



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**AAKAR COLLEGE OF MANAGEMENT FOR WOMEN**

NEAR TEHSIL OFFICE, KANHOLIBARA ROAD, HINGNA NAGPUR

441110

[www.acmw.net.in](http://www.acmw.net.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Aakar Bahuuddeshiya Gramin Vikas Sanstha was incorporated in the year 2005 with the main objectives of providing quality education facilities to the deprived people of Nagpur and surrounding areas. The members of the organization are well known of Vidarbha Region and having the various types of business and educational activities since so many years. All the members of the trust are highly and professionally qualified and working successfully in their respective field. However, as per the defined policy of the organization, all the members, with the modest intention of serving the talented and skilled students of Vidarbha Region, formed the trust in the year 2005.

The “Aakar College of Management for Women” is established in the year 2012 under Aakar Bahuuddeshiya Gramin Vikas Sanstha with the aim of women empowerment. The College is affiliated to renowned Women’s University, “Shreemati Nathibai Damodar Thackersey University, Mumbai”. The college was started at Shankar Nagar but with the vision of good facilities and education to the students of the rural area the college is shifted to the Hingna campus. The College is running the Bachelor of Computer Application (BCA) Course. The college has spacious class-rooms, seminar hall, ICT rooms, examination control room, staff room, library with reading room, playground, administration block, NSS room, Computer Laboratories, girl’s common room and a small kitchen for refreshment. College has well qualified, young, energetic, dynamic and dedicated staff. The institute always envisioned with the overall development of the student through various technical workshops, seminars, skill development workshops, sports and NSS camp, cultural activities.

### **Vision**

To nurture and maintain quality research, development of entrepreneurship, through dedicated staff and transparent management for bringing about a social change through affordable education for the upliftment of students in the rural area to make them self-reliant.

### **Mission**

To be an organization providing quality education to the masses to bring about a social change in the region.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

#### **Strength**

1. The college is affiliated to S.N.D.T University for the empowerment of women in the rural area.
2. Qualified and experienced teaching staff.

3. Environmental friendly and well structured and ventilated College building.
4. Healthy student Teacher-Guardian scheme enabling the smooth implementation of continuous evaluation of academic process.
5. The Institution has 10 Mbps internet connectivity with fully enabled Wi-Fi campus.
6. College has two computer laboratories to give enough practice to students.
7. The institute has signed Memorandum of Understanding with many Industries, reputed universities / Institutes and even with foreign university.
8. Well equipped and net enabled library to cater to the needs of the students and teachers.
9. The college provides favorable academic atmosphere for students as well as Faculty members to actively participate and progress.
10. Facilitating the economically backward students of rural areas with low fees structure through “Aadhar Yojana”.
11. Strong student Support Services for Grievance Redressal, anti-Ragging, Sexual Harassment etc.
12. Emphasis on value-based education, character-building and good citizenship qualities to produce good human being rather than just graduates.
13. Broad base for Extension/community work through NSS and tie –ups with NGO’s.

### **Institutional Weakness**

#### **Weaknesses**

1. The college is not recognized under UGC 2f 12B.
2. Use of Alumni engagement for the overall development of the college need to be improved.
3. Drop out due to rural and economically backward area.

### **Institutional Opportunity**

#### **Opportunities**

1. Promotion of rural students’ empowerment through skill development.
2. Campus recruitment and students placement will surely increase.
3. Making the Alumni association strong and proactive by adding more members.
5. Donation can be received from different non government organization.
6. Minimize drop out and failure rate.

### **Institutional Challenge**

## Challenges

1. Students from rural areas, mostly from poor families, have to work in their fields or earn for the family which makes them loose focus on the studies.
2. Lack of Communication skills in English, since students are from vernacular medium.
3. To match the rural students with global challenges.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

1. Aakar College of Management for Women is affiliated to the S.N.D.T University, Mumbai. So we are following the curriculum prescribed by the University. The annual academic calendar is followed for regular activities, classroom teaching, unit tests, semester examinations, co curricular and extra-curricular activities etc. for the smooth working of the college. The teaching staff is doing the curriculum delivery by well planned teaching plan.
2. College tries to deliver expertise on the various subjects through the regular seminars, workshops and the certificate courses on the technology with the help of the industrial persons. Students are provided hands on session on the technology which they are using for preparation of the projects.
3. As the students are from the rural area they have problem of English language communication. So, apart from the regular curriculum, soft skill training programs are organized for the betterment of the student's performance.
4. Faculties are involved in the university activities like syllabus revision program, paper checking etc.
5. College tries to impart the social values among the students through the regular curriculum as well as various activities through the NSS unit like gender sensitivity, environmental issues, human values and ethics etc.
6. As our mission clearly indicates to empower our students with higher learning through technical and value-based education for global competency and strength of character, we strive to impart them the best of education.

### Teaching-learning and Evaluation

1. The college is following the admission procedure provided by the S.N.D.T. University Mumbai. This includes the formation of the admission committee as per the norms provided by the University. The admission procedure is conducted through this committee. All the policies are set for the betterment of the students of the rural area and to provide the social justice to the category students. The college has an energetic team of young and qualified staff who are motivated to give their 100% for all round development of the students and exponential progress of the college.
2. The teaching learning process is systematized through academic calendar, departmental academic plan and individual teaching plan. It involves student centric methods by identifying the weak and bright students through the proper process and carry out the activities for the betterment of the students.
3. Teachers use interactive and ICT tools and methods to make their teaching effective and interesting. Remedial classes for poor students, intensive classes for brilliant students.
4. College has the qualified staff. One of the staff members submitted the Ph.D. before 16 months.
5. There is an orderly evaluation system (displayed in the academic calendar) which ensures that the students are examined and evaluated on a regular basis, through unit tests, surprise tests, semester

examinations. The evaluation process is transparent. The students check their performance and if any discrepancy, students communicate to the subject teacher which corrected properly.

### **Research, Innovations and Extension**

1. The college is very new with very less experienced staff. Even though the college tries to inculcate research related activities by motivating the students through the various research seminars. They are also motivated to develop the good project ideas.
2. Faculties are motivated by asking them to publish the research papers. The staff members published 13 journal and 11 conference paper in the last five years. One of the papers is published in the science indexed journal.
3. College published one patent on the topic “Development of Data Mining for Email Forensic System”.
4. College tries to organize the Faculty Development program for the faculties. We also organized the conferences along with the other institutes.
5. College have very strong NSS unit through which it organizes various programs for the development of the society like tree plantation, swachhata abhiyan, beti bachao beti padhao, blood donation camp, sickle cell camp etc activities.

