YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	Mahatma Gandhi Arts and Commerce College
• Name of the Head of the institution	Dr. Lokchand B jadhav
• Designation	Off. Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07102295040
• Mobile no	9860724283
• Registered e-mail	principal@vspmmgcollege.com
• Alternate e-mail	lokchandjadhav69@gmail.com
• Address	Zhingabai Takli Nagpur
• City/Town	Nagpur
• State/UT	Maharashtra
• Pin Code	440030

2.Institutional status

• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

- Financial Status **Grants-in aid**

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

- Name of the IQAC Coordinator **Pramod M Gorde**

- Phone No. **0712226753**

- Alternate phone No. **9096005377**

- Mobile **7448195580**

- IQAC e-mail address **iqac@vspmmgcollege.com**

- Alternate Email address **pramodgorde123@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://vspmmgcollege.com/

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

- if yes, whether it is uploaded in the Institutional website Web link: http://vspmmgcollege.com/aqar/2021-22

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**56**	**2004**	**03/05/2004**	**Nil**
Cycle 2	**C**	**1.86**	**2018**	**25/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC **10/06/2010**

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

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

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

- Upload latest notification of formation of IQAC View File

9.No. of IQAC meetings held during the year   2

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

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

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

- If yes, mention the amount

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

1. Empowering students and developing their managerial skills by encouraging students to plan, organise, prepare and host online various events and online participation during Covid-19 Pandemic. 2. Outcome Based Teaching Learning processes and formats implemented. 3. IQAC analysed and proposed the Quality Enhancement Report based on the last NAAC Peer Team Report. 4. Conducted seminars and guest talks with industry persons and alumni, to expand student learning exposure. 5. Need-based skill development sessions by the experts were conducted for the students and faculty members.

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
Conduction of Skill Development Activities for Students and Faculty Members	Workshops on IPR and Research Methodology was organised.
Capacity Building Development Programme	Workshop on Skill Development, ICT Skills and Yoga were organised for Students
Value Added Programs	Students were encourgaged to participate in VAP for skill development and extra overall knowledge
Mentor Mentee Scheme	Counselling for stress related or other issues during lockdown, telephonic/video conference mentoring support was provided by mentors.
Faculty Development Programs	FDP was organised for all teachers to sharpen their skills.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	05/05/2023

14.Whether institutional data submitted to AISHE

Part A	
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Name	Date of meeting(s)
Governing Body	05/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	04/01/2023

15.Multidisciplinary / interdisciplinary

The Vision of National Education Policy to provide high quality education to develop human resources in our nation as global citizens, is well taken. Discussions among the faculty members were initiated on key principles of NEP, such as diversity for all curriculums and pedagogy with technological innovations in

teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. In view of the NEP, academic programmes may be redesigned to include Multidisciplinary/Interdisciplinary courses as electives so that students get maximum flexibility to choose elective courses offered by other Departments. It can be said that the University is proactively working towards implementation of the suggestions given in the NEP.

16.Academic bank of credits (ABC):

Under the university, the institute will also offer an online repository for all academic awards under the Digital India Program. Our university is working towards the nad.digitallocker.gov.in platform in which the National Academic Bank of Credits (ABC) portal will be integrated. The institute is already following a choice-based credit system for all of its programs and will follow the process related to the ABC as directed by the Academic Council of RTMNU. The institute will formally register in the ABC portal as soon as the resolution is being approved by the higher academic bodies.

17.Skill development:

This will help to enhance the employability of our graduates as per the industry's current human resources requirements. Value Added Programs are introduced by the college to march towards the implementation of NEP in the real sense.

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

The institute is of the opinion that the inclusion of knowledge from ancient India to modern India will clear the sense of India's future aspiration about education, health, and the environment.

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

The institute has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes, and Course Outcomes. All courses are designed with outcomes cantered on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating, and Creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsibility and ethics, as well as entrepreneurial skills so that student contributes proactively to the economic, environmental, and social well-being of the nation.

