SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

JAWAHARLAL NEHRU ARTS, COMMERCE AND SCIENCE COLLEGE WADI NAGPUR

JAI MANGALMURTI SOCIETY, CHARDE LAYOUT, NEAR WADI KHADAN 440023
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Since 1990, with the permission of Government of Maharashtra (letter No. NGC 1090/2937/Vishi-2 dated 19th Sept 1990), Jawaharlal Nehru Arts, Commerce and Science College is being run successfully in Wadi rural area by VSPM's Academy of Higher Education; one of the leading institution in the field of quality education in and around Nagpur. The Managing body has taken initiative and started the college in rural areas with aims of providing quality education to students in the faculties of Arts, Commerce and science at undergraduate levels. The institution has bright goals to implement various policies and different programmes for the welfare of society. The goal is to promote unity, brotherhood and opportunities for learning, education in all walks of life and providing professional training for sustaining life of students and enlighten them to create awareness for harmony and mass of nation. The college has mission to become a centre of quality education by promoting high academic and social pursuits and competencies of students for growth and development of rural population.

Vision

To create a centre of academic excellence in the field of higher education for students and equip them to be good responsible citizens of the country by developing in them skills and competencies necessary for self-employment and values necessary for life. The students going out of the college should be intellectually enlightened, emotionally sound and practically efficient.

Mission

To develop human resource with higher education, right skills, strength of character and positive attitude. The college endeavours to inculcate global competencies among students to meet rapidly changing global challenges by disseminating quality education to rural youths to foster development of the rural areas.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths

- One of the most preferred, Degree College in the rural area of Wadi, Nagpur.
- Attractive green premises
- Erudite, progressive and visionary management readily answers to the requirements and ambitions of the institute and all the stake holders.
- A greatly regionalized administration directed by policy of excellence.
- Various committees framed to fulfill the requirements of statutory bodies with CDC as the uppermost

strategy making body.

- College was accorded permanent affiliation by RTMNU Nagpur
- Well-maintained financial discipline through appropriate planning and distribution.
- Beautifully designed, spacious, ventilated and computerized library with 9341 printed books. The N-list is functional from April 2018 providing 6000 e-books. Subscription to journals of different disciplines.
- All the faculty members have undergone academic training programs on various subjects.
- Feed-back system is implemented to reinforce the academic excellence
- Semester scheme with continuous evaluation.
- Use of ICT to make teaching-learning process more effective and appealing.
- Sports, NCC, NSS, Yoga and Gymnasium facility.
- Personality and skill development programs
- Well-equipped laboratories for Science, Geography and Home-economics.
- Digital Language Lab,
- Administrative Office, Control room for examination and majority of the departments are computerized
- Admission fee-installment facility for the needy students
- All the faculties are qualified & experienced. Except single, all faculties are Ph.D. holders
- College Canteen with hygienic food at reasonable rates

Institutional Weakness

Institutional Weakness

- Located in rural region.
- Environment pollution
- No residential facilities for students and staff.
- Due to financial constraints of the students the progression to higher & professional education is affected.
- No transport facilities for students by college.

Institutional Opportunity

Institutional Opportunity

- To establish Research Centre in Department of Commerce.
- Library enrichment to widen the accessibility to knowledge.
- Enhanced interaction with industry and Research institutes.
- More Post-graduate courses can be introduced
- Open University Centre can be introduced for the working class.
- To increase number of Short term courses

Institutional Challenge

Institutional Challenge

- Need to prevent environment pollution of surrounding locality.
- Less employability is witnessed through the conventional courses like B.A., B.Com.
- Control the dropout rate of students. Due to rural background and planning for early marriage of girl students by parents, the dropout rate increases. Moreover, parents are not serious about completing the education even up to the graduation level

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and efficiently implements the curriculum designed by University. The faculty members have prominent representation on various University committees and bodies: Syllabus designing, Board of studies, Senate members, Special examination committee, Standing committee, and Management Council of the RTMNU. Choice based credit system at P.G. (M. Com) level and elective course system at B.A. and B.Sc. courses provide flexibility and choice of subjects. Subject related certificate courses and add-on courses are organized by college. Life-skill and Add-on programs offer an alternative career option to the students. Workshops and certificate courses in computer education, personality development and soft-skill contributes towards all-round development of the students. To ensure quality education, an efficient feedback is taken from all the stake holders. The college is recognized under section 2(f) & 12(B) of the UGC act, 1956 hence eligible to receive central financial assistance.

Teaching-learning and Evaluation

The institute recruits well qualified and experienced faculty as per the UGC norms to enhance the implementation of Teaching-Learning process and to maintain a healthy Students – full time teacher ratio. Equal opportunity is being provided to students from all sections and various caste categories of the society. Catering to student diversity, the college assesses the learning levels of the students after admission and organises special programs for advanced learners and slow learners.

To make learning student centric, the learning experience is enhanced by the variety of methods, like seminars and expert talk on certain topics, assignments, preparation of informative displays and posters, visit to the scientific centres / educational excursion and projects. The students also learn about social responsibility through participating in various camps including blood donation, health check-up, yoga, NSS at nearby village, awareness programmes, Gram Swachata Abhiyan etc.

The faculty adopts innovative methods in Teaching and Learning like: ICT tools and modern instructive practices. Guest lectures, workshops, conferences are organised to expose the students to new possibilities in contemporary knowledge. College has a continuous evaluation system for students. Learning outcome of all the students are identified and evaluated accordingly.

Some full-time teachers have received awards, recognition, fellowships at state, national and International level from Government, recognised bodies for their contribution in the field of academics.

The college has its own system wherein an examination committee is formed. The staff members conduct various internal evaluations using various methods/techniques like open book test/viva-voice, question answer

session, class room quiz, unit test, etc. Various committees for academic as well as co-curricular activities are also formed in the meeting. Academic calendar is displayed in the college prospectus. The heads of the department prepare departmental plan for various departmental activities.

Program outcomes are displayed on the notice board at the time of admission. At the beginning of every academic year, the faculty explains course objectives, evaluation pattern and marking scheme

Research, Innovations and Extension

Being an institution of higher learning, the college endorses research in all areas of Science, Arts and Commerce. Research and Development committee has been established in the institute to promote and channelize the research activities. A number of faculty are research supervisors and Ph. D. has been awarded under their able guidance.

The College supports Research & Extension activities and it is evident through number of Research Paper presentations and Ph.D. holders. Altogether 13 staff members are recognized as research guide for Ph.D. affiliated to RTM Nagpur University. Under their able guidance 23 students have completed their Ph.D. works. Total 07 minor research projects have been sanctioned and funded by UGC to staff members. The projects are successfully completed during last 5 years by faculty members and submitted the report to authority (UGC). Moreover, during last 5 years 92 research papers have been published in ISBN/ISSN numbered journals and proceedings. The college faculty members have published 16 research-based / text-books to contribute to the subject knowledge. 22 faculty members of this college have been honoured for their contributions in the respective fields. The extension programs and activities of NSS cultivates honest, ethical, social & socio-cultural values among the students. The N.S.S. residential camp conducted once a year inculcates a sense of responsibility about society and its problems. These activities help to sensitize the students to understand community issues, gender discrepancies & social inequity etc. It also helps to indoctrinate values & commitments towards society and nation.

Infrastructure and Learning Resources

The college has sufficient number of class rooms and laboratories as per norms to conduct academic activities. Digital classrooms/Audio video classrooms are provided with suitable equipment's (i.e. projector, interactive board/ white board/green board & pair of desks- bench). Some Departments are equipped with own computing resources as well as departmental library. The college has necessary facilities with experienced and well qualified faculty members to develop the young minds with high academic environment. In tune, with increasing enrolment, there has been marked improvement in infrastructure facilities. Apart from academic blocks, the college established language laboratory; and provides facilities like, canteen, Xeroxing and standby generator. The college has adequate space and amenities to conduct University and other competitive examinations. The college is committed to promote sports activities towards all-round growth of students. The campus has some in-door sports facilities, a gymnasium and a green gymnasium. The college has a well-qualified Physical Education faculty.

Moreover, the college has a Central Library which is enriched with books, reference books, encyclopedia and different National and International journals. Well equipped with N-List and Libman, Partial computerized Library is an additional advantage for the college.

Student Support and Progression

The college provides various student support facilities:

- Student council

- Alumni Association
- National Service Scheme (NSS)
- NCC – Girls/ Boys
- Grievance Cell & Anti-Ragging Committee
- Campus Recruitment and Training Cell
- Entrepreneurship Development Cell
- Remedial coaching
- Competitive Examination Cell

Department of English has a well-designed digital language laboratory through which they provide Communication and Soft Skill training to students. Expert faculties are invited from various organization to train the students. Personality development training is offered to make the students competent enough to face a recruitment procedure. Career Counseling, training and placement is offered to the students. Short term courses in computer education are conducted. The training programs, workshops and value addition programs are all systematically pre-arranged and organized. Remedial classes are conducted for slow learners. Since the institute has students from rural area, students' business skills are enhanced through Entrepreneurship Development Cell. A number of co-curricular, cultural and sports activities are organized for students' all-round development.