### **Infrastructure and Learning Resources**

1. The college has a Multipurpose auditorium, a good library with reading room facility and net facility to the students, a girls’ common room, IQAC room, a staff-room, computer labs, Library with reading room and ICT enabled classrooms.
2. There is CCTV surveillance in the college premises to monitor discipline and to check ragging and harassment of junior students.
3. The library has a good collection of books, reference books. The library has Library Management system. The total number of books is 648 with 4 newspapers. The library provides reading room facility. Library also has the provision of downloaded e-books, ppts, free journals, National digital library as a learning resources.

### **Student Support and Progression**

1. The students are benefitted through the scholarship schemes provided by the Government of Maharashtra. As the students are from the rural area and cannot afford the expensive education, the college started “Aadhar Yojana” for those students who are not covered under Govt. Scholarship.
2. The college provides platform to the students to conducts various activities in and outside college campus through the student forum which is beneficial to the students to build their confidence and improve the various qualities.
3. College motivates the students to take part in the other college competitions.
4. The college has Career guidance and Counseling cell for the students to guide them to pursue their career and explore their potential. College staff provides the guidance for filling the forms of competitive exam for higher education and government jobs.
5. Staff is connected with all the students through the Teacher Guardian Scheme by which they solving the problems of the students in academics as well as other issues.
6. Apart from regular teaching programmes, students are imparted personality development training,

language enhancement training and technical trainings etc.

7. Even though the college does not enrolled with physically challenged students but we have special provisions like ramp and toilets for the physically challenged students.
8. The placement cell organizes the interview sessions for the students.
9. The college has adopted a zero tolerance policy for ragging and sexual harassment. A strict discipline is maintained in the premises to monitor unnecessary use of mobile and internet.
10. The college is also connected to the alumni students through the whatsapp group and invites them for all the activities conducted in the college.

### **Governance, Leadership and Management**

1. The college has a Multipurpose auditorium, a good library with reading room facility and net facility to the students, a girls' common room, IQAC room, a staff-room, computer labs, Library with reading room and 3 ICT enabled classrooms.
2. There is CCTV surveillance in the college premises to monitor discipline and to check ragging and harassment of junior students.
3. The library has a good collection of books, reference books. The library has Library Management system. The total number of books is 648 with 4 newspapers. The library provides reading room facility. Library also has the provision of downloaded e-books, ppts, free journals, National digital library as a learning resources.

### **Institutional Values and Best Practices**

1. The Institutional Vision, Mission, objectives, planning, programs and functional processes are shaped in such a way that it reflects the Core Values of NAAC.
2. Access, equity and social justice are ensured by maintaining transparency in admission
3. The institution's focus on imparting education to the economically backward sections of the society by having a provision for admission of students through "Aadhar Yojna".
4. Identification of the curricular needs and their utility from the employability is done through technical and career Oriented Programs of various domains are conducted.
5. To conserve water college has Rainwater Harvesting system.
6. Efforts for Bird Conservation and Protection are taken by placing artificial nest in the campus.
7. Safety and security of students and staff is the prime concern of the Institute. All essential security arrangements have been made by the institute like guard at entrance of college gate, campus under CCTV surveillance.
8. LED lights are installed in the campus for energy conservation.
9. The institutes spend a significant amount of its budget towards Green Practices. These practices include Rain Water Harvesting, disposal of all waste and maintaining a green campus by planting different types of plants in and outside the campus.
10. The Institute involved itself in various social activities for the benefit of the nearby communities. All the major anniversaries of national importance are celebrated through NSS unit, which inculcates universal values and encourage national integrity amongst the students.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

| Name and Address of the College |  |
|---------------------------------|--|
| Name                            | AAKAR COLLEGE OF MANAGEMENT FOR WOMEN                |
| Address                         | Near Tehsil Office, Kanholibara Road, Hingna Nagpur  |
| City                            | Nagpur   |
| State                           | Maharashtra  |
| Pin                             | 441110   |
| Website                         | <a href="http://www.acmw.net.in">www.acmw.net.in</a> |

| Contacts for Communication |              |                         |            |              |                          |
|----------------------------|--------------|-------------------------|------------|--------------|--------------------------|
| Designation                | Name         | Telephone with STD Code | Mobile     | Fax          | Email                    |
| Principal(in-charge)       | Pooja Rane   | 07104-276201            | 9922964262 | 0712-2246922 | aakarwomens@gmail.com    |
| IQAC / CIQA coordinator    | Pooja Tayade | 07104-276202            | 9922964262 | 07104-276203 | aakareducation@gmail.com |

| Status of the Institution |                |
|---------------------------|----------------|
| Institution Status        | Self Financing |

| Type of Institution |           |
|---------------------|-----------|
| By Gender           | For Women |
| By Shift            | Regular   |

| Recognized Minority institution            |    |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details                |            |
|--------------------------------------|------------|
| Date of establishment of the college | 14-08-2012 |



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

| State       | University name                                     | Document                      |
|-------------|---|-------------------------------|
| Maharashtra | Smt. Nathibai Damodar Thackersey Women's University | <a href="#">View Document</a> |

**Details of UGC recognition**

| Under Section | Date | View Document |
|---------------|------|---------------|
| 2f of UGC     |      |               |
| 12B of UGC    |      |               |

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

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

**Details of autonomy**

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

**Recognitions**

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

| Location and Area of Campus |   |           |                      |                          |
|-----------------------------|---|-----------|----------------------|--------------------------|
| Campus Type                 | Address   | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area            | Near Tehsil Office, Kanholibara Road, Hingna Nagpur | Rural     | 2                    | 1610.64                  |

## 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   | BCA, Computer Science    | 36                 | HSC                 | English               | 204                 | 165                     |