20.Distance education/online education:

Due to Covid -19 pandemic, educational institutions in the country have increasingly evolved in using digital platforms for engaging classes, conducting conferences and meetings. Due to the experience gained during the closure period of Covid-19, access to online resources by educators and students will not be a constraint anymore. Institute has successfully imparted all its course content delivery in online mode during the Pandemic (COVID-19) and also conducted online examinations successfully.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**73**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**597**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**232**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**172**

File Description	Documents
Data Template	View File

3.Academic

3.1	**14**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**17**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**6**
Total number of Classrooms and Seminar halls	

4.2	**4.5**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**35**
Total number of computers on campus for academic purposes	

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

Yes, the curriculum delivery is planned and done as per Academic Calendar issued by RTMNU, Nagpur to which college has affiliated. Every year Time Table and Teaching Plan are prepared for every program and curriculum delivery is done accordingly. Daily diaries of teachers and student attendance registers are maintained to

understand implementation of planning and the gaps that occur, if any. The principal authenticates these daily diaries and attendance record of the students in order to smoothen curriculum delivery process and timely completion of the syllabi. Apart from these, IQAC also guides and suggests curricular and extra-curricular activities to be conducted as a part of curriculum delivery like guest lectures, group discussions and field visits etc. as per the course suitability and requirements... Faculty member uses Power Point Presentations/ YouTube Videos to integrate ICT into teaching and learning that helps improve the effectiveness of curriculum delivery.

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

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

The college, being an affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur has to follow the academic calendar of University for conducting the curricular activities. According to the academic calendar of the University, Nagpur the college prepares an 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 but to make changes in the 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. Students are also assessed by participating in seminar, study tour, industrial visits and research institutional visits organized by various departments to promote practical knowledge. For PG students internal assessment is done through project work, field work and seminar presentations.

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

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

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

1.2 - Academic Flexibility

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

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

4

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

8

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)	<u>View File</u>

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

562

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

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 made some attempts regarding issues like ethics, gender, human values, the environment and sustainability. It becomes a 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, the 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. Students are encouraged to participate in vivid NSS and Life Long Learning and Extension Center like Awareness of Law, Awareness of AIDS, etc. Teacher's Day is celebrated by organizing a special program of 'Self Governance' in which students take active part. Theunit of NSS is committed to spreading awareness regarding environmental preservation through

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Three ' R' i.e., Reduce, Re-cycle, Re-use. programs like Tree
Plantation, Ruksha-dindi, etc. are organized every year.
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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

69

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

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

45

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

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 students admitted during the year

597

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

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

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

500

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

2.2 - Catering to Student Diversity

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

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis, the students who scored marks below 45 are identified as slow learners and above 45 are identified as advanced learners. Strategies adopted for Slow Learners: The institute has been following the induction program for all of the admitted students. However, 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 by Advanced Learners: With a viewpoint to boost the already possessed talent of the advanced learners, the institute takes up a number of initiatives like offering leadership roles in a number of programs organized within and outside of the institute by the institute independently. Apart from this, workshops, seminars, guest lectures, aptitude and communication skills improvement programs are conducted from time to time at the institute. Teachers ask the students to prepare for competitive examinations like UPSC, MPSC, etc.

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

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

Number of Students	Number of Teachers
597	14

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

The institute has twostreams under its roof. i.e. Arts and Commerce. All the teachers and management of this institute try to make the learning process students centric. The institute tries to give emphasis on the development of independent thinking in the students.

The learning experience of the student is enriched by following methods.

Experimental learning:

• While participating in learning activities like regular seminars, assignments, study tours, field visits and research institutional visits etc.

• The college invites various experts from other colleges to share their experiences with the students.

• Library facility and computer facility play important role to enhance the knowledge of students.

Participative learning:

• Discussions: Wide varieties of topics relating to arts and commerce are discussed in order to make the students think broad and come up with their opinions and suggestions.

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

• Tutorial classes of some subjects 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 video lectures on various topics based on the syllabus and as per requirements during the sessions.