Governance, Leadership and Management

The institution follows the policy of de-centralization and culture of participative management, in which faculty members, non-teaching staff and students at various levels are involved. Management is the leading governing body which initiates various functions in the institute. Policy decisions are framed and approved in the CDC/LMC (College Development Committee / Local Management Committee) along with IQAC. The Principal is the ex-officio Secretary of the CDC/LMC and Chairman of IQAC. The CDC/LMC comprises: the chairman of the management, principal of the college, teacher representatives of teaching & non-teaching staff, IQAC coordinator, experts from Industry and Education & Alumni. All the stakeholders participate in decision making process. Principal of the college implements the decisions of CDC/LMC for the welfare of the institute and students. College trails the need for the finest quality standards through the regular follow-up with the management and all the stake holders of the College with keeping student on the top priority. Management provides leadership, direction and encouragement to implement the various College activities. Transparency is maintained in the fields of financial transactions. Internal and External Audits are conducted periodically. IQAC plays a major role in decision making and participates in initiating, framing and implementation of policy decisions. It initiates student centric curricular and extra-curricular support programs which are communicated to the principal of the college.

The IQAC is also functional and always tries to inculcate the quality benchmarks in academic & administrative aspects.

Institutional Values and Best Practices

The institute is sensible towards environmental issues and takes efforts to follow the green initiatives in the College campus. Solar Panel are installed in the college that generates sufficient energy to fulfill college electricity requirement. Environment Cell organizes numerous promotional and awareness programs, visits and field tours. The cell also try to create awareness in the surrounding locality. The college follows the practice of conducting expert talks and educational excursion. Cultural event PRAYAS is annually organized. Employment and Guidance Committee regularly organizes training programs and expert talks related to placement. Class room facilities with ICT tools are improved. The college annually organizes major extension activities with primary focus on the personality development of the students through community services. National Service Scheme (NSS) actively conducts various extension activities like: awareness drives, cleanliness programs, residential camps, blood donation camp, health check-up camp, plantation, eye check-up camp. Special residential camps and rallies on social issues expose the students to the need of the community and problem solving process in the society at large.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JAWAHARLAL NEHRU ARTS, COMMERCE AND SCIENCE COLLEGE WADI NAGPUR
Address	Jai Mangalmurti Society, Charde Layout, Near Wadi Khadan
City	NAGPUR
State	Maharashtra
Pin	440023
Website	www.jncwadi.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jeevan R. Dontulwar	07104-220963	9890943225	-	jnc.wadi@rediffmail.com
Associate Professor	M.N. Bhajbhuje	07104-223032	9403375900	-	dr_mnbhajbhuje@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-08-1990

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

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

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	02-11-2010	View Document
12B of UGC	02-11-2010	View Document

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

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

Details of autonomy

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

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Recognitions

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Jai Mangalmurti Society, Charde Layout, Near Wadi Khadan	Rural	1.75	2648.2

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Humanities	36	HSC	Marathi	660	226
UG	BCom,Commerce	36	HSC	Marathi	360	245
UG	BSc,Science	36	HSC	English	360	284
PG	MCom,Commerce	24	GRADUATE	Marathi	160	64

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				8				18
Recruited	1	0	0	1	4	4	0	8	10	3	0	13
Yet to Recruit				0				0				5
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				17
Recruited	0	0	0	0	0	0	0	0	12	5	0	17
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	8	2	0	10
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	1	0	1
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				5
Recruited	4	0	0	4
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	4	0	9	3	0	21
M.Phil.	0	0	0	3	4	0	2	2	0	11
PG	1	0	0	4	4	0	10	3	0	22

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	12	5	0	17

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	279	0	0	0	279
	Female	476	0	0	0	476
	Others	0	0	0	0	0
PG	Male	17	0	0	0	17
	Female	47	0	0	0	47
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	80	86	147	125
	Female	148	145	194	188
	Others	0	0	0	0
ST	Male	11	6	17	17
	Female	24	19	25	21
	Others	0	0	0	0
OBC	Male	131	117	143	210
	Female	228	271	341	363
	Others	0	0	0	0
General	Male	34	20	51	56
	Female	45	37	67	59
	Others	0	0	0	0
Others	Male	35	20	42	39
	Female	56	47	58	44
	Others	0	0	0	0
Total		792	768	1085	1122

3. Extended Profile

3.1 Program

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

Response: 5

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
792	768	1185	1122	977

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
770	770	770	770	770

File Description	Document
Institutional data in prescribed format	[View Document](#)

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	48	30	214	65

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	25	25	25	25

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	28	28	28	28

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 16

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
38.4978	34.4613	83.391	23.076	19.2902

Number of computers

Response: 75

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

As college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, it follows the curriculum in the best of spirit designed by the university. At the beginning of the academic session, the IQAC directs the department to prepare teaching plan on the basis of university syllabus for effective implementation of curriculum. Accordingly, all the departments prepare an academic teaching plan which includes lecture hours and topics to be taught by faculties. Proposed extra-curricular activities of the department are integrated in the academic calendar of the college.

The heads of the concern departments, allot the topics / units to concern faculty. Principal conducts the meeting of all heads of the departments and inform the changes if any in the curriculum. Academic teaching plan is discussed and approved. The college forms a committee to frame the time table as per the direction given in the University academic calendar. Members of time-table committee frame the time table and allot the periods as per workloads of the subject prescribed by university. Faculties prepare academic teaching plan for lecture hours and other co- curricular activities.

The curriculum delivery covers regular teaching-learning transactions in scheduled classes for theory and practicals. Apart from class-room teaching, special learning opportunities are made available through study tours, projects, expert talk by renowned faculties and participation in workshops/ seminars/conferences/competitions. The academic calendar of the college covers holistic learning through workshops on personality development; extra-curricular activities; sport activities; service and extension-related learning through rural/ tribal visits, is encouraged.

The college provides digital teaching aids, ICT devices; well-equipped labs, charts, text and reference books, magazines, journals, digital class rooms, library facility, etc. for effective teaching-learning process.

All the faculties are encouraged by the college to participate in workshops on curriculum for the effective implementation of the syllabus. They are also allowed to attend the orientation, refresher courses, faculty improvement program.

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

Response: 0

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

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

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

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

Response: 76

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	3	6	2

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

1.2 Academic Flexibility

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

Response: 0

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

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

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

Response: 100

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

Response: 04

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)

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

Response: 8.52

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

2017-18	2016-17	2015-16	2014-15	2013-14
231	0	132	26	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The Core Courses

UG Courses- B. A, B. Com, & B.Sc.

PG Courses- M.Com.

The curriculum designed by the RTM Nagpur University provides a major space for the cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics. University has prescribed Environment Science as a compulsory subject to Second Year B.A., B. Com and B.Sc. programs to create awareness about environment among the students. The courses conducted in the college cover important issues like gender sensitization, women empowerment, environment awareness, human values and ethics and issues of social awareness. Apart from regular curriculum, Women Grievance and Redressal Committee, NSS and Environment Studies organize various programs by inviting resource persons to deliver talks on different cross-cutting issues.

Women Grievance and Redressal Cell organized awareness programs like:Health of   Women , International women's day, Female feticide, Eradicate Superstition & Educate Girl child , Sexual Harassment of women at workplace and Sexual harassment and legal protection

NSS Unit & Environmental studies organize awareness programs like: Wildlife Protection and Conservation, Hygiene and Cleanliness Rally, Candle March for Peace, Swachata Abhiyan (Cleanliness Drive), Plastic Waste management, Bird Conservation & Nest making, Sadbhavana Week, and Say No to plastic bags, AIDS Awareness Rally, Bird Watching etc.

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

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

Response: 7

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

Response: 7

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 36.99

1.3.3.1 Number of students undertaking field projects or internships

Response: 293

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

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

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.05

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

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

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 62.28

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

2017-18	2016-17	2015-16	2014-15	2013-14
792	768	1185	1122	977

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

2017-18	2016-17	2015-16	2014-15	2013-14
1540	1540	1540	1540	1620

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 78.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
613	584	633	612	579

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The UG and PG admissions in the institution were made on first come first serve basis till 2014- 15 and monitored by the admission committee. From the session 2015-16 the university framed the guidelines for admission process to under graduate courses. The college follows the directions of university for admission process. The students and parents are provided guidance at the time of admission. The institute has a mechanism to identify slow learner and advanced learners from the enrolled students. They are provided special training as per the requirement. Various policies are adopted to identify slow learner and advanced learners in every academic session. Some of the techniques used as follows-

- Aptitude test evaluation based on general knowledge
- Performance of the students in the regular teaching in the class
- Performance of the students in the practical in the laboratory
- Score obtained in unit test / sessional examination etc.
- Objective test be conducted at the conclusion of bridge course to identify slow and advance learners. On the basis of the score obtained by the students extra classes and personal cancelling for slow and advance learner.