### 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              | 0         |        |        |       | 0                   |        |        |       | 0                   |        |        |       |
| Recruited   | 0         | 0      | 0      | 0     | 0                   | 0      | 0      | 0     | 0                   | 0      | 0      | 0     |
| Yet to Recruit  | 0         |        |        |       | 0                   |        |        |       | 0                   |        |        |       |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0         |        |        |       | 0                   |        |        |       | 6                   |        |        |       |
| Recruited   | 0         | 0      | 0      | 0     | 0                   | 0      | 0      | 0     | 1                   | 5      | 0      | 6     |
| Yet to Recruit  | 0         |        |        |       | 0                   |        |        |       | 0                   |        |        |       |

| <b>Non-Teaching Staff</b>                                       |             |               |               |              |
|---|-------------|---------------|---------------|--------------|
|   | <b>Male</b> | <b>Female</b> | <b>Others</b> | <b>Total</b> |
| Sanctioned by the UGC /University State Government              |             |               |               | 0            |
| Recruited   | 0           | 0             | 0             | 0            |
| Yet to Recruit  |             |               |               | 0            |
| Sanctioned by the Management/Society or Other Authorized Bodies |             |               |               | 7            |
| Recruited   | 3           | 4             | 0             | 7            |
| Yet to Recruit  |             |               |               | 0            |

| <b>Technical Staff</b>  |             |               |               |              |
|---|-------------|---------------|---------------|--------------|
|   | <b>Male</b> | <b>Female</b> | <b>Others</b> | <b>Total</b> |
| Sanctioned by the UGC /University State Government              |             |               |               | 0            |
| Recruited   | 0           | 0             | 0             | 0            |
| Yet to Recruit  |             |               |               | 0            |
| Sanctioned by the Management/Society or Other Authorized Bodies |             |               |               | 0            |
| Recruited   | 0           | 0             | 0             | 0            |
| Yet to Recruit  |             |               |               | 0            |

### **Qualification Details of the Teaching Staff**

| <b>Permanent Teachers</b>    |                  |        |        |                            |        |        |                            |        |        |              |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |        |        | <b>Associate Professor</b> |        |        | <b>Assistant Professor</b> |        |        | <b>Total</b> |
|                              | Male             | Female | Others | Male                       | Female | Others | Male                       | Female | Others |              |
| 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                          | 5      | 0      | 5            |

| <b>Temporary Teachers</b>    |                  |        |        |                            |        |        |                            |        |        |              |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |        |        | <b>Associate Professor</b> |        |        | <b>Assistant Professor</b> |        |        | <b>Total</b> |
|                              | Male             | Female | Others | Male                       | Female | Others | Male                       | Female | Others |              |
| 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            |

| <b>Part Time Teachers</b>    |                  |        |        |                            |        |        |                            |        |        |              |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |        |        | <b>Associate Professor</b> |        |        | <b>Assistant Professor</b> |        |        | <b>Total</b> |
|                              | Male             | Female | Others | Male                       | Female | Others | Male                       | Female | Others |              |
| 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            |

| <b>Details of Visting/Guest Faculties</b>                         |             |               |               |              |
|---|-------------|---------------|---------------|--------------|
| <b>Number of Visiting/Guest Faculty engaged with the college?</b> | <b>Male</b> | <b>Female</b> | <b>Others</b> | <b>Total</b> |
|   |             | 0             | 0             | 0            |

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

| <b>Programme</b> |        | <b>From the State Where College is Located</b> | <b>From Other States of India</b> | <b>NRI Students</b> | <b>Foreign Students</b> | <b>Total</b> |
|------------------|--------|--|-----------------------------------|---------------------|-------------------------|--------------|
| UG               | Male   | 0  | 0                                 | 0                   | 0                       | 0            |
|                  | Female | 165  | 0                                 | 0                   | 0                       | 165          |
|                  | Others | 0  | 0                                 | 0                   | 0                       | 0            |

| <b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b> |        |               |               |               |               |  |
|--|--------|---------------|---------------|---------------|---------------|--|
| <b>Programme</b>   |        | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> |  |
| SC   | Male   | 0             | 0             | 0             | 0             |  |
|  | Female | 27            | 23            | 26            | 27            |  |
|  | Others | 0             | 0             | 0             | 0             |  |
| ST   | Male   | 0             | 0             | 0             | 0             |  |
|  | Female | 14            | 14            | 14            | 14            |  |
|  | Others | 0             | 0             | 0             | 0             |  |
| OBC  | Male   | 0             | 0             | 0             | 0             |  |
|  | Female | 39            | 39            | 11            | 4             |  |
|  | Others | 0             | 0             | 0             | 0             |  |
| General  | Male   | 0             | 0             | 0             | 0             |  |
|  | Female | 41            | 5             | 0             | 2             |  |
|  | Others | 0             | 0             | 0             | 0             |  |
| Others   | Male   | 0             | 0             | 0             | 0             |  |
|  | Female | 48            | 31            | 14            | 59            |  |
|  | Others | 0             | 0             | 0             | 0             |  |
| <b>Total</b>   |        | <b>169</b>    | <b>112</b>    | <b>65</b>     | <b>106</b>    |  |

### 3. Extended Profile

#### 3.1 Program

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

Response: 1

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

Number of programs offered year-wise for last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 1       | 1       | 1       | 1       |

#### 3.2 Students

Number of students year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 165     | 169     | 112     | 65      | 106     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 155     | 155     | 155     | 155     | 155     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 54      | 38      | 06      | 07      | 04      |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

### 3.3 Teachers

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 06      | 06      | 06      | 06      | 06      |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 06      | 06      | 06      | 06      | 06      |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 4**

#### Number of computers

**Response: 60**

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

| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |
|---------|----------|---------|---------|---------|
| 25.35   | 19.95492 | 18.20   | 20.76   | 8.45    |

## 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:**

##### Academic Planning

1. **Academic Policy:** In the beginning of the academic year, the IQAC conducts meeting with the staff members to develop strategies for effective implementation of the curriculum by finalizing the academic policy which covers following points.

1. **Academic Calendar:** Our institution thoroughly develops action plans for effective implementation of the curriculum which is based on the semester scheme of S.N.D.T. University to which our college is affiliated.
2. **Teaching Load Distribution:** The teaching load (theory and practical) is allotted among the faculty members. Distribution of subjects is according to the choices given by the faculty and as per the requirement of the department.
3. **Time Table:-**Time table is prepared as per the teaching scheme of SNTD University and departmental requirement.
4. **Teaching Plan:** It is prepared by every subject teacher before the start of the semester.
5. **Student Evaluation Methods:** Student evaluation shall consist of direct evaluation methods which will comprise of all internal examinations for theory, practical, project etc.