- Training Program: The institute organizes internal as well as external training programs for overall development of students. Internal training programs are conducted by in-house faculty members. However, programs like communication skills improvement have been conducted in the institute through external experts. The Institute also takes the initiative to send students for training in industries.

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

- Quiz: Occasional quiz competition is organized by a faculty to make the teaching learning process interesting and interactive. Questions from various specializations are put in the quiz competition to explore the diversity of the management subjects.

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

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

2.3.3.1 - Number of mentors

14

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

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
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

5

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

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

2.4.3.1 - Total experience of full-time teachers

173

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

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by R. T. M. Nagpur University, Nagpur. Out of the total marks per course, the institute level assessment marks are awarded out of twenty percent and end semester examination is conducted for eighty percent by the university.

To determine the institute level marks for internal assessment, continuous internal evaluation is carried out. The internal evaluation is based on assignments, viva-voice, conducting unit test, field visit etc.

Institution adopts internal assessment system prescribed by R. T. M. Nagpur University, Nagpur for the evaluation of the students. Transparency in internal assessment is maintained by

1. Displaying Continuous Internal Evaluation Norms.

2. Sharing of evaluated assignments with each individual student.

3. Returning back evaluated answer sheets for class tests.

4. Sharing evaluative remarks on subject presentation/ viva-voice 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 our 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, the student may represent the 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 guidelines 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 a check list to the institution. The concerned person looks into the list and checks the name, subject, class, and date of birth of the students. He corrects the information and submits that check list to the University.

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

2.6 - Student Performance and Learning Outcomes

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

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal 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 the 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 members. All faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course.

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

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

The attainment of various outcomes like COs, POs, 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 uses different direct tools like Class Tests, University Exams, 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 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

172

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

2.7 - Student Satisfaction Survey

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

http://vspmmgcollege.com/wp-content/uploads/2022/01/2.7.1-SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The college has been trying to create conducive ambiance, infrastructure, resources, confidence for enhancement of the capability of students and teachers in research and innovation.

For effective teaching-learning and research, the college has well equipped classrooms with ICT facilities. The academic calendar is prepared at the beginning of every academic year for effective planning of annual activities. Accordingly, teaching plans are prepared and followed scrupulously by the faculty. The N.S.S. conducted various activities in innovative ways, like tree-plantation, Swachch Bharat Abhiyan awareness programs about cleanliness, etc. in order to create and transfer the ideas for socio-cultural upliftment and encourage them for practical application of the knowledge of the students so as to enable them to become responsible citizens. The college also takes efforts to create research awareness among the students. Various research activities are organized in the college to inculcate research

culture and increase research aptitude among the students. The college has introduced many Short Term Value Added Programs / Certificate Courses for enhancement of the skills and employability of the students. All these efforts result in incubation in different areas.

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

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

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

4

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)	<u>View File</u>

3.3 - Research Publications and Awards

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

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

5

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

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

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

4

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

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

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

5

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

3.4 - Extension Activities

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

Under the purview of social responsibility, the institute through its NSS Unit and Extension Activity Cell, has made remarkable efforts to sensitize its students and faculty about their social responsibilities through their online participation in several activities associated with social issues.

Due to Covid-19 Pandemic, most of the activities undertaken are like Online Aids Awareness Programme, Online Mental Health Awarness Workshop,Online Awarness on Covid vaccination,Online Awarness on Tree Plantation and Environment Benefits andCareer guidance and awareness about higher education to aspirants from rural area etc.

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

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

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

1

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

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

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

13

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

3253

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

3.5 - Collaboration

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

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

3

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

Well-furnished, spacious, ventilated and illuminated class rooms, laboratories, computer laboratory, tutorial rooms 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.

Separate girls and boys common rooms are available in the campus

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

Institute has green landscaping with lawn, garden etc. In-house housekeeping staff is appointed to maintain cleanliness in the campus.

Entire campus has been made wi-fi enabled.