The concern subject teachers monitor and evaluate the overall performance of the students in the department and accordingly interact with them. Some effective programs are also organised for the enrolled students in every academic sessions.

S. No.	○	•
1	Remedial classes	• Tutorial classes conducted with the aids of educational charts, models, scient

2	Study materials	• Extra books or notes are provided by the teachers • Practical sheets are provided in the laboratories • Additional books are also provided to economically weak students by the departments individually.
3	Expert talk	• Personality development programmes • Communication skill programmes • Lecture by external eminent persons from various fields • Each department organize activities as per academic calendar
4	Group activity	• The students are motivated to participate in group activities • The students are encouraged to attend seminars organised by other institution • The students are encouraged to participate in the annual day celebration in va events. • Motivate the students to involve in the programs organised by NSS, NCC an units.
5	Extra work on holiday	• If the curriculum does not complete within the prescribed teaching plan, extr classes are engaged to complete the syllabus in holiday and Sundays.

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

2.2.2 Student - Full time teacher ratio

Response: 36

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

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

The college runs various courses in the field of Arts, Commerce and Science. There is a continuous effort from the authorities as well as faculties to make learning student centric. The college emphasizes on development of independent and critical thinking in the students. The learning experience of students is enhanced by variety of methods.

Experimental learning-

- The students from all the courses learn from their experiences during various learning activities like seminars on certain topics, assignments, preparation of informative displays or posters, visit to the scientific centres or educational excursion.
- Projects, survey and practical training is given where hands on experimentation is possible.
- The students also learn about social responsibility through participating in blood donation camp, health check-up camp, yoga camp, NSS camp at nearby village, awareness programmes, gram Swachata Abhiyan, etc.
- Experts from other institution or an academia share their experiences with the students that help to prepare for the real time job scenario.
- Computer facility, library facilities, guest lectures, research methodology programme may enhance practical knowledge.

Participative learning-

- The concerned faculties constantly encourage the students for participation in class seminars, oral presentation, group discussions, role plays etc.
- The faculties involve the students in group discussion during the practical.
- Students are encouraged to participate in various departmental activities
- Students enthusiastically participate in the annual day celebration PRAYAS in each academic session.

Problem based learning –

- To assess problem solving skills, situational analysis is done.
- The departments of Mathematics, Physics, Chemistry, Geography, Economics, and Commerce use this method regularly by respective faculty members.
- The problem solving ability of the students are enhanced by assignments and projects related to respective course in theory and practical session.

Models-

- The faculties encourage the students to create new models / charts based on the syllabus.
- The institution uses model or charts as a learning management system in the Science or Art

exhibition which benefits the students with an innovative, creative and friendly learning environment.

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 22

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

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

Response: 37.71

2.3.3.1 Number of mentors

Response: 21

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The objective of the college is to provide all round education to all the students from arts, commerce and science stream. To ensure it, various steps have been taken for innovative approach by faculties such as use of audio visual system. Projectors provided in class rooms and laboratories are utilized to make power point presentation to assist lectures. Faculties show movies, documentary films, interview clips etc. to enrich class room discussion for students innovation and creativity.

Screening of film is arranged for visual experience of literary texts. Some faculties use video clips/ lectures (to emphasis clarification and understanding of concepts) for teaching - learning with significant emphasis on reflection and connection with concepts. This involves conduction of experimental activities, games and role play exercises which aim to foster a culture of freedom with discipline and help student experience, explore and express themselves.

Field visit and educational excursion are arranged to enhance the understanding of applications

of theories and relating text with environment and sustainable development issues, creative writing exercises etc. Project based learning that has a hands on approach built in it for which the departments advice to submit a small projects as an assignment on the topic under study. Some faculty members create an atmosphere in the department to increase the innovative approach by the students at the time of experiments. This will also increase the creativity of the students.

Some of the steps taken by the faculties for innovation and creativity–

S. No.	Innovative practise in teaching	
01.	Short term certificate courses by the department	
02.	Formation of students forum by departments to organize various activities	
03.	Arrange field work to study environment, functioning of banking system, Industrial visit etc.	
04.	Visit to historical places or research centres	
05.	Quiz, Poster Competition	

File Description	Document
Any additional information	[View Document]

2.4 Teacher Profile and Quality

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

Response: 89.29

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document]
List of the faculty members authenticated by the Head of HEI	[View Document]
Any additional information	[View Document]

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

Response: 82.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
21	20	20	18	17

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 20.27

2.4.3.1 Total experience of full-time teachers

Response: 446

File Description	Document
Any additional information	View Document

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

Response: 72

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	3	2	3

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

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

Response: 0

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

The college has its own system wherein an examination committee is formed. This committee conducts the terminal examination at the end of every semester. Examination committee ensures effective implementation of term examination. The results are communicated to the students. The college has a separate examination room which caters to the needs of printing of examination papers and other related documents.

The staff members conduct internal evaluations using various methods/techniques like open book test/viva-voice, question answer session, class room quiz, unit test, etc. To impart skill-based education, syllabus based small assignments and projects are given to the students. A few departments also organise seminars/ presentation.

Attendance is an integral part of the internal assessment. The teacher even tries to help students in case of extreme emergencies, so that they get full support from the college and their studies do not suffer. On the basis of various components of internal assessment, the performance of the student is examined by the teachers. A few examination assessment approaches followed by different departments are as follows-

* Regularity/ attendance of the student in the theory class/ practical.
* Score of objective test / unit test.
* Assignment
* Small projects based on syllabus.
* Seminars/ presentation/power point presentation.
* Viva-voce

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The internal assessment of the students of all the streams is transparent and robust in terms of frequency and variety

Transparency:-

* The unit test and annual examination plan is prepared by the Institution in line with the academic calendar before the commencement of the session.
* At the beginning of the academic session, the rules and regulations of internal assessment are communicated to every student.
* The faculties inform the students regarding the question paper pattern of the university, valuation process and other matter related to the examination.

Frequency and variety in internal assessment:-

S. No.	Examination	Pattern / Schedule
01.	Winter examination (Semester pattern)	• All odd semesters of B. A., B. Com., B. Sc. and M. Com
02.	Summer examination (Semester pattern)	• All even semesters of B. A., B. Com., B. Sc. and M. Com
03.	Credit assessment (Theory and practical)	• Written test/Unit test • Term test • Practical assignment • MCQ if taken
04.	Four unit tests per semester	• One unit test after compilation of each unit of the paper
05.	Sessional examination	• Theory examination by the University • Practical examination by the university

All domains of learning are covered by variety of internal assessment methods. Efforts are being taken to focus on affective domain of learning by motivating students to participate in extracurricular activity. The variety in the examination schemes covers all the domains of teaching and learning.

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

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

Response:

The grievances of students are of two categories-

- **Grievance related to college level –**

- The students raise their grievances in the college level examination to the concerned teacher. The concerned subject teacher looks into the matter personally and analyse the same, and make some suggestions to the concerned authority.
- The direction or suggestions if needed is given to the office staff and other staff members to resolve the issue raised by the students and try to solve it.
- All the staff members are cooperative to satisfy each and every student of the college to resolve their problems related to college level grievances

- **Grievance related to University level –**

- The issues related to the University examination such as theory, practical, internal assessment marks etc. are actively resolve by the faculty members and the office staff.
- The concerned subject teacher looks into the matter personally to satisfy the student.
- The college is recognized examination centre by university. The college appoints officer–in-charge on seniority rotation basis to conduct university examination.

    The students from other institution also appear for the theory examination at this college centre. Any problem regarding hall ticket or printing mistake on it are resolved by the officer in- charge in coordination with the co-officer in charge appointed by University. Other assistance by the faculty members includes-

- In case of grievances, faculties advise students to opt for revaluation.
- The photo copy of evaluated answer book is reviewed by the subject teacher.
- In case of any discrepancy, the students further apply for revaluation by paying requisite fees to the University.
- Any grievances regarding examination process if noticed is communicated to the University by officer in-charge.
- One of the members from office bearer is appointed by the college to resolve University examination related grievances of the college students.

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

Response:

The academic calendar constituting the teaching and examination schedule for next session is discussed and finalized in the staff council meeting of previous session. Various committees for academic as well as co-curricular activities are also formed in the meeting. The college time table committee prepare time table for each faculty based on the infrastructure available in the institution. Representation of each faculty is taken into consideration at the time of constitution of various committees.

    Academic calendar is also displayed in the college prospectus. The heads of the department then prepare their departmental plan with the discussion of other staff members of the department. It is mandatory for each department to follow the academic calendar. The department has freedom to make the teaching plan within the time frame of the college time table prepared by the time table committee. The

IQAC monitor all the academic activity which is planned as per the calendar. All the issues related to the calendar are discussed with the principal and faculties.

The academic calendar includes all the contents of teaching, learning, evaluation and co-curricular and extra-curricular activities.