##### Effective Implementation of Curriculum:

1. POs, PSOs and COs are defined for the program.
2. With the conventional teaching methods we also use the innovative teaching methods such as
  1. Guest Lectures
  2. Workshops
  3. Industrial Visit
  4. Seminars
  5. Group Discussions
  6. Technical quiz, open book test, surprise test, ICT tools
  7. Bridge Courses

##### Action plan for Effective Implementation of Curriculum

1. Review of monthly reports regarding completion of syllabus are submitted by the staff to the Principal.
2. In addition to the regular subject classes, attempts are also being made to organize the special lectures by inviting experts from various fields.
3. The academic performance of students is continuously monitored by conducting regular class test, sessional examination, and mock practical examinations during the semester.



4. Further we have the provisions for special /remedial classes for those students who are slow learners.
5. Academic feedback is taken from the student on the basis of various parameters to improve teaching learning process. Feedback is communicated to the concern faculty for necessary corrective measures.

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

**Response:** 12

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 04      | 03      | 02      | 02      | 01      |

| File Description                            | Document                      |
|---|-------------------------------|
| Details of the certificate/Diploma programs | <a href="#">View Document</a> |

### 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:** 283.33

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 02      | 06      | 06      | 03      | 00      |

| File Description                                       | Document                      |
|--|-------------------------------|
| Details of participation of teachers in various bodies | <a href="#">View Document</a> |

## 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:** 2500

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

Response: 25

| File Description                      | Document                      |
|---------------------------------------|-------------------------------|
| Details of the new courses introduced | <a href="#">View Document</a> |

**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 programmes in which CBCS/ Elective course system implemented.

Response: 1

| File Description                                  | Document                      |
|---|-------------------------------|
| Name of the programs in which CBCS is implemented | <a href="#">View Document</a> |

**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: 100**

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 165     | 169     | 112     | 65      | 106     |

| File Description  | Document                      |
|---|-------------------------------|
| Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

### 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 curriculum is designed by the S.N.D.T. University through an elaborate process; the cross-cutting issues like gender sensitization, climate change, environmental education, human rights, ICT etc are integrated with the curriculum at institutional level in following manner:

**Environmental Science and RTI (BCA II Sem):** The subject gives emphasis on the what is environment and issues related to it. It includes role of individual in conservation of natural resources, prevention of pollution and disaster management. Students come to know about the causes and sources of wastes, pollutant and how to manage them to protect the environment. The subject also gives the idea about the right of information act. It created the awareness among the students about the public, social issues and the way by which they are tackled for the betterment of the society.

**Some of the efforts made to integrate the cross cutting issues are as follows:**

**Cross cutting issues relevant to Gender Equality:**

1. Institute has established Sexual Harassment Committee to ensure safety and dignity of the students.
2. The NSS committee of the college engages the students in community development activities to make them aware of girl's education scheme such as Beti Bachho Beti Padho.

**Cross cutting issues relevant to Moral and Ethical values:**

1. Our institution is in rural area. Students need support and counseling related to their career, academics, difficulty in payment of fees etc. Our faculties extend their support for personal issues of students and even visit their homes if time demands.
2. Organization of special programs on the national days, birth/death anniversary of the great freedom fighters and social reformer's to inculcate the feeling of national integrity and human values.
3. The NSS committee of the college engages the students in community development activities which motivate the students to work for the cause of Social Service. The college's NSS team regularly visits surrounding areas where people are made aware about various social, moral and ethical issues. An NSS Committee organized various activities like Tree Plantation, Swacch Bharat Abhiyan , Road Safety program etc.

**Cross cutting issues relevant to Employable and Life Skills:**

Employability and Life-skills are imparted through the conduct of the following programmes:

1. Career Guidance programmes and workshops on soft-skills/personality development.
2. Students are also allotted different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops etc. which helps them to improve their team building and organizational skills.

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

**Response: 5**

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

Response: 5

| File Description  | Document                      |
|---|-------------------------------|
| Details of the value-added courses imparting transferable and life skills | <a href="#">View Document</a> |

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 32.12**

1.3.3.1 Number of students undertaking field projects or internships

Response: 53

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

## 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**

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

NAAC

## 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

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description                              | Document                      |
|---|-------------------------------|
| List of students (other states and countries) | <a href="#">View Document</a> |
| Institutional data in prescribed format       | <a href="#">View Document</a> |

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 60.49

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 165     | 169     | 112     | 65      | 106     |

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 204     | 204     | 204     | 204     | 204     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

#### 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: 67.1**

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 116     | 128     | 107     | 65      | 104     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

## 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:**

As the students of the arts, commerce and science faculties are eligible to take admission to the first year of Bachelor of Computer Application program. The students of arts and commerce are not very much aware of computer fundamentals; so for such students we organizing the Bridge course to reduce the knowledge gap.

For BCA (Bachelor of Computer Application) program our college conducts semester pattern examinations under the control of examination section, SNDT University, Mumbai.

The results of the examinations are analyzed in the required format after the declaration of the results by SNDT University. The faculty members assess and evaluate the performance of the students on the basis of the results of university examination and the current internal examination performance. Students are categorized into the advanced and slow learners according to their performances.

### Academically Weak Students

- Even though the academic monitoring is carried out during the year through unit test, sessional examination, college identifies academically weak students through the following criteria:

(i) Students having more than 50% backlog in the theory examination of latest declared results.

- Measures for academically Weak Students:

1. Remedial classes should be conducted with appropriate focus on the subject/topic codes.
2. Individual academic and Personal counseling through mentoring scheme/Teacher guardian scheme.

### Academically Bright Students

- Criteria for identifying academically bright students:

1. Top scorers in the latest declared results.

- Measures for academically Bright Students:

1. Guiding sessions for career planning and preparing the students for Higher Studies by guiding them for the entrance examination procedure like MBA, MCA.
2. Personal counseling through mentoring scheme/Teacher guardian scheme.
3. In-house Software Development by engaging bright students.