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 events 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, Volleyball, Kabaddi, Kho-Kho,etc. A dedicated gym and indoor sports room is also available for indoor games like Carrom & Chess etc. Also students participated in various sport activities like Canoeing, wrestling, kabaddi, cricket, Taekwondo, Track-cycling, Judo, Volley ball, weight lifting and power lifting etc. The Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level sports competitions every year. Cultural: Members of the Students' Council organize various cultural activities as per dates proposed in the Academic Calendar. It provides a platform for students to show their talent in on-stage activities like Dance, Singing, Drama etc. The Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competitions every year. The Institute has a provision to prepare an 'Open Auditorium' in playground at the time of the 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.

18

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)	[View File](#)

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)

0.99

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

4.2 - Library as a Learning Resource

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

The college has a library building. The library has a huge collection of Text books, Reference books and others books with foreign, peer-reviewed journals and bound volumes of journals. The reading room is well furnished to accommodate 50 students at a time and provides conductive environment for study. A visitor record is maintained for students and faculty members, and New Arrivals books and journals are displayed on the rack. The library is under closed circuit television (CCTV) surveillance cameras.

e-Resources: The library is a member of N-list consortia of information library network (INFLIBNET) under this consortia library provides more than 3135000+ e-books and 6000+ ejournals to students and faculty members. Internet and reprography facilities with computer systems. CD's, DVD, CD-ROM databases, barcode

scanner, printer, audio-video unit with tata sky connection available in the library. Library Automation: All active book collection is updated in the library software database and the online public access catalogue (OPAC) is available for students and faculty members. The issue and return of the book have been activated in the library software.

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)	View File

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)

1.22

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

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

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

151

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

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

Key Features: Separate computer laboratory to facilitate internet access for all students, staff and faculty members. This facility enables users to access meaningful information available online. E- Governance system by use of is implemented in Administration office, Library and for Academic Processes usable by faculty as well as students. LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, and Internet facility etc. are also available for effective teaching learning process. Digital section in the Library, with a high speed internet connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc. A set of 16CCTV cameras maintain surveillance of the entire building and campus. A biometric machine is also there to maintain the 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

26

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**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)

8.67

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)	<u>View File</u>

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 utilization & maintenance of all physical, academic & support facilities available to the campus. Laboratories (Computer Laboratory)

1.The labs in the institute are administered by Laboratory In-charge (a faculty).

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

The infrastructural and resource utilization of the institute is administered by the Principal. Heads 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. Sports / Ground Maintenance

1.Maintenance of ground, sports kits and all consumable items are brought from outside vendors as per the requirement. The Institute has in-house house-keeping team that looks after all the cleanliness of the classrooms and the entire campus.

Electrical Maintenance.

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

412

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

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

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

0

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

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

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

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

406

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

406

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)	View File

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

4

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

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

5.2.2.1 - Number of outgoing student progression to higher education

66

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

1

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)	View File

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

As per the direction of the Director of Student Welfare, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur Institute Level Student Council is formed. The Student Council consists of the 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 events every year . Students are also actively involved in various other institute level committees like Cultural Committee, Sport Committee, Grievance Redressal Cell, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, NSS,CDC, IQAC, SC/ST Cell, 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

8

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

5.4 - Alumni Engagement

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

Every year the institute conducts the Alumni Meet 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 Counselling

3. Society Institute Interaction

4. Placement Assistance

5. Study Tour / Field Work Assistance

6. Project Assistance for final year students etc.

Apart from the above non-financial agenda, during the recent alumni meeting it has also been decided to assist and help the institute by means of financial inclusion as per willingness of the individuals and to form a 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)	**A. ? 5Lakhs**

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 vision and mission of the institute have been developed with the active participation of all stakeholders and guidance from experts of various fields. The institute aims at becoming renowned institute of student choice with courses aligned with recent development and need of society. The institute follows ethical practices and encourages the Indian culture and value system. Top management including Trustees, Governing body, Local Managing Committee, Principal and faculty are involved in the design and implementation of quality policy and plans.

The resolutions related to policies and plans, made during meetings of Governing body and local managing committee are communicated to the principal. This is discussed in regular meetings of Principal and Faculty and action plans are prepared.