S. No.	Activity	Probable Planned
1.	Admission process begins for Semester- I of B. A., B. Com. and B. Sc. course	10th June & onwards
2.	Regular teaching/ practical for first semester commences	20th June
3.	Admission process begins for Semester- III & V of B. A., B. Com. and B. Sc. course	15th July & onwards
4.	Regular teaching/ practical for third & fifth semester commences	1st August
5.	Four-unit test per paper	Two Unit test per Semester
6.	Extra activity other than academic	As per the scheduled planned in the of that academic session

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

2.6 Student Performance and Learning Outcomes

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

Response:

Program outcomes are displayed on the notice board at the time of admission. At the beginning of every academic year every subject teacher conveys program outcomes of respective subject and course to the students. The faculty also explains course objectives, evaluation pattern and marking scheme. In the introductory lecture subject teacher discuss the syllabi and importance of the learning content of course. The Principal in his introductory address make students aware of the learning outcomes. Copies of the syllabus are made available in the college library.

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

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are

evaluated by the institution

Response:

Attainment of program outcomes, program specific outcomes and course outcomes are assessed by standard evaluation pattern. Evaluation includes unit test, open book test, assignments, and seminar presentations. The college follows the evaluation pattern of R.T.M. Nagpur University, Nagpur. This type of evaluation includes term end exam, semester, practical and annual examination conducted at the end of the course. These examinations and results also measure the attainment of CO, PO and PSO.

2.6.3 Average pass percentage of Students

Response: 27.5

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

Response: 33

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

Response: 120

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.53

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
List of project and grant details	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 52

3.1.2.1 Number of teachers recognised as research guides

Response: 13

File Description	Document
Any additional information	[View Document]

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

Response: 1.35

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

Response: 7

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

Response: 26

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The college has taken various initiatives for creation, transfer and up gradation of knowledge of the students. Students get an opportunity to update their knowledge of recent technologies in respective streams. There is no separate incubation center but college provides the students an exposure to recent trends in knowledge acquisition by conducting various extra-curricular activities.

- Expert talk of the eminent personalities from various fields organized by various departments in the college.
- The college has organized "*Research Methodology Workshop*" to train the P.G. students of the college and research scholars from other institutes in light of conducting scientific research.
- Poster competitions are conducted to motivate the students to acquire knowledge on recent issues.
- The library subscribes various subject journals, e-journals and other online resources like N-List, giving an exposure to recent trends in research.
- Educational excursion(s) impart awareness about the field of changing environment, subject and general knowledge to the students.
- Soft skill development program to improvise communicative capabilities of students.
- The course like – Tally ERP 9 is organized to increase employability.
- Entrepreneurship development programs are organized in the college.
- The institution has signed MOUs with various organizations and institutes to enhance the knowledge and expertise.

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

Response: 4

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

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

File Description	Document
Report of the event	<u>View Document</u>
List of workshops/seminars during the last 5 years	<u>View Document</u>
Any additional information	<u>View Document</u>

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

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

Response: No

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

Response: 0.38

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 5

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

Response: 13

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 6.03

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	22	30	35	44

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

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

Response: 3.64

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	11	35	14	17

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

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

Response:

True to the ideologies of the National Service Scheme Movement, the college pursues to actively encompass undergraduate students in voluntary social service events for the socio-economic development of the area surrounding our college as well as the nation at large. The NSS unit of the college creatively designed programs which provide opportunities to our students to emphatically understand and appreciate the problems of the communities, awaken social consciousness and inculcate in them a sense of dignity of labour and fellow feeling. The college conducts neighborhood community activities through N.S.S. Awareness programs on various social and health related issues like Swachata Abhiyan, medical health checkup camp, Environment consciousness, plantation etc. are organized.

The extension activities inculcate the values and skills in students. These activities indoctrinate a social outlook in students as they get acquainted with the issues of social and national importance. Extension

activities help students to enhance the skills like: Collaboration, Management Skills, Time Organization, and effective Communication. The students get a perfect platform to associate with each other and learn about values, traditions and ethics of social life. N.S.S. activities help the students to contribute in national development and social integration. The N.S.S. inculcates value of male –female equivalence and charity. Some of the extension activities impart the students expected new social values and norms. NSS conducted an awareness campaign on Say No to Plastic bags in collaboration with "We Dare Organization" to create awareness about the hazardous effects of plastic on environment. To inculcate the sense of community development and responsibility a Free Eye Check Up Camp was organized in the college, wherein spectacles were distributed to nearby needy patients.

As a part of NSS special camp, students become aware of various social problems in rural area and conduct activities in the neighborhood community to eradicate issues like cleanliness, medical awareness, environmental issues, dowry system, women empowerment and literacy. Yoga training program was organized for the villagers of Khadgaon.. The NSS department regularly organizes various activities to groom the students wherein faculty from another department also participate. In order to sensitize students about the social issues a visit to Sanjeevani Old Age Home was conducted by NSS. Street plays conducted in nearby locality helped to create awareness about environment related issues. So far, our NSS initiatives are appreciated by all the stakeholders

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

Response: 0

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

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

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

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

Response: 18

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community

and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	4	2	3

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

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

Response: 5.39

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

2017-18	2016-17	2015-16	2014-15	2013-14
50	54	161	00	0

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

3.5 Collaboration

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

Response: 0

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

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

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

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

Response: 8

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

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

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

12-02-2019 11:11:10

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Academic activities:

The college has sufficient number of class rooms and laboratories as per norms to conduct academic activities. Digital classrooms/Audio video classrooms are provided with suitable equipment's (i.e. projector, interactive board/ white board/green board & pair of desk- bench). Some Departments are equipped with their own computing resources as well as departmental library. The Departments have their own separate cells and laboratories. In addition to the above, the college has a Central Library which is equipped with books, reference books, encyclopedia and different National and International journals. Partial computerized Library is an additional advantage for the college.

Co-curricular activities:

The college has its own auditorium / conference hall to conduct cultural and academic activities like guest lectures, seminars, debate etc. Separate rooms have been provided for NCC, NSS, CRT sports and Gymnasium.

Laboratories:

The laboratories of the college are fully equipped with latest equipment as required in the curriculum. Every department laboratory has got their own computing facility with latest software to meet their own requirements of projects and research activity. In addition to the regular curriculum, students are encouraged to pursue their study in the emerging areas of Research.

Exam control room:

The college is approved examination centre to conduct RTMNU university online Examination. The necessary facilities including computer, xerox machine, copier, laptop, and printer are provided by college.

Language lab:

A digital language lab has been established with 29 computers and English language software. The language software enhances the language fluency and soft skills of the students.

ICT as a Learning Resource:

The college has provided computers for the regular usage by the students and faculty. Desktop Computers are also provided in staff rooms and in some departments. Every laboratory and class rooms are provided with LCD projectors/ overhead projectors for computer aided teaching. Computers are loaded with the required software as per the curriculum requirements. Software necessary for the preparation of computer aided teaching material by the faculty is also made available.

Library:

The College has centralized library with basic facilities. It is provided with a reading area, computer, internet facility, printer, scanner, xerox machine etc. Library is situated on first floor.

Principal cabin and office:

Principal cabin and office is provided with computer, printer, scanner internet and Xerox machine with LCD for CCTV facility.

Staff Room:

There is separate faculty wise staff room with internet, computer, printers & all college is connected with intercom.

Other facilities:-

1. Generator 25KV
2. Solar Power 10 KV (1200 Unit per month)
3. Centralised R.O. water plant
4. Gymnasium
5. Green GYM,
6. Botanical Garden

File Description	Document
Link for Additional Information	View Document

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

Response:

- The college has a Physical director to train the student to participate in events which are conducted by the university/state.
- Students are well trained in sports & games.
- Along with available college infrastructure facilities for sports, the sports department also utilises Noble Sports Academy ground. This facility has been provided on the basis of MOU between college and Noble Sports Academy.

Outdoor facility:-

1. Kabbadi 1 Court
2. Volley Ball 1 Court
3. Shotput 1 Sector
4. Single Bar 1 set
5. Double Bar 1 set
6. Gymnasium
7. Open Air GYM 3 apparatus

Indoor facility:-

1. Table Tennis (1 Table Set)
2. Chess (4 Set)
3. Carrom (1 Set)
4. Yoga & Pranayama centre

Cultural activity:-

The college has a multipurpose auditorium on the first floor to conduct various activities.

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

Response: 87.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

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

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

Response: 66.69

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

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	25	20	10

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library:

- The library is computerized.
- Name of the ILMS software is Libman.
- Nature of automation partial.
- The following features can be accessed from computer within the library Availability of books

- Subject wise
- Author wise
- Title wise.

- Account information like books taken and due date to return.
- Library timing for the students as well as staff members is 9 a.m. to 5 p.m.
- Seating capacity- 40.
- There are 8 computers with internet connection.
- Adequate number of text books and reference books are available in the library.
- Book bank facility and books on deposits scheme is available for the needy and poor students.
- Accession books register, issuing book register, student physical attendance register and E-library attendance register are maintained in different forms manually.