### 2.2.2 Student - Full time teacher ratio

**Response:** 27.5

### 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 | <a href="#">View Document</a> |

## 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 vision of our college is ‘Upliftment of students in rural area through basic as well as quality education by making them self-reliant’. So, our college deliberately implements the teaching –learning process student centric. College tries to uplift the students through the student centric methods such as experiential learning, participative learning and problem solving methodologies.

These activities are done through the faculty members to reach to every student.

**Experiential learning:** The practical exposure is given the students through the industrial visits, training programs, internship, workshops etc.

1. The various technical training helps the students to improve the technical skill sets required by the industry. The industry experts guide the students on the various latest topics during the internships, training programs and workshops.
2. The soft skill training programs helps the students to improve their personality skills.
3. The internship program develops the technical skills among the students through the practical



approach.

**Participative learning:** College also gives emphasis on the participative approach of learning through the student's presentation, projects, group discussion, industrial visits etc.

1. Every year student's presentations are conducted. This presentation helps the students to improve their presentation skills, team work, and self learning skill.
2. Projects are prepared by applying the technical skills on the live experiments. Students learn modularization of the activities through this participative learning methodology.
3. Various co-curricular and extra-curricular activities are conducted to enhance the skills of the students. To explore the creativity we have a College magazine "Osmosis", which is inclusive of literary, social, scientific and cultural expression of the students as well as the faculty members. The Wall Magazines is actively maintained by the students which provide an opportunity of expression to students.

**Problem solving methodologies:**

1. Every subject teacher gives the assignments to the students and also helps them to write the qualitative answers to the questions. This method helps the students to excel in the writing work of the subjects and also enhancing their problem solving and analytical skills.
2. Faculty members follow student centric methods to teach the students like practical exposure through the experiments. This activity makes the students to learn through the practicals. They are able to find out the errors and try to solve these errors by their own.

**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:** 6

| File Description                          | Document                      |
|---|-------------------------------|
| List of teachers (using ICT for teaching) | <a href="#">View Document</a> |

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

**Response:** 27.5

**2.3.3.1 Number of mentors**

**Response:** 6

**2.3.4 Innovation and creativity in teaching-learning**

**Response:**

The Innovation and creativity practices that we implement for quality enrichment and student learning:

1. We conduct Educational and Industrial tours to make students aware of the current technologies and requirements of market.
2. Extra-curricular activities enhance cultural, moral and artistic awareness among students.
3. College organized many innovative seminar, workshops and certificate courses to add to practical knowledge of the students in their field.
4. For creativity in teaching and learning process all the Staff uses ICT tools.
5. Surprise tests know whether the students have understood the topic thought to them.
6. Open book tests are conducted to enhance the books reading and writing skills.
7. A group discussion on particular topic is given by the subject teacher. Students discuss on importance of the topic, its practice in IT industry, working, applications etc.
8. Student presentations are conducted for knowledge enhancement, building confidence, improving presentation skills, making learning more interesting etc.
9. To make the concepts more clear students are provided with Videos, e-books/pdf of a particular topic.
10. We send our students for internship to get hand on knowledge of the IT sector industry.

**2.4 Teacher Profile and Quality****2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

**Response:** 100

| File Description  | Document                      |
|---|-------------------------------|
| Year wise full time teachers and sanctioned posts for 5 years | <a href="#">View Document</a> |

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

**Response:** 0

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| List of number of full time teachers with PhD and number of full time teachers for 5 years | <a href="#">View Document</a> |

**2.4.3 Teaching experience per full time teacher in number of years****Response:** 1.17**2.4.3.1 Total experience of full-time teachers**

Response: 7

**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:** 66.67**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**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 2       | 1       | 0       | 1       | 0       |

**File Description**

Institutional data in prescribed format

**Document**[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**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

**File Description**

List of full time teachers from other state and state from which qualifying degree was obtained

**Document**[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level**

**Response:**

The proper evaluation of the student's performance and growth now a day has become an integral part of the teaching-learning process.

**Institutional Reforms:**

Our institution follows few reforms in internal evaluation system.

In the internal college examinations, many variables such as Unit Tests, Oral Tests, Projects writing, Home-Assignments etc. are included.

The followings are the evaluation processes implemented by the institution:

1. **Home-Assignments:** The students are asked to submit Home-Assignments as per the schedule displayed by subject teacher. This develops amongst the students writing skills in the papers, learning skills and comprehension of the subjects.
2. **Unit Test:** In every semester we are conducting two unit tests. These unit tests are conducted on small portion of the syllabus.
3. **Sessional Examination:** At the end of each semester, the students of first, second and third year students appear for the examination on full syllabus held at the college level. The examination pattern is according to the S.N.D.T. University.
4. **Practical Examination:** Students are also evaluated on the basis of the practical which they performed during the semester. They are evaluated on the basis of records, performance and viva voce for that subject.
5. **Project-work:** For the students of final year, project work is compulsory. The students are creating the project work and at the end they submit the thesis of the work. This increases the students thinking, presentation skills and the writing skills. At the end college take the seminar on the work the students have submitted.

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

**Response:**

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

1. The internal assessment is done on the basis of unit tests, assignments and the sessional performance of the students.
2. The teacher evaluates the answer sheets and compiled results are created of all the subjects which displayed on the notice board.
3. The evaluated answer sheets are provided to the students to find out their performance and to detect any discrepancy in evaluations.
4. Students are given their progress report. Their weaknesses are pointed out. Suggestions are given

for the improvement of their performance.

5. Practical performance is also evaluated which is transparent as the students are aware of the marks distribution for the evaluations.
6. Faculties discuss the questions of assignments in the classroom before students submit it.
7. At the university level if the student failed in any paper then they can go through the revaluation procedure which the college displayed on the notice board and communicate it to the students as per the directions of the university.

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

**Response:**

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

1. The college constitutes the examination committee which properly conducts the examination according to the time provided for the papers.
2. The system of the college is so transparent and efficient that the no complaints are registered regarding the examinations in the recent past.
3. The internal marks are cross checked by the faculties in the presence of the principal. This procedure doesn't keep any room for any grievances.
4. If the students feel that they received the less marks or fail in the University examination then the University has the revaluation procedure.
5. A student go for the revaluation procedures under the guidance of the teaching and non-teaching staff and the procedure is to be done in stipulated time period as per the university circulars.