Action plan for institute based on Academic Calendar, Vision
Mission of the institute, Co-curricular and Extra-curricular
activities is prepared by Principal and committee in-charges. The
difficulty if any in execution is conveyed to management to
fulfill the needs.

Interaction with stakeholders viz. alumni, parents, employers,
take place and their suggestions and feedback are taken for
continuous improvement in teaching and learning process.

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 the annual Sports and Cultural Event is organized by
the involvement of all faculty, staff and students which is the
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 functions are 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 function.

Various committees under the student's council are formed which
involves experienced 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 council through culture 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 the 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.

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies:-

Local management committee/ College Development Committee is the apex governing body of the institute headed by the chair person responsible for policy making and budget approval. Institutional decisions are made by the principal in consultation with management. Faculty and various committee/cell in-charges are directed by the 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. Principal monitors functioning of every committee for smooth conduction of academic and administrative activities.

Services Rules, Procedures, Recruitment& Promotional Policy:-

Our Institute is affiliated with RTMNU, Nagpur. We follow the statutory norms and guidance of RTMN University and Nagpur in academic as well as administrative functional areas. The university, through its Local Enquiry Committee (LEC) conducts the inspection of academic and administrative procedures of the institution and submits reports to the university authorities. On the basis of positive LEC reports, the university grants the affiliation.

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

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

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

6.3 - Faculty Empowerment Strategies

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

The Institute implements the following welfare measures for

faculty and non-teaching staff.

Teaching Staff

o As per state government rules and regulations welfare scheme are applicable.

o Credit society is available for emergency loan facility and saving.(self help group)

o Internal complaint committee for the prevention of sexual harassment for women staff and students.

o Felicitation of teaching and non-teaching staff on the occasion of retirement, promotion, awards of Ph.D., recognition of research supervisor, recognition of different bodies of university, Government.

o Redressal committee for teaching staff.

o Medical and Maternity leave.

o Financial Assistance for Publication, Attending Workshops, Conferences etc.

Non-Teaching Staff

o Institute organizes training programs as per the need for skill development for non-teaching staff.

o As per state government rules and regulations welfare scheme are applicable.

o Credit society is available for emergency loan facility and saving.

o Internal complain committee for prevention of sexual harassment of women, staff and students.

o Medical and maternity leave.

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

11

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

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

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

5

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

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

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

19

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

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

The college has a Performance Based Appraisal System (PBAS) for teaching staff following UGC regulations 2010 and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. 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, 2018. 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 areas of faculty and staff. Through this, each faculty becomes aware of areas of improvement and accordingly, improvement takes place. Decision: The scores obtained in the PBAS contribute to the decision of faculty appreciation. Faculty with a low score are personally counseled by the Principal. Non-Teaching staff: The 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 budget estimates and audited statements are prepared regularly. Internal and external audits are carried out to ensure effective and efficient use of financial resources. There is a proper allocation and utilization of the annual budget.

Institution Internal Audit:

Internal financial audit is a continuous process and accountants mainly handle it. Internal audit is carried out annually. During the internal audit, the accountant may give few suggestions related to some of the finance and stock-related records, giving opportunity to the institute to address and rectify the same.

Institution External Audit:

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institute's financial records and books as per guidelines of the income tax department. For external audit Management has appointed chartered accountant firm who takes care about external audit at the end of every financial year.

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)

1.00

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

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

Institute is a grant in aid institution and main source of income is through students' fees. The college has an effective mechanism of financial management. Expenses are first sanction by principal. Sometimes quotations are called by various suppliers if required and negotiation has been made. The account of the college audited regularly as per govt. rules. Internal financial audit is a continuous process and accountants mainly handle it. The external auditor conducts statutory audits at the end of the year. No major audit objection is received it from inception of the institute. Our college gets financial support from govt. in terms of salary grants. The Institution welcomes Funds from general public and efficient donors, if scarcity of funds is found the trust is consulted for financial help.

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

Take membership of e-ShodhSinghu and Shodhganga

Resolution: It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library. Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

Evidence of Success: Institute level membership of e-ShodhSindhu and Faculty level membership Shodhganga is taken.