S.N.	Name of the ILMS software	Nature of automation(fully or partially)	Version	Year	

| 1. | Libman | Partially | V 1.0 | 2005 | |

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

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

Response:

The college has a central library, which caters to the need of the student's learning process. As per the demand made by the students and faculty of college, the Librarian forwards the recommendation of books and volumes to the principal for purchase. Which are quite regularly referred and used by the students and faculty. The purchase of the books is as per the needs of the curriculum. Every year it is a common feature for the college library to conduct book exhibition by inviting various prestigious publishing houses.

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

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response: 1.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.12	1.06	1.98	0.99	0.51

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

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 11.51

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

Response: 94

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

1. **Institution frequently updates ITfacility including Wi-Fi**

The college provides the IT services for computing and networking services such as desktops, laptops, printers, scanners, LCD projectors, and internet facility to the departments, library and administrative office. Procurement of computing and networking equipments are made through duly constituted purchase committee comprising of principal of the college, guardian director and other members of the college. Purchase committee follows appropriate standards for purchasing IT equipments.

It is well known that the software of antivirus helps to protect the computer data in intact condition hence antivirus has been installed in the computers with internet connection. Licences of all the software are maintained by the college office. The college has BSNL, IN Cable & Jio Wi-Fi internet connection.

Item	Software version	Total
Computers	Windows 7	12
	Windows 8	30
	Windows 10	27
Laptops	Windows 8	03
	Windows 10	02
Printers	--	16
Wi-fi	BSNL IN Cable Jio.	
Scanner		09
LCD Projectors		14
Interactive Board		07

4.3.2 Student - Computer ratio

Response: 10.7

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 41.99

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

2017-18	2016-17	2015-16	2014-15	2013-14
27.47	8.57	21.65	9.81	8.72673

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

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

Response:

All the departments primarily take care of the equipments and college office timely maintains the equipments. Any break down or minor fault in the equipment is reported to the office for repair, which takes necessary steps of repairing. Maintenance work is done throughout the year.

Principal and office superintendent reviews AMCs to be recognized and as per the requirement AMCs are done with various agencies regarding maintenance. The LMC/ CDC assess physical academic and support facilities in the college. The various provisions are made in the budget by office of the principal and it is approved by LMC/ CDC. The principal invites requirements for the next academic session from the heads of the various departments. The budget for the next academic session is prepared budget by office of the principal considering the requirements from various departments, infrastructure, office, sports, library etc. The prepared budget is placed before LMC/CDC for discussion and approval. The office invites the quotations/bids from reputed agencies in sealed envelope. The invited quotations/bids are placed before

college purchase committee for comparison of rates of product and finalise the lowest rates are recommended to the college for purchase.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 62.34

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

2017-18	2016-17	2015-16	2014-15	2013-14
381	588	767	706	580

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0.71

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	2	8	9	8

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

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

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

Response: 21.96

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

2017-18	2016-17	2015-16	2014-15	2013-14
272	116	298	192	177

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 3.32

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

2017-18	2016-17	2015-16	2014-15	2013-14
76	0	83	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

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

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

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

Response: 19.55

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

2017-18	2016-17	2015-16	2014-15	2013-14
28	0	0	0	10

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

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

Response: 38.24

5.2.2.1 Number of outgoing students progressing to higher education

Response: 13

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)
Any additional information	[View Document](#)

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

Response: 40

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

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

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

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

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

5.3 Student Participation and Activities

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

Response: 1

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

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

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

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

Response:

The College Student council creates many opportunities for leadership and mentoring. The council shares student's ideas, interest and concerns with the college teachers and the principal. The constitution of the student council is as per the rules prescribed by RTM Nagpur university. The council consists of: one student from each class, who scored highest marks in the university examination held in the preceding year, is nominated by the principal. The student members of the council elect one university representative amongst them who represents college as University representative (U.R.) at University Student Council. The council often helps in organizing various activities in the college. The college annually organizes PRAYAS, wherein the student council helps in maintaining order and discipline amongst the students in general.

Members of student council participate in quality improvement. The principal of the college calls meeting of student council to know their concerns and suggestions about college development and other activities to be conducted in the college for one academic session.

The students also represent following committees

College Development Committee (CDC) & National Service Scheme (NSS)

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

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

Response: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	11	16	16	16

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

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

Response:

Objectives of the Association

The primary objective of alumni association is to create a platform facilitating a congenial interaction between the alumni and the enrolled students for the benefit of the college and student fraternity. In order to have continuous and formal interaction, an Alumni Association of Jawaharlal Nehru Arts, Commerce and Science College Wadi, was formed in the year 2014-15. It is registered under the office of charitable commissioner, Nagpur division Nagpur with registration number **Nagpur/0000/39/2018**. The alumni are valuable assets and the college has responsibility towards it. To bring together all the old students to share their experience with each other, the meetings of Alumni Association are organized in the college itself. In these meetings the alumni discuses and suggest steps to be taken for the development of the college. The suggestions are conveyed to the head of the institute. In

the meeting the Alumni also gives a written feedback.

The college engages some alumni and takes expertise from their skills and experience to mentor the student fraternity. The college maintains communication with the alumni through Facebook and keep them informed about the achievements of the institute with the objective of making them part of not just past but the present as well as future.

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

5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

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

Response: 3

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

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

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision: To create a centre of academic excellence in the field of higher education for students and equip them to be good responsible citizens of the country by developing in them skills and competencies necessary for self-employment and values necessary for life. The students going out of the college should be intellectually enlightened, emotionally sound and practically efficient.

Mission: To develop human resource with higher education, right skills, strength of character and positive attitude. The college endeavours to inculcate global competencies among students to meet rapidly changing global challenges by disseminating quality education to rural youths to foster development of the rural areas.

The Vision and Mission of the institute are in tune with the objectives of National Policies on higher education. The institute follows a three-fold system with academic, co-curricular and extra–curricular programmes. The organizational structure of the institute co-ordinates the academic and administrative planning and its implementation reflects the institution's efforts in achieving its vision.

Reflection of Mission and Vision in the leadership of institute in ensuring:

- **The policy statements and action plan:**

The execution of policies and plans appropriate to the mission of the institute are undertaken by the Governing body. The management after deliberations in its meeting directs the Principal to implement its quality policies and plans effectively. Accordingly, the Principal takes keen interest in the implementation of policies and action plans and takes review through meetings with functional committees.

Formulation of action plans: The action plans in line with quality policies are formulated by IQAC and CDC annually at the beginning of the academic year and the same are incorporated into the academic calendar of the institute for effective implementation.

Interaction with stakeholders: The leadership of the institution has developed several platforms for interaction with stakeholders such as meetings with the Student Council, Alumni Association and Parents Representatives. Feedback from all the stakeholders aids the institution to take corrective measures and enhance quality.

- **Proper support for policy and planning:** The requirements of the society for policy making and planning are collected by the Principal through interaction with various stakeholders.
- **Reinforcing a culture of excellence:** For the reinforcement of culture of excellence the vision, mission, short term and long-term goals, quality policies are kept wide open to all stakeholders for their suggestions through media, website, prospectus, college magazine. Necessary training is provided to teaching staff and supporting staff for their development. Some training programmes

are also organised to motivate use of ICT in teaching and learning. The Internal Quality Assurance Cell (IQAC) ensures excellence in all endeavours.

- **Champion organizational change:** The commencement of new generation programmes, modernizing education and administration through use of computer and internet facilities, ICT enabled class-room teaching; attempts to make the campus environment eco-friendly by plantation, RO plant for drinking water, green gyms, Installation of solar panels to produce Solar Energy are some examples. The leadership of the institute is fully involved in championing organizational change with the human resource at various levels all the time.

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

6.1.2 The institution practices decentralization and participative management

Response:

The institution follows the policy of de-centralization and culture of participative management, in which faculty members, non-teaching staff and students at various levels are involved.

Management is the leading governing body which initiates various functions in the institute. Policy decisions are framed and approved in the CDC/LMC (College Development Committee / Local Management Committee) along with IQAC. The Principal is the ex-officio secretary of the CDC/LMC and Chairman of IQAC. The CDC/LMC comprises: the chairman of the management, principal of the college, teacher representatives of teaching & non-teaching staff, IQAC coordinator, experts from Industry and Education & Alumni. All the stakeholders participate in decision making process, and principal of the college implements the decisions of CDC/LMC for the welfare of the institute and students.

IQAC also plays a major role in decision making and participates in framing and implementation of policy decisions. It initiates student centric curricular and extra-curricular support programs which are communicated to the principal of the college. Decisions framed by CDC/LMC and IQAC are implemented by the college principal.

To implement the working policies, the college principal forms five principle bodies: Administrative, Academic, Extra-curricular, Auxiliary and CRT.

