

Strategies adopted for Slow Learners:

The institute has been following the induction program for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs.

Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and re-explanation of crucial topics for improving performance.

Strategies adopted for Advanced Learners:

With a view point to boost up the already possessed talent of the advanced learners the institute takes up number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently. Apart from this, workshops, seminars, guest lectures, aptitude and communication skills improvement programs are conducted time to time at the institute. Teachers ask the students to prepare examination. NET,

SET etc. Various motivation speeches are organized for their future development. Teacher also helps students to acquire higher percentage than previous university examination by guiding them.

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

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

Number of Students	Number of Teachers
130	**8**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

All the teachers and management of this institute try to make learning process students centric. The institute tries to give emphasis on development of independent thinking in the students. The learning experience of the student is enriched by following methods.

Experimental learning:

- **The students learn social responsibility by taking part in NSS camp at nearby villages, awareness programmes , blood donation camps etc.**
- **While participating learning activities like regular laboratories exercise, seminars, assignments, study tours, field visits and research institutional visits etc.**
- **The college invites various experts from other college to share their experiences with the students.**
- **Library facility and computer facility play important role to enhance the knowledge of students.**

Participative learning:

Participative Learning is encouraged by:-

- ◆ **Discussions: Wide varieties of topics relating to arts are discussed in order to make the students to think broad and come up with their opinions and suggestions.**
- ◆ **Debates: Debates are conducted in most of the courses of arts where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.**
- ◆ **Presentations and Seminars: The faculty encourages the students to participate in class seminars, group discussion and many more activities.**

Problem Solving Methodologies:

- ◆ **Problem solving ability of the students are developed by giving them proper assignments and projects related to respective subjects.**
- ◆ **Tutorial classes of some subject are used for solving students problems.**
- ◆ **College library enriched with books and magazines related to competitive examination.**

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

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

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

- ◆ **Power Point Presentations: Faculty uses power point presentations including the video lectures on management topics based on the syllabus and as per requirements during the sessions.**
- ◆ **Training Program: The institute organizes internal as well as external training program for overall development**

of students. The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement etc. have been conducted in the institute through external experts.

- Seminars and Guest Lectures: Various seminars and guest lecturers are conducted in which the experts from either industry or academia are invited to give latest trends about scenarios in the industry and research.

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

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

2.3.3.1 - Number of mentors

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

06

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

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

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

06

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

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

2.4.3.1 - Total experience of full-time teachers

06

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

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by RTM Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 30 Marks and end semester examination is conducted for 70 Marks by the university.

For determining the institute level 30 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment and viva-voce and some on test also conducted along with short project work activities etc.

Institution adopts internal assessment system prescribed byRTM Nagpur University, Nagpur for the evaluation of the students.

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.

2. Sharing of evaluated assignments with each individual student.

3. Returning back evaluated answer sheets of class tests.

4. Sharing evaluative remark of subject presentation/ viva-voce seminar by panel of faculty internally and externally by outside experts.

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

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

At Institute level:

The faculty distributes evaluated answer scripts of class tests and assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary

corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the Principal.

At University level:

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

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

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

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are

disseminated on college website, at the entrance of the
Institute, Corridor, Principal Cabin, Trustee Cabin, Library,
Seminar Hall and Course Files of Teachers.

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

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

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

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

1. Planning:-

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

2. Implementation:-

  • An individual faculty member use different direct tools
    like Class Tests, University Exam, Assignments, Seminars,
    Projects etc., for the evaluation of Course
    outcomes(COs).
  • Principal evaluates POs and PSOs by using evaluation of
    COs and Indirect Tools like Surveys/ feedback from
    Alumni, Employer, Parents, Teachers and Students etc.
    PEOs are also evaluated by using Indirect Tools only.

3. Evaluation:-

  ♦ **Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, PSOs and PEOs.**

4. Action Taken:-

  ♦ **If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.**

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

2.6.3 - Pass percentage of Students during the year

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

98

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

2.7 - Student Satisfaction Survey

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

http://poojamahavidhyalaya.org/aqar.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of departments having Research projects funded by government andnon-government agencies during the year

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution duringthe year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institutionduring the year

2

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

10

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

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

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

10

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

3.3 - Extension Activities

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

- ◆

- The tree-plantation drive organized by the institution everyyear with maximum participation of students by college campus only sensitizes the students but also the community in terms of its need for healthy existence.
  - The institution has taken the initiative to clean the most crowded place like Salekasha with maximum participation of Students College volunteers. Cleanliness of the campus is a regular activity conducted by the Students volunteers.
  - The institution has also organized a rally for 'AIDS Awareness'in nearby villages under the banner of Student
  - The institution has not only organized 'Voters Awareness Rally' but also conducted Voters Registration Program.
  - The institution organizes 'Blood Donation Camp'. In the inaugural function of the blood donation camp, the importance of donating blood and misconception about donating blood is explained to the students by the doctors.
  - Many activities on social awareness are conducted by Unit.