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

**Response:**

#### **The Institution adheres the academic calendar for the conduct of the CIE**

1. In the start of the session University provides the circular of the starting of the session of first, second and final year students.
2. University also provides the tentative schedule of the examination.
3. College prepares the academic calendar according to the University schedules.
4. The teachers are adhering to the schedule as per the academic calendar.
5. Teachers have to complete the syllabus during the schedule. If they failed due to some reason then they complete it by taking extra classes.
6. The conduction of the unit test, sessional examination is done as per the schedule of the academic calendar.
7. Faculties provide the details of the results to the student which is displayed on the notice board and if required it is conveyed to the parents through the teacher guardian scheme.

## 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:**

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

**Response:**

We have started the process of mapping and attainment of CO, PO and PSO, as this process is new for us we have marked the CO, PO and PSO and tried to do attainment in the following manner.

- 1.The institution uses test and examination method to measure the attainment of PO (program outcome) and CO (course outcomes).
- 2.Unit tests, monthly tests and pre final examinations are taken according to the academic schedule set by the college. The answer sheets of these examinations and tests are shown to the students and they are made known of their shortcomings and irrelevancies in their answers. They are advised as to how they can improve their answers to any questions. These tests are helpful in attainment of CO (course outcome).
- 3.The CO attainment of the courses is further used for direct attainment of PO and PSO.
- 4.The seminars, Industrial visit, workshop are used for the Indirect attainment PO and PSO.

**2.6.3 Average pass percentage of Students**

**Response:** 21.43

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

Response: 12

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

Response: 56

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

## 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)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

**File Description**

**Document**

List of project and grant details

[View Document](#)

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

**Response:** 0

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

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

Response: 19

### 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:**

- 1.Our Institution provides healthy atmosphere, infrastructure, resources for enhancement of the confidence and competencies of students and teachers in research and innovative activities.
- 2.Eminent personalities who have significantly contributed in research, social activities, industries, are invited as resource persons. These persons are mentors to our students.
- 3.Adequate provision is made in library for books and journals, e-journals references. This is helpful for creation and transfer of Knowledge.

4. We encourage our students to make small projects on ERP for college management, library management, Online-Exam Management, Dynamic portal Advertisement Agencies, Inventory software, GST software, Payroll management etc.
5. Few of the project created by of students are used by college such as admission management, library management etc.
6. We have IPR cell in our college. We conduct workshop and seminar under this cell for encouraging innovative activities among students and faculty.
7. College have filed a patent on the topic “Development of Data Mining for Email Forensic System”.
8. Right now the institute does not have incubation center but we have proposed plan for it and we are working towards it with a proper process.

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

**Response:** 13

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 7       | 3       | 1       | 1       | 1       |

| File Description                                   | Document                      |
|--|-------------------------------|
| List of workshops/seminars during the last 5 years | <a href="#">View Document</a> |

### 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:** Yes

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

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

**Response:** Yes

#### 3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last



**five years**

**Response:** 0.37

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 4       | 2       | 1       | 3       | 1       |

**File Description**

**Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)

**3.3.4 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:** 2

3.3.4.1 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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 4       | 5       | 3       |

**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:**

1. We conduct extension activities through our strong N.S.S. unit in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development.
2. During the NSS camp students tell the importance of plantation to the villagers through the dramas or skit and also planted trees in the village.
3. Students are also very much concerned with the issues like Swachha Bharat Abhiyan and devoted

their time in cleaning the villages during the camp and rally.

4. Students create the awareness among the villagers regarding the beti bacho and beti padho, andhashraddha Nirmulan, skill development, Computer literacy, vyanamukti etc. through the various activities.
5. College Students along with the PHC, Raipur conducts sickle cell camp where blood samples of villagers are taken by PHC to find out any sickle cell positive people in that area. If found they are provided with proper counseling and made aware how to tackle with it and avoiding measure so that it does not pass to the next generation.
6. During our N.S.S. Camp girl students from our college visited every home and created awareness among women about health and sanitation. Besides, we organized lectures of successful women in various fields.

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

**Response: 11**

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 5       | 6       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of awards for extension activities in last 5 years | <a href="#">View Document</a> |

### 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: 26**

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 11      | 13      | 2       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of extension and outreach programs conducted with industry,community etc for the last five years | <a href="#">View Document</a> |

### 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:** 100

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 165     | 169     | 112     | 65      | 106     |

| File Description  | Document                      |
|---|-------------------------------|
| Average percentage of students participating in extension activities with Govt. or NGO etc. | <a href="#">View Document</a> |

## 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:** 6

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 2       | 1       | 1       | 1       | 1       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of Collaborative activities for research, faculty etc. | <a href="#">View Document</a> |

**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:** 10

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)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 5       | 2       | 1       | 1       | 1       |

| File Description  | Document                      |
|---|-------------------------------|
| Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years | <a href="#">View Document</a> |

## 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:**

1. The college has lush green campus spread in two acres with 1610.64 sq.mts built up area.
2. According to the requirement of the course, the college had set up the all the facilities required for teaching and learning process of the course.
3. The college has 3 classrooms, Common room, two Computer labs, Directors Cabin, Principal cabin, Administrative Office, Staff room, NSS room, Seminar Hall, Library with Reading room, IQAC Cell, Examination Control Room, Indoor Game Room, Play Ground, ICT class room and a small kitchen.
4. The development of infrastructure is in pace with the academic development of the institution. The infrastructure is used to its optimum extend and all the students have an easy access to the available learning resources. As per need sufficient infrastructural facilities are provided by the institution.
5. The college has computers, Laptops, Printers, LCD projectors, Scanner and Xerox machines.
6. The library is equipped with adequate space and large no. of books, reading room, computer with internet and other support facilities.
7. On each floor there are separate toilets for girls and boys, dustbin, notice board and 24 hours water supply for maintaining the cleanness.
8. The college provides separate parking arrangements for students and staff.
9. The college has bus and hostel facility.
10. The college is under the CCTV Surveillance.
11. The College campus is WiFi.

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

**Response:**

1. Physical Education and Sports department was started to develop students physically, mentally, intellectually and emotionally well.
2. The College has provided sufficient ground for athletes. Players play various games like Cricket, Kabaddi, Kho-Kho, Volley-ball and basketball.
3. For various cultural activities separate outdoor arrangements are made as and when required.
4. The indoor game room is equipped with Table tennis, carom, chess etc.
5. The sports teacher gives the training to the students.
6. First- aid centre to provide basic medical treatment for students and staff.
7. College also helps the students by creating the yoga and meditation awareness through the Yoga workshop.