Administrative:-The administrative staff comprises the principal, Superintendent, Head-clerk, senior clerk, junior clerk and peon. These non-teaching staff members are involved in all the administrative functions and help to resolve all the related queries. They maintain the college accounts and prepare the balance sheet, which is approved by chartered accountant. The internal audit is done by the management.

Academics:-

Academic Year Plan: - The faculty prepares annual teaching plan for allotted teaching hours on basis of subject syllabus which also includes conduct of unit tests and evaluation. It is approved by the college

principal. The monitoring authority looks after the confirmation and observation of academic activities.

 Academic Monitoring Committee: - AMC functions for regulating and monitoring academic activities. AMC is headed by Chairman who is the Principal of the institute and other members are appointed from teaching staff.

Academic Calendar: -The college prepares the academic calendar, which is the reflection of University's academic calendar that includes curricular, co-curricular and extracurricular activities. Academic calendar is meticulously planned, prepared in advance and ensures its proper implementation.

Outcome: Meetings are held by the principal periodically for discussing the issues, challenges and developmental aspect of the Institute on academic front. The college encourages teachers, students, parents, resource persons, employers, alumni and class representatives to share their ideas, opinions. The suggestions are invited through proper channels like Parent-Teacher, Alumni, Staff-Council, LMC/CDC meetings, student feedback system and other various college committees. The inputs received from various stakeholders of the institute are reviewed and those which are adaptable in agreement with Vision and Mission of the college are considered for framing of the decision making policies.

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

6.2 Strategy Development and Deployment

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

Response:

The college was established in the year 1990 with three streams, Arts Commerce and Science. At present college is offering three under graduate programs (B.A., B.Com. and B.Sc.) and one post graduate program (M. Com). The college is accredited by NAAC with 'B' grade in 2005. Right from the inception, the college has functioned with good quality policy. However, IQAC was formed in the academic year 2006-07 and since then the IQAC is functioning with focus to develop, drive, deploy and review the quality enhancement. Our improved efforts in implementing better quality policies resulted in getting UGC 2(f) & 12(B) status in 2010. The present IQAC takes into account the vision and mission and several other aspects of the institution and formulates processes to ensure quality outcome and prepares a perspective one-year plan for its development. The IQAC works closely with the management and the principal to drive and implement the processes for continuous improvement of the physical and academic ambience and infrastructure of the college both qualitatively and quantitatively.

The prominent resources that the institution currently has are

- Well qualified and experienced faulty members
- Central Library
- Good infrastructure facilities with full-fledged laboratories
- Language Laboratory

The present IQAC takes into account several other aspects of the institution and formulates processes to ensure quality outcome. It arranges and executes various activities for students, like certificate courses, workshop on personality development, entrepreneurship development, Tally ERP 9, and arranges expert talks. Faculty development programmes are organized for teaching and non- teaching staff.

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

Response:

Principal of the college is the head of the institute. Guardian Director of the college is the management representative who provides guidance and support the Principal in all administrative, academic, financial matters and issues of college development. The faculty and principal provide information and suggestion regarding college development to CDC/LMC. In the meeting of CDC/LMC, The suggestions from faculties and other bodies are discussed in welfare of the college. Acceptable policies of CDC/ LMC and policies of principal are discussed with guardian director and finally recommended to Hon'ble Chairman/Secretary of governing body for final approval. The principal communicates final approved decisions to guardian director, heads of the department, and coordinators of various committees. The various auxiliary committees mutually discuss the decisions and policies related to students, and execute approved policies. The organizational structure of the institute is as shown in the flowchart: (https://drive.google.com/open?id=1ztjYKuC7OVVx7Vw2OP-xKgu2s6MK5sTT)

Decisions made by GB, GD and CDC/LMC are disseminated by Principal to all teaching and non-teaching staff. Principal as the Head of the Institution works with the four main sections i.e. Office administration, Academics, Extra-curricular activities, Auxiliary bodies/Cells and CRT. The auxiliary bodies work for alumni, Discipline, library, purchase and grievance etc. Extra-curricular activities sports, magazines, NSS are looked after through student faculty representatives and class representatives. CRT is independent department for placement related activities. The office is administered through Office Superintendent for Accounts and Establishment sections.

Service Rules: The institution strictly follows the service rules according to the norms of RTM Nagpur University and Government of Maharashtra. The teaching and non-teaching staffs have benefits of PF, Casual Leaves, Earned Leaves, Medical Leaves, Maternity leaves etc.

Recruitment:

The management makes recruitment of teaching-staff as per the norms of RTM Nagpur University, UGC and Department of Higher Education, Government of Maharashtra. University appointed selection committee along with the Director's Nominee, Principal and Chairman of GB or his nominee decides the selection of candidate by his/her qualification, performance in the interview according to the parameters they are looking for.

Promotional policies: UGC and Department of Higher Education, Government of Maharashtra have made policies and prescribed qualification for promotion under CAS (Carrier Advance Scheme). University appoints selection/promotion committee for promotion of qualified faculties.

Grievance Redressal Mechanism:

Grievance redressal committee for students reviews the grievances and resolves it in time. Identity of person filing complaint in suggestion boxes are kept confidential. Grievances of the staff are directly communicated to the management for redressal. The management appoints an inquiry committee which verifies facts and accordingly the chairperson of the enquiry committee submits the reports to the management. On the basis of the report of the committee, management resolves the matter. The solution/decision with regard to suggestion is communicated to related committee/cell or individual of the Institute for further action.

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

6.2.3 Implementation of e-governance in areas of operation

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

A. **All 5 of the above**

B. **Any 4 of the above**

C. **Any 3 of the above**

D. **Any 2 of the above**

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

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

Response:

Example: Minutes of meeting of Governing Body

Resolution: The Governing body *vide* its meeting held on 25/07/2017 at 11.00 am in office of VSPM Academy of higher Education, Nagpur *vide* item No. 04 have resolved to initiate the reaccreditation process by NAAC for Jawaharlal Nehru College, Wadi, Nagpur in the academic year 2018-19. The above resolution was resolved unanimously.

Implementation: Accordingly, the Principal of the college constituted an institutional NAAC steering committee and the responsibility was given to each member. The process of preparing Self-Study Report of different criteria of NAAC has been initiated. The college has taken efforts to organized workshop on new guideline of NAAC for accreditation by eminent speaker to prepare the faculties.

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

6.3 Faculty Empowerment Strategies

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

Response:

Being the Government aided institution; teaching and non-teaching employees in institution get all the benefits of salary. Other measures, (General Provident Fund (GPF)/DCPS, casual leave, medical leaves, earned leaves (for non-vacation employees) , maternity leave, vacation leave for teaching staff, duty leave) are granted whenever applicable. Apart from these, some welfare measures provided by the institute for the employees are listed below:

- Group insurance scheme for teaching and non-teaching staff.
- Loan facility is available for the employees through VSPM employees Cooperative Society, Nagpur; Arvind Sahakari Pathsanstha, Katol and Arvind Sahakari Bank, Nagpur.
- Health facilities on discount rates are available for the employees of the institute at NKP Salve Institute of Medical Sciences and Research, Digdoh Hills, Nagpur

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

6.3.2 Average percentage of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 4

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

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

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

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	01	03	01	01

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Response: 11.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	05	04	02

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)

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

Response:

Teaching staff:

Performance appraisal 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 of teaching staff. It helps to encourage the faculties to improve themselves.

Decision: The score obtained in the PBAS contributes to the decision about faculty appreciation. Faculties are promoted under CAS taking into consideration of API score.

Non-Teaching staff:

Office of the Principal of the college, maintains the CR (Confidential Report) of non-teaching staff every year. Confidential Report of the Superintendent is filled by college Principal while Superintendent prepares the CR of other non-teaching staff. Moreover, CR of technical staff including laboratory assistant and attendants is filled by Head of concern dept. Librarian prepares the CR of library attendant.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has a set mechanism for internal and external audit. Internal audit is carried out by the office of the management. The management deputes a team of internal auditors that verify and check the entire approved note sheet, voucher of the transactions, scholarship transaction and any other financial matters for each financial year.

After entire satisfaction and clearance by the college and management the external audit is carried out by approved Chartered Accountant. CA verifies and certifies the entire Income & Expenditure and the Capital Expenditure of the college for each financial year.

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

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

Response: 1

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

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

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

The admission fee of the students is deposited in the bank account of the college. The tuition fee and practical fee (if applicable) received from the Scholarships (GOI) of student is deposited in college scholarship account. As the college is recognised by the UGC under 2(f)and 12(B), college receives general development grants from UGC for minor research project, establishment of language Lab, functioning of IQAC, Remedial Courses, Entry in Services and Equal Opportunities. The college property is rented out for the various competitive Exams on Sundays run by Government/NGO. The revenue generated through these exams is deposited in college development account.