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

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

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

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

10

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute possesses a well-developed infrastructure which fulfills the requirements stated by affiliating university and other statutory bodies to fulfill the need of all stakeholders.

Key features of the Institute:

- **Well-furnished, spacious, ventilated and illuminated class rooms,computer laboratory and other student support facilities as per University requirements.**
- **Institute has sufficient classrooms for efficient teaching-learning process and majority of classrooms are equipped with ICT facilities.**

- Central Seminar hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars , conferences, FDPs and other relate activities.
- High end computers with internet facility and centralized LAN connection. Separate computer laboratory facility is provided for students to carry out project work, online exams and to fill examination and scholarship forms online.
- Entire campus has been made wi-fi enabled.
- Well-developed library, automated with Cloud based of software, with collection of books, journals, magazines, CD's, E-books etc. as per university norms.
- Library also includes separate reading room, reference and digital section for accessing E-books, E-journals and online open sourcebooks.
- Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.
- In-house housekeeping staff is appointed to maintain cleanliness in the campus.
- Separate girls and boys common rooms are available in the campus.

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

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

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

- Sports: The institute has its own exclusive large playground for various outdoor games like Cricket, Volley ball, Kabaddi, Kho-Kho,etc. A dedicated gym and indoor sports room is also available for indoor games like Bad Minton, Table Tennis, Carom & Chess etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level sports competition every year.

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

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

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

Nil

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4 +1

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

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

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

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

4.2 - Library as a Learning Resource

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

The college has a well developed library equipped with Integrated Library Management System. Library has a good collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi and English. It also has provision for separate reading sections for teachers and students, reference and digital section for accessing e-books, e-journals and online open source books. Library is open for users from 09.00 AM to 05.00 PM. The college also has membershipof N-List programme of to provide unlimited e-resources to our students and teachers.

The library provides following facilities and services:-

- **Easy circulation: There is a set method of issuing books to students, staff and other users. A special issue register is maintained by the attendant under the guidance of librarian.**
- **Issue return period: The students are given a 15 days issue retaining period normally which can be extended for another 15 days by renewing it. There is no such time limit for staff members.**
- **Digital Section: The library also houses a computer lab wherein 3computers are kept for students' use exclusively. The librarian monitors the computer lab.**
- **OPAC: Online Public Access Catalogue (OPAC) allows users to browse a book by author, title, publisher or any keyword.**

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

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

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

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

30

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

4.3 - IT Infrastructure

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

Institute provides computing facility with required configuration for computer system. These are distributed among the various departments for academic and administrative work. The institute has high speed internet of 50Mbps to cater the need of academics as well as allied processes.

Key Features:

- **Separate computer laboratory, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.**
- **E- Governance system by use of ERPs is implemented in Administration office, Library and for Academic Processes usable by faculty as well as students.**
- **LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.**
- **Digital section in Central Library, with high speed internet connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.**
- **A set of CCTV cameras keeps surveillance of the entire building and campus.**
- **A biometric machine is also there to maintain attendance record of the staff members.**
- **All these equipments are provided power backup by UPS and a diesel generator.**
- **All ICT facilities are updated as and when the need arises to do so.**

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

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

The institute has developed a standard methodology for utilization & maintenance of all physical, academic & support

facilities available in the campus.

Laboratories (Computer Laboratory)

In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

Utilization of support facilities:

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

Sport / Ground Maintenance

A faculty designated as Director- Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.

House Keeping of classrooms, laboratories and the entire institute campus

Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire campus.