**4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc****Response:** 100**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 4**File Description****Document**

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.****Response:** 5.87**4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 4       | 0.5     | 0.5     | 0.5     | 0.5     |

**File Description****Document**

Details of budget allocation, excluding salary during the last five years

[View Document](#)**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:*****Name of the ILMS software***

The college has Library Management software (LMS) for providing automated services to students and staff, using which students can easily find the books which they want. On the other hand library staff can easily access with students data.

This software is prepared by our BCA students.

***Nature of automation (fully or partially)***

The Library software is fully automated and no need to manual handling.

**Version**

The Library software used in the college is 1.0 version

**Year of automation**

The software automated in the year 2018-19

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

**Response:**

| Sr. No. | Name of Book                                       | Author                 | Publicatio |
|---------|--|------------------------|------------|
| 1       | Objective English - PO                             | Kunal Gupta            | Himalya    |
| 2       | Rastraratan Atalji                                 | Ramesh Patange         | Hindustan  |
| 3       | Paripurn Vidnyan Sikshak sevak bharti karita       | Chandrakant Kathare    | Vidyabhat  |
| 4       | Paripurn Ganit Sarv Spardha Pariksha               | Chandrakant Kathare    | Vidyabhat  |
| 5       | MPSC CSAT- II                                      | Ravindra Sarkar        | Sarkar     |
| 6       | Kayda Mahiticha ani Abhivaikati Swatantryacha      | Prallahd Kachre        | Yashwant   |
| 7       | Adiwasi Sahitya Disha & Darshan                    | Vinayak Tumrao         | Swarup     |
| 8       | Sanksar sadhana                                    | Samir Thodge           | Vidyabhar  |
| 9       | Bhartacha Swatantracha Etihas                      | Jaysing Pavar          | Fdake Pub  |
| 10      | STI – ASST –PSI                                    | Aanand Patil           | Study Circ |
| 11      | Shikashan Sevak lekh iPariksha Sampurn Margdarshan | Brijmohan Dayma        | Vidyabhar  |
| 12      | Chaos Dictionary                                   | Abdusalam Usman Chaous | Ultimate P |

|    |   |                     |                          |
|----|---|---------------------|--------------------------|
| 13 | Oxford English Hindi Dictionary                       | Sureshb Kumar       | Oxford un                |
| 14 | Sampurn Ganit (SpardhaPariksha)mpsc- upsc             | Pandharinath Rane   | Chaitali Pr              |
| 15 | Bhartache Savidhan                                    | Babasaheb Aambedkar | Milind Pra               |
| 16 | Bhartiya Arthvaivastha mpsc-upsc                      | Ranjan Kolambe      | Bhagirath                |
| 17 | Spardha pariksha Buddhimapan kasoti                   | V.N. Dandekar       | Nitin Publ               |
| 18 | Sanpurn Margdarshan MPSC                              | Aanand Patil        | Study Circ               |
| 19 | Lakshyavedh Spardha Pariksha                          | Baliram Hawale      | Sahyandri                |
| 20 | Bhartiya Rajyaghatana                                 | C.G. Ghaangrekar    | Manghesh                 |
| 21 | Samanya Bhugol<br>( General Geography)                | Vitthal Gharpure    | Pimplapur<br>publication |
| 22 | Rajyaseva Pariksha Plyaner                            |                     | Study Cir                |
| 23 | Sampurn Shikshansevak Bharti Parikshya<br>Margdarshak |                     | Sanskar I                |
| 24 | Krushivishayak Ghatak                                 |                     | K' Sagar                 |



|    |                              |               |           |
|----|------------------------------|---------------|-----------|
| 25 | Maharashtratil Samajsudharak |               | K' Sagar  |
| 26 | GOD'S OWN KITCHEN            | Rashmi Bansal | West Land |
| 27 | FOLLOW EVERY RAINBOW         | Rashmi Bansal | West Land |
| 28 | ARISE AWAKE                  | Rashmi Bansal | West Land |

College have various preparatory books and knowledge enhancement book for the overall development of the students.

#### 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:** B. Any 3 of the above

| File Description   | Document                      |
|--|-------------------------------|
| Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc | <a href="#">View Document</a> |

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years

**(INR in Lakhs)****Response:** 0.22

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0.06    | 0.07    | 0.49    | 0.41    | 0.083   |

| File Description  | Document                      |
|---|-------------------------------|
| Details of annual expenditure for purchase of books and journals during the last five years | <a href="#">View Document</a> |

**4.2.5 Availability of remote access to e-resources of the library****Response:** Yes**4.2.6 Percentage per day usage of library by teachers and students****Response:** 4.68

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

Response: 8

### 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

- 1.The college has 60 computers, 3 Laptops, 5 printers, 4 LCD projectors, scanner and 2 xerox machines.
- 2.The College has two computer Laboratories.
3. We have different ICT equipments like Scanners, Printers, LCD Projectors, Wi-Fi modems, Digital classroom.
- 4.ICT Classrooms are available for Power Point Presentation lectures etc.
- 5.College also has the sound system.
- 6.21 CCTV Cameras are provided in the college campus for monitoring day to day activities. To maintain the arrival and departure of faculty, Bio-Metric machine i.e. thumb impression machine is set.
- 7.Some of the computers in college are provided with well UPS and inverter Back-up facility.
- 8.The college has open source software like Linux.

**LAN Facility:**

Through wired connections, the Internet facility is provided. There are three Internet switches with CAT6 connectivity support. All the computer of college are connected through LAN which enable them to access the server and internet facility from any computer in college premises.

**Internet Facility:**

- 1.College has broadband VPNoBB Internet connections with 8 Mbps bandwidth under NMEICT project.
- 2.Internet connection is provided to Directors cabin, Principal Cabin, Administrative Office, Library, Computer labs, Seminar hall, 3 classroom and NAAC Cell.
- 3.The internet bandwidth is also upgraded time to time as per requirement.

We have all these facilities. Even though as and when we require, we tried to update all the IT facilities.