The financial resources of the institute are maintained in a very effective and efficient manner. The accounting system is computerized and it is maintained by software and Tally ERP 9. The following accounts are maintained: (i) Receipts and payment, (ii) Income and expenditure and (iii) Balance sheets. Each transaction is supported by vouchers. All vouchers are approved by the Principal. All the collections are deposited in the bank on the same day itself. Only duly authorized persons can operate the bank account. All the receipts and payments are verified by the Principal regularly. The Chartered Accountant audits the account at the end of the each financial year.

The management provides fund for infrastructure development. Any deficit on account of recurring and non-recurring expenditure is managed by funding from parent society.

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

Response:

- Full fledged separate IQAC office with ICT devices and internet also established.
- The IQAC of the college was established in 2006.
- IQAC is involved in drawing the quality policies for teaching-learning, research, curriculum planning and implementation, student activities, innovation and all the extracurricular and co-curricular activities.

Quality parameters developed for various academic/ administrative activities of the institute.

- To conduct workshops for students and faculty.
- To conduct expert talks of subject experts.
- To arrange soft skill training and certification programs for students.
- To encourage Research Activities.
- To take measures for improving the faculty performance.

IQAC Contribute/ Monitor/ Evaluate the Teaching & Learning Process:

- Academic monitoring committee is formed to monitor lecture schedule.
- Feedback from the stakeholders (students, alumni, parents and teachers)
- Conducting unit test and terminal examination.
- Encouraging faculty to use ICT tools in teaching and learning process.

Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

- The principal investigators, who were sanctioned projects from UGC, are given full autonomy in executing the project as per the guidelines of the funding organizations.
- Principal of the college releases the sanctioned amount to the principal investigators as advance for completion of the project.
- Principal provides the facilities available with the college.
- Faculties are encouraged to pursue research work and to submit proposal for minor research projects.
- Faculties are sanctioned duty leave for research paper presentation in workshops/seminars and conferences as well as for faculty development programmes like Orientation, Refresher Course & Short Term Course.
- Special leaves are sanctioned to attend conferences abroad.

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

- To promote the usage of ICT
- To arrange training on latest technologies.
- To monitor teaching and learning process of each subject in that semester.
- To organize students seminar
- To promote use of Language Lab for teaching English.

Besides regular classroom teaching innovative teaching –learning methods are adopted

- Educational Tours
- Industrial visit

- Visit to Research Laboratory
- Guest lectures by subject experts
- Faculty development through workshops/ conferences.

IQAC Contribute/ Monitor/ Evaluate the Teaching & Learning Process:

- IQAC ensures effective implementation of teaching learning process and maintenance of course files.

- Feedback from the stakeholders (students, alumni, parents and teachers) are taken and analysed.
- Conducting unit test and terminal examination.

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

Response: 7.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	6	8	5	5

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

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

IQAC has initiated quality enhancement initiatives over the last few years. Skill oriented course Tally ERP 9, Entrepreneurship Development Workshops, Personality Development Workshops and Research Methodology Workshop are conducted. Digital Language Laboratory is established with 29 computers using software by Biyani Technologies. College has received UGC grants in XIth and XIIth Plan and under various merged schemes for general development, UGC Resource Centre, and assistance for Entry in Services, Remedial coaching and Equal opportunity to strengthen teaching & learning process. All the grants are utilized for the respective goals and objectives. Grant of Rs. 3, 00,000/- is also sanctioned from UGC to establish IQAC. ICT enabled teaching learning aids are purchased installed and are being used. Projectors, interactive board, white board & computers are also used for interactive learning. Internet connectivity is extended to all computers in the departments as well as laboratories for ease of access to information related to the respective subject of interest. Wherever required scanner, printers are installed with the latest computer configuration. R.O Purifier Plant and clean water dispensing machines are installed at convenient locations in the premises. Separate Examination Control Room is developed to carry out on line University examination. The college has developed green campus. Solar power generation plant has been installed.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 11

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

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

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
  1. Safety and Security
  2. Counselling
  3. Common Room

Response:

Institution exhibits gender sensitivity in providing facilities such as:

Safety and Security:

- The college clearly and judiciously follows safety norms.
- Security personals safe guard the entire campus. Safety and security for girl students is ensured by the college. Discipline committee monitors corridors of the building.
- Classrooms and laboratories are provided with sufficient light.
- The college premises, classrooms, laboratories and corridors are under CCTV surveillance.
- Medical assistance for girl students is provided if needed.
- Women's Grievance Redressal Cell provides a platform to issues of gender empowerment and problems.

- Discipline committee monitors the classrooms, laboratories and Corridors of the college buildings.
- Women Grievance Redressal cell is established for the protection of girl student.

Counseling:

- The college endeavors to look after the total personality development of students through co-curricular and extracurricular activities and personal counseling provided by the staff whenever required.
- The college offers guidance from the experts in addition to classroom teaching. Training and placement cell and carrier counseling cell organize carrier guidance programmes.
- To empower women and girls in academia through imparting educational, awareness training programs.

Girls Common Room:

- The girl's common room is located on the first floor of main college building near the staff room.
- It is a well-ventilated and provided with wash room, dressing mirror, water cooler, sanitary napkin vending machine etc.
- The cleanliness of girl's common room is monitored by lady from non-teaching staff.

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

7.1.3 Alternate Energy initiatives such as:

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

Response: 2.17

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

Response: 445

7.1.3.2 Total annual power requirement (in KWH)

Response: 20500

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

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

Response: 4200

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4200

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

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

Response:

Solid waste management- Solid waste including college garbage, e.g. - waste papers in classrooms and office, solid tissues and disposable items are collected in dustbin. Solid waste is disposed by Panchayat Samiti.

Liquid waste management – Drinking water facility is provided in every wing of the college building. Wastage of drinking water is controlled through proper checking. Waste drinking water is drained out to maintain the college garden to nurture an ecologically appealing atmosphere.

E- Waste management- The College has signed an MOU with E-waste management company, Suri-Tech, MIHAN Nagpur and disposes the E-waste in a scientific method. Awareness programs are initiated on E-waste management.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting is the process of collecting, conveying and storing water from rainfall in an area. To minimize the wastage of water resources and to improve the water table, the college has Roof Top Rain Water Harvesting System with rain water storage tank around one building and a pit hole near other

building

Rainwater collected from rooftop of the building is diverted through down take pipes to the storage tank near bore well and to the pit hole to recharge the groundwater. The collected rainwater from the roof is partially used for gardening and the remaining water is used for ground water level improvement and for improving the water level in the bore well.

The college emphasizes on the significance of water conversation and explains to all the students the importance of preserving and saving it. Students are encouraged to use water wisely and only when necessary. They also act immediately upon witnessing any wastage and take necessary action to stop it. A huge amount of water is lost every year due to unattended leakages therefore our college always stands on their toes to fix the leak

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

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

Response:

- College is situated far away from the city in Wadi area. Public transport facilities like MSRTC Buses, Star Buses are easily available from the city. Some students report to college by bicycles. Staff member use carpools and share their vehicles. The students staying in nearby areas walk to the college.
- To create awareness about green initiatives the NSS Cell distributes saplings for plantation during residential camp. Medicinal plants garden is maintained in college campus. Plantation program has been done by NSS Unit of the college for increasing the green cover in the college campus.
- Special awareness programs are conducted on the plastic free Environment in and around college. On the occasion of Mahatma Gandhi Birth Anniversary, Anti plastic drive has been conducted through NSS. **"Say no to Plastic Bags** "an event conducted by NSS in collaboration with an **NGO-We Dare Organization** on Oct 2nd, 2017.

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

Response: 1.48

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

2017-18	2016-17	2015-16	2014-15	2013-14
2.36	0.198	0	0.084	0.065

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

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

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	2	1	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

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

Response: 1

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

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

File Description	Document
Report of the event	[View Document](#)

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: No

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

Response: Yes

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

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

Response: 28

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony

and social cohesion as well as for observance of fundamental duties year-wise during the last five years

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

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Every year Institute organizes several national festivals and birth/death anniversaries of the great Indian personalities

- Teachers Day
- Women's Day celebrations
- Yoga Day
- Independence Day
- Republic Day
- Dr. Babasaheb Ambedkar Birth Anniversary
- Dr. APJ Abdul Kalam Birth Anniversary
- Savitribai Fule Birth Anniversary
- Science day celebration
- Marathi Divas (Day)
- Sadbhavana Divas
- Youth Day

The details of the activities of national festivals and birth/death anniversaries of the great Indian personalities organized by the Institute are made available on the institutional web.

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

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

Response:

Financial System:

Transparency in Financial system is ensured through

- Financial audit is done regularly by External agencies.
- Formulation of financial committee as per UGC guidelines.

Academic System:

- Academic teaching plan is prepared by all the faculties at the beginning of the session.
- Academic calendar is also prepared.
- Students are the focal point of all academic activities, from their enrollment to their overall development.
- Academic audit is done regularly by IQAC at the end of every session.
- Exam results are analyzed.