IT Facilities

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

Electrical Maintenance

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

Garden

Institute has employed a dedicated gardener and support staff

who take care of garden, lawn and the indoor plants placed at various locations in the institute.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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

0

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

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	

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

80

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

80

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

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

10

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

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

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

0

File Description	Documents
Upload supporting data for the same	
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

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

The Student Council consists of following members:

1. University Representative/ General Secretary

2. Cultural Representative

3. Sports Representative

4. Ladies Representative

5. Reserved Category Representative

6. Class Representatives

7. Faculty nominated by Principal

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

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, OBC Cell etc.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year

2

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

5.4 - Alumni Engagement

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

The Institute conducts the Alumni Meet every year for interaction and exchange of knowledge base acquired by passed out students working in various fields and sector of Indian economy.

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs

2. Career Counseling

3. Industry Institute Interaction

4. Placement Assistance

Apart from above non financial agenda, during the recent alumni meet it has also been decided to assist and help the institute by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institute.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) | |

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college has been giving quality education to students coming mostly from poor socio-economic background. The Trust is apex body in the organizational structure of the institution. It works in tandem with the Principal to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution implements the decisions and policies of the Management, the University and the State Government with the help of teaching and non-teaching staff. Then there is a College Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institute.

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

There are various committees which look after the routine administrative activities of the institution. Every such committee is comprised of 2-3 teachers. These committees submit their recommendations to the IQAC which after deliberations in

its regular meetings decides on implementing them. Thus, every teacher of the institute participates in decision making in some way or the other.

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

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

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

Case study- Annual Sports and Cultural Events Organization:-

As per the academic calendar by the institute sports and cultural events/ annual festival is organized annually.

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

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

The student's council in consultation with faculty prepares a budget for cultural as well as sport activities.

The budget is further discussed with the principal and management for modifications and approval.

The sanctioned fund is disbursed to the student's council through the cultural and sport in charges.

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The functioning of the institute operates at four different levels such as Student, Faculty, Principal and Management.

The institute provides various forums for all of them to develop and deploy the same at institute and society level by assigning them various responsibilities.

Principal as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks.

The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in best possible way.

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

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

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

Then there is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities Act (which was earlier known as Local

Managing Committee). Preparing budget and financial statements, recommending creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC. The institutional decisions are made by the Principal in the consultation with management. Faculty and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities.

Service Rules, Procedures, Recruitment & Promotional Policy:-

Our Institute is affiliated to the RTM Nagpur University, Nagpur and is governed as per the norms laid down by the UGCand the Maharashtra Universities Act.

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

The institute has a grievance redressal mechanism in place for the students at its own level whereas RTM Nagpur University, Nagpur has a Grievance Committee which looks after the grievances of the employees of colleges affiliated to it.

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

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

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

6.3 - Faculty Empowerment Strategies

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

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

Teaching Faculty:

- **Motivates and deputes teachers for pursuing higher education.**
- **Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same.**
- **Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives.**
- **Encourages teachers to participate in research orientated activities and to publish research papers in reputed Journals/conferences.**
- **Promotes and motivates teachers to use the ICT tools in their teaching-learning process.**
- **Grants promotion to teachers on time.**
- **Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes.**

Non-Teaching Staff:

- **The institute organizes training programs as per the need for skill development of non- teaching staff**
- **They are encouraged to participate in the organization of social events organized under Community Out-reach**

Services

The other welfare provisions made for both teachers and non-teaching staff are:-

- ◆ **Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.**
- ◆ **Maternity leave for female staff members**
- ◆ **Group Insurance**

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

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

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

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

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

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

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

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

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

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

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

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations and four amendments thereafter. Currently, the college follows the

guidelines of UGC regulations. These Regulations may be called the University Grants Commission (Minimum Qualificationsfor appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in higher Education) Regulations.

Teaching staff:

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

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

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

CATEGORY -III: Research And Development

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

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

Non-Teaching staff:

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

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

6.4 - Financial Management and Resource Mobilization

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

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

Internal Audit-

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

External Audit-

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

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

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

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

0

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

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

The Fee Regulating Authority has formed certain norms and

regulations beyond which the Institute cannot charge anything. The major part of fees collected is utilized towards salary of Teaching Staff teaching to self financed programs. All other expenses are also met from collected fees only.

When funds of larger quantum are required our trust is consulted.

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

6.5 - Internal Quality Assurance System

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

Practice I

To Conduct VAP

Resolution:

It was brought to the notice of all IQAC members that VAPs are to be conducted.

Thorough discussion was made and it was decided to conduct VAP for 2021-22

Evidence of Success:

Institute-level VAPs Conducted.

Practice II

Agenda: Restructuring stakeholder feedback mechanism.