Practice II

Agenda: Restructuring stakeholder feedback mechanisms.

Resolution: Principal proposed that there is need of restructuring feedback mechanism to collect 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 mechanisms 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:

The feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in a new format from the Academic Year 2020-21odd semester end.

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

The IQAC of the College in continuing with the legacy of focusing on the academic enrichment of the students has conducted the activities with dual focus on teacher performance and student facilitation with a view to enabling them to compete in the changing academic scenario. The college aims at making education student-centric. The IQAC of the College reviews the teaching-learning process, structures & methodologies of operations and learning outcomes of the College systematically at periodic intervals. The focus of these reviews has been to reframe the methodologies and procedures with a view to enabling and empowering teachers to improvise their teaching quality; making methodologies and processes more transparent and standandised by defining standard policies and procedures making communication with the students speedy, transparent and effective.

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)	A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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 facilities for girls and boys independently.

7. For attending minor medical problems, a first aid box equipped with medication has been kept in the first aid room. Similarly for girls, in order to take care of their health issues supplementary facilities like Stock of Sanitary Napkin are provided.

Counselling:

The institute provides counselling to students of 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	A. 4 or All of the above

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 institute is very much conscious about the waste management to keep the campus clean and eco-friendly. The waste management in the campus is as briefed below.

Solid Waste Management:

The normal dry waste on campus is carried out by Ghanta Gadi of Nagar Parishad. Composting process is used to handle 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.

E-waste Management:

The Institute has MOU with the computer vendor for Collecting and Disposing e-waste generated on campus.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

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**	**A. Any 4 or All of the above**

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly 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	**A. Any 4 or all of the above**

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

Sports

Cultural

NSS

Other

Annual Sport Day

Annual Cultural Day

NSS Camps

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

For sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens following activities/ programs were conducted/ celebrated:- National Voters Day Right to Information Programme Road Safety Education Programme Independence day Republic Day Reading Inspiration Day (Book Exhibition and Library Orientation) Environmental Day World Population Day International Women's Day Literacy day Teachers day

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

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

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

4. Savitribai Phule Jayanti

5. Mahatma Phule Jayanti

6. Lal Bahadur Shastri Jayanti

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7. Tukdoji Maharaj Jayanti

Events:-

1. Annual Sports

2. Annual Cultural

3. NSS 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.

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Best Practice - I 1.Title of the practice: Celebration of Birth or
Death Anniversaries of Great personalities.

Youth is the backbone of our country. Our country comprises of 60%
youth so it is our duty to make our young generation wise,
responsible and thoughtful. The Principal and staff members strive
hard to inculcate human, social and professional ethics among
students by arranging such programmes.The main motives behind
organising these programmes are to introduce great socialist,
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freedom fighters, philosophers, political leaders to the students and their contribution to the nation and society.

Best Practice - II

1.Title of the Practice: Feedback System 2.Objectives of the Practice: The feedback system of the College aims to improve infrastructural facilities to maintain academic discipline to Strengthen office administration and communication

Practice: Initially, the College used to take feedback only from students in a structured questionnaire form. The students used to fill out the form at the end of the academic year to express their views and experiences about the teaching and administration system; as well as, about the facilities provided to them

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

7.3 - Institutional Distinctiveness

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

- The 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.
- The institution has grounds for outdoor games/ sports and indoor game room.

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

Mahatma Gandhi Arts and Commerce College has been catering to the educational needs of the girls of Parseonisince 1990. Besides providing knowledge and a degree, inculcation of human values like national integration , honesty , fraternity and personality development of students is equally important for the students to meet the goals of Higher Education Policy of our nation.

The college encourages its students to attend classes regularly. various activities through out the year on gender equality, sports and cultural events, and extension activities generate awareness about education and feelings of selfhood. Cultural activities hold a special place along with the academics. Teaching is made student centric and innovative teaching methodologies are used by the teachers in the dissemination of information. The institution is committed to providing an ambience of creativity, innovation and good learning experiences.