Administrative Functions:

Transparency in administrative function is ensured through

- Well specified duties of every administrator.
- Recruitment of the faculty and all necessary procedures are practiced as per the guidance by Department of Higher Education Govt. of Mah, University and UGC.
- The notices for students, teaching staff and non-teaching staff are circulated and displayed on the notice boards.
- Local Management Committee (LMC) is the highest decision making authority which consist of members from the management, teaching staff and non-teaching staff.

Auxiliary Functions of the Institute:

Auxiliary functions like workshops, training programs, seminars, FDPs, conferences, Expert Talk etc. are strictly implemented through the following sequence of operations.

- Proposal by the specific departments
- Financial approval by the management /administration
- Conduct of the program
- Submission of the accounts
- Submission of the report
- Verification and recording of the proofs and publications on the website

The complete record of these operations is made available in the concerned department. Transparency is ensured through this process.

7.2 Best Practices

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

Response:

Best Practice –I:

1. **Title of the Practice**: Extension Activities
2. **Objectives of the Practice**: youth leadership and community development
3. **The Context**: The extension activity is the third dimension of education. Along with academic, social and personal life, the NSS/NCC allows the students to contribute services to the community and the nation. The college through these extension activities provides the students a platform to get involved with real life activities and there by become responsible citizens of India.
4. **The Practice**: The college annually organizes number of extension activities with primary focus on the development of personality of students through community services. Activities like NSS special camp, awareness rallies, cleanliness drive, blood donation camp, health checkup camp, plantation in the college and at the NSS special camp site are organized by the college. Health checkup camp and yoga training is conducted in NSS camp for the students and villagers.
5. **Evidence of Success**: Through these activities, students are motivated and get an opportunity to do social work and develop sense of nationality. N.S.S. organizes expert talks on the importance of social service and community work. This help the volunteers to understand the context of their relationship with the community. Special camps and rallies on social issues expose the students to the need of the community and various activities involve them in the problem-solving process. Medical help checkup and blood donation camp create among the volunteers a sense of social responsibility, residential camps build a competency for group living and community sharing. The volunteers involve in different activities also acquire leadership qualities leading to national and social harmony.
6. **Problems Encountered and Resources required**: -

One of the major problems of the NSS is that the goals and objectives of the NSS are numerous and universities as well as people have high expectations of the NSS volunteers. The NSS volunteers are supposed to understand the community around, identify its needs and find solutions for them, acquire skills for mobilizing community participation, acquire leadership qualities and democratic attitude and come forward to tackle the situations created by emergencies or natural disasters. One very serious problem is that of finance. There is always a shortage of resources.

Best Practice –II:

1. **Title of the Practice:-**Celebration of Annual Day Function **(PRAYAS)**
2. **Objectives of the Practice:** The role of higher education has an enlarged vision encompassing the all-round development of the students. The institute offers the opportunity to inculcate and boost the hidden talents of the students by providing them a platform to nurture the extra-curricular, sports and cultural activities every year.
3. **The Context: -** The students of the college are encouraged to participate in the various cultural and sports activities. The teaching and non-teaching staff also gets involved and looks after to maintain the discipline during the conduct of the event.
4. **The Practice: -** The activities which are involve in this event are numerous competitions like:

Sports, Anand Mela , Quiz ,Antakshari , Dance, Rangoli , Mehandi, Poster, Fashion show, Singing and presentation of musical orchestra etc. Majority of the students participate in the same. Through these events the personal abilities are enhanced, that results personal development of students and also inculcate the knowledge. Student participants receive proper guidance from the faculties.

5. **Evidence of success: -** The PRAYAS is a great success as maximum numbers of students are involved and get an opportunity to enhance their leadership qualities and hidden skills**.**

6. **Problems Encountered and Resources Required. –** The institute has an allotted annual budget for PRAYAS which needs to be increased.

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

7.3 Institutional Distinctiveness

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

Response:

Vision:

The vision of the institute is to create a centre of academic excellence in the field of higher education for students and equip them to be good responsible citizens of the country by developing in them skills and competencies necessary for self-employment and values necessary for life irrespective of region, religion, caste, economic strata so as to enhance standard of living in rural areas.

The college has taken measures to achieve the vision statement. In the last five years, to attain academic excellence, the college has worked towards providing the students a strong basic curriculum as a course of study. Besides classroom teaching programmes like personality development are organized to enhance self-confidence and leadership abilities. Guest lectures by experts keep the students updated with the rapidly evolving knowledge and current trends. An attitude of social responsibility and understanding of cultural and national values are enhanced through extension activities like N.S.S. and N.C.C. Entrepreneurship development cell contributes to develop job oriented skills, self-employability and new avenues of entrepreneurship. The college functions on the principal of non-discrimination and provides equal opportunity in education to the sections of rural society irrespective of age, race, sex, religion, political association, ethnic origin etc.

Most of the admitted students are first generation learners from low income group belonging to rural area. The sole mission of the institute is to provide quality education to these students. The college has a team of committed teachers, adequate infrastructure, e-learning facilities, and teaching aids to support underprivileged students so that they can have access to proper education, and overall progress which in large context contribute to the growth and development of rural education in India.

5. CONCLUSION

Additional Information :

Institute provides equal opportunity to male & female to create awareness of gender equity. Institute has CCTV surveillance and security guards for safety. Solar and LED are installed to reduce energy consumption. Institute organizes activities to increase consciousness about national identities by celebrating various national days. In the last five years the college has organized three national and one state level conference.

Concluding Remarks :

Effective curriculum delivery is attained through well planned and documented process. Academic Monitoring and other committees work in coordination to strengthen curricular, co-and extra-curricular activities. Feedback is collected from students, parents, teachers and alumni based on curriculum through well designed feedback forms and are analysed. In last five years seven minor research projects were taken up with a funding of Rs. 10,12,000/- from UGC. There are 13 Ph. D Supervisors and 23 Ph. D's are awarded under them. The college assists students to facilitate their holistic development and progression. The student representatives and various academic and administrative committees work in coordination with the faculty members in carrying various activities to support academics and overall development of students. Leadership, interpersonal skills, self-confidence is developed among students by organizing cultural, sports and inter-collegiate competitions.

The institution has constituted Internal Quality Assurance Cell and its functioning is instrumental in quality sustenance necessary for the development of students and institution at large.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	3	6	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	3	6	2

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
161	0	132	26	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
231	0	132	26	0

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
708	710	770	770	770

Answer After DVV Verification :

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

613	584	633	612	579

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	5	2	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	3	2	3

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

3.3.3.1. How many Ph.Ds awarded within last five years
Answer before DVV Verification : 23
Answer after DVV Verification: 5
3.3.3.2. Number of teachers recognized as guides during the last five years
Answer before DVV Verification : 13

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
45	28	161	70	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
50	54	161	00	0

3.5.2	Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered) 3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered) Answer before DVV Verification: {| table |} Answer After DVV Verification :

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	3	2	0	0

Answer After DVV Verification :

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

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. 4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	25	22	10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	25	20	10

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

years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.16	1.18	2.06	1.03	0.71720

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.12	1.06	1.98	0.99	0.51

4.2.6	Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 75
Answer after DVV Verification: 94

Remark : As per provided logbook of students using library on 18/08/2017, 23/08/2017 and 05/10/2017.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
30.4291	11.3557	21.6469	14.4946	13.6087

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
27.47	8.57	21.65	9.81	8.72673

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
469	138	298	333	727

Answer After DVV Verification :

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2017-18	2016-17	2015-16	2014-15	2013-14
272	116	298	192	177

Remark : As per students beneficiaries in Scheme of Career & Employment Guidance cell provided by HEI for the year 2013-14, 2014-15, 2016-17 and 2017-18.

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

5.1.5.1. Number of students attending VET year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
120	0	83	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
76	0	83	0	0

Remark : As per student attending report of Certificate course in tally of 2017-18 duly signed by principal.

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

5.2.1.1. Number of outgoing students placed year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
28	0	0	0	9

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
28	0	0	0	10

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

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

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

| 1 | 1 | 1 | 0 | 3 |

Answer After DVV Verification :

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. 5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>21</td><td>11</td><td>23</td><td>26</td><td>25</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>01</td></tr></table> Remark : As per provided number of award/ medals by HEI. we made the changes by not considering participation.
6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years 6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>3</td><td>0</td><td>0</td><td>2</td><td>1</td></tr></table>

Answer After DVV Verification :

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

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years 7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2.32000	0.19800	0	0.08400	0.06500

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2.36	0.198	0	0.084	0.065

Remark : As per expenditure of garden expenses duly signed by principal.

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
9	5	8	1	0

Answer After DVV Verification :

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

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of programs offered year-wise for last five years Answer before DVV Verification:

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

Answer After DVV Verification:

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

2.3	Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
36	63	37	216	68

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
34	48	30	214	65

3.1	Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
22	23	23	24	25

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
25	25	25	25	25

3.2	Number of sanctioned posts year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29	29	29	29	29

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
28	28	28	28	28

4.3	Number of computers Answer before DVV Verification : 74 Answer after DVV Verification : 75