Resolution:

It was proposed that there is need of restructuring feedback mechanism for collecting stakeholder feedback as per NAAC Manual i.e. there is need of inclusion of curriculum/ syllabus related questions in the feedback form.

Thorough discussion was made and it was decided that feedback mechanism at the institute level must be restructured for collecting, analyzing and implementing feedback of all stakeholders. IQAC core committee was given responsibility to restructure the existing feedback forms and come up with a new mechanism.

Evidence of Success:

Feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in new format

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

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

Following are the Incremental improvements made for the preceding five years with regard to quality: -

- **Value Added Programs has been designed and conducted**
- **Feedback related to design and review of syllabus structured and conducted**
- **Mechanism for slow and advanced learners defined**
- **Mentoring System started**
- **Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits**
- **Outcome Based Education System Implemented**
- **Sports, Cultural and Extension Activities Conducted**
- **Library automated with subscription of N-List**
- **Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.**

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and Security:

1. On arrival of the students in the Institute's premises, till they leave, I-card is mandatory and round the clock security measures are in place.

2. The campus is fortified by high compound walls and the entry gates are guarded by security guards.

3. The Institute has installed CCTV cameras for 24/7 for surveillance.

4. College campus has ample lighting for safety at night.

5. The Institute maintained separate toilets for both ladies and gents in each floor.

6. The Institute has MOUs with Doctors on call facility for girls and boys independently.

7. For attending minor medical problems, first aid box equipped with medicines has been kept in first aid room. Similarly for girls in order to take care about their health issue supplementary facilities like Stock of Sanitary Napkin is provided.

Counselling:

The institute provides counselling to students of the both genders as and when required by Mentee: Mentor Scheme.

Common Room:

The Institute has separate common rooms for boys and girls.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

7.1.4 - Water conservation facilities

available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

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

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

The Institute provides education to all students irrespective to their culture, region communal socio economy and gender. The Institute has faculty and staff members from different culture, region and community. The Institute provides same platform to

all students, irrespective to their culture, region and community. All students participate together in all activities of the institute like sport, cultural and extension activities.

Sports

Cultural

Other

Annual Sport Day

Annual Cultural Day

Yoga Day

Festivals

Societal Activities

Women's Day

Independence Day

Republic Day

Maharashtra Day

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

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

The Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated

every year are as follows:-

• The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.

• Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.

• The Institute also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.

• The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood on the occasion of Gandhi Jayanti.

• Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.

• For every Local, Vidhan Sabha and Lok Sabha election holiday was given for the students and staff to caste the vote, as well awareness of voting is also spread in neighbourhood.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

4. Annual awareness programmes on Code of Conduct are organized

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

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

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

National and international commemorative days:-

1. Independence Day

2. Republic Day

3. International Women's Day

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

5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

Birth/ Death Anniversaries:-

1. Gandhi Jayanti

2. Ambedkar Jayanti

3. Chatrapati Shivaji Maharaj Jayanti

4. Savitribai Phule Jayanti

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5. Mahatma Phule Jayanti

6. Lal bahadur Shastri Jayanti

Events:-

1. Annual Sports

2. Annual Cultural

3. College Camps

Festivals:-

1. Diwali

2. Navratri

3. Christmas

4. Makarsankanti

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

7.2 - Best Practices

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

1. The Context: To provide the opportunities to inculcate the qualities among the students to understand social consciousnessand problems of communities.

2. The Practice:

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

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

4.   Problems Encountered and Resources Required: Funding is themajor issue for doing activities on large scale.

Best Practice – II

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

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

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

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

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

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

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

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

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

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

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

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

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

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

· **The Classrooms, Laboratories, Library and Administrative**

office are highly conducive to the overall academic environment.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. To conduct one Value Added Program for every class.

2. To collect feedback, analyze it and take action on suggestions given.

3. To plan study tour of students.

4. To identify slow and advacned learnes.

5. To allocate mentors to the students.

6. To calculate the attainment of outcomes.

7. To conduct a workshop related to research.

8. To request faculty to publish papers in UGC Care Journals.

9. To plan College Camp Activities with maximum involvement of students.

10. To do 2 fresh MOUs.

11. To update libaray.

12. To aware students about government and non-government scholarship schemes.

13. To improve placements.

14. To strengthen alumni relations.

15. To organize FDP and ADP.

16. To initiate quality initiatives under IQAC.

17. To work on best practices and distinctiveness of college.

18. To strengthen efforts for gender equity, renewable energy use, green initiatives etc.