**4.3.2 Student - Computer ratio**

**Response:** 2.75

**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:** 5-20 MBPS

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

**Response:** Yes

| File Description  | Document                      |
|---|-------------------------------|
| Facilities for e-content development such as Media Centre, Recording facility,LCS | <a href="#">View Document</a> |

#### 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:** 18.76

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)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 6.06    | 6.03    | 0.83    | 2.79    | 1.83    |

| File Description   | Document                      |
|--|-------------------------------|
| Details about assigned budget and expenditure on physical facilities and academic facilities | <a href="#">View Document</a> |

##### 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:**

**Building:** The college edifice is around 10 years old. The structural Audit is conducted periodically. Measures have been taken to strengthen and maintain the existing structure. The maintenance is done using Emergency Repairs as Necessitated in some areas. Spaces like wash rooms requires frequent upkeeps thus the washrooms have been maintained on a regular basis. The staff is appointed for the cleanliness of building and wash room area.

**Furniture:** As per the requirements of changing times, like necessity of computer trolleys, chairs, file racks, storage space for stacking assignments, examination materials etc. the college invests in the maintenance and making of the furniture. The requirements are provided by the principal is approved through the Governing Body.

**Equipment:** Regular monitoring of the drinking water purifier is done to ensure safe and clean drinking water supply to the students and the staff members. The electricity related problems are resolved in- by appointed electrician in the college. He also maintains the air conditioners, Close Circuit surveillance (C.C.T.V).

**Computers:** In-house computer technician is available to maintain and facilitate the smooth running of the computers and the peripherals in the college. New computers and their peripherals are purchased from a shortlisted supplier to keep ourselves up to the mark with the changing requirements of time.

**Safety and Security:** Taking care of the safety of the students, faculty as well as the infrastructure, the college has taken measures like installing Close Circuit Cameras (CC Televisions) near all the entrances into the college, the corridors, offices and class rooms. The college has also invested in 24 hours security service in the college to weed out the entry of trespassers inside the college. This entire service has been out sourced. Having a foresight in control on unforeseen incidences like fires, the premises have fire extinguishers strategically located covering the entire premises. Some of the staff members have been trained regarding firefighting and how to use the extinguisher.

All the maintenance is done under the guidance and supervision of principal and Governing Body.

NAAC

## 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:** 47.67

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 42      | 65      | 53      | 44      | 63      |

#### File Description

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

#### Document

[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:** 52.34

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 123     | 104     | 58      | 21      | 44      |

#### 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 | <a href="#">View Document</a> |

#### **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:** 3.71

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 13      | 18      | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of students benefited by guidance for competitive examinations and career counselling during the last five years | <a href="#">View Document</a> |

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

**Response:** 14.41

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 43      | 40      | 25      | 0       | 0       |

| File Description                          | Document                      |
|---|-------------------------------|
| Details of the students benefitted by VET | <a href="#">View Document</a> |

### 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 | <a href="#">View Document</a> |

## 5.2 Student Progression

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

**Response:**

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

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

**Response:** 50

5.2.2.1 Number of outgoing students progressing to higher education

Response: 27

| File Description                                   | Document                      |
|--|-------------------------------|
| Details of student progression to higher education | <a href="#">View Document</a> |

### 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:** 38

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 9       | 16      | 0       | 0       | 0       |



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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 10      | 16      | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of students qualifying in state/ national/ international level examinations during the last five years | <a href="#">View Document</a> |

## 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:** 9

## 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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 8       | 1       | 0       | 0       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years | <a href="#">View Document</a> |

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

**Response:**

The college has student council to provide them the administrative skills. The office bearers are selected through the process. The committee is formed from the selected members who have various posts like President, Vice Presidents, Secretary, Treasurer and volunteers from last two batches. It is fully managed by the students under the guidance of the staff.

Along with this students are also representing the institutional level committees.

### 1. Representation on Academic Activities:

Internal Quality Assurance Cell (IQAC): Students representatives are nominated for this cell who participates in the decisions regarding the quality initiatives and actions to improve the academic quality.

### 1. Representation on Administrative Bodies:

1. Anti Ragging Committee: This committee ensures that ragging should not take place inside or outside of the college of new comer students of the first year. They also have responsibility to help the newly admitted students.
2. Sports Committee: Students of this committee ensures the organizations of indoor and outdoor sports activities with the maximum number of students participation.
3. NSS Committee: Students are organizing various social and community activities for the community through this cell. College also adopted the “Kawdas” village for the NSS camp.
4. Cultural Committee: The students of this cell are responsible for organizing various cultural events though out the year.

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

**Response:** 4.6

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 7       | 6       | 5       | 3       | 2       |

| File Description   | Document                      |
|--|-------------------------------|
| Number of sports and cultural activities / competitions organised per year | <a href="#">View Document</a> |

## 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:**

College Alumni Association is functional but not registered as very few batches are passed out. Most of the students are doing their higher studies. Some of the students get married after their graduation that stopped

their education. So our students are not so self sufficient. Even though college organizes alumni meets at regular interval. Students regularly attached with the college through these meets as well as WhatsApp group. But in near future the college will going to register an alumni association and will try to provide some development activity to the students currently learning in the institution.

#### 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:**

| File Description                      | Document                      |
|---------------------------------------|-------------------------------|
| Alumni association audited statements | <a href="#">View Document</a> |

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

**Response: 2**

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 1       | 0       | 0       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| Number of Alumni Association / Chapters meetings conducted during the last five years. | <a href="#">View Document</a> |

## 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:

Our institute is formed with a distinct vision and mission to help the rural area students specially girls to get educated and empower them for higher education or to get a suitable job after their graduation. The distinct mission & Vision of the institution are given as below:

##### 1. MISSION

To be an organization providing quality education to the masses to bring about a social change in the region.

##### 1. VISION

To nurture and maintain quality research, development of entrepreneurship, through dedicated staff and transparent management for bringing about a social change through affordable education for the upliftment of students in the rural area to make them self-reliant.

##### Nature of Governance

The Governing Body (GB) is established as a statutory body of our college. Decision related to recruitment of staff, variation in intake, new courses, use of space and building etc are taken by Governing Body for college.

The college has a single BCA department, so all the faculties are the members of committees formed at the Institution level. The faculty is actively involved in planning and implementing of the academic calendar. The planning and organization of co curricular and extracurricular activities are done by faculty, non teaching staff and students. The faculties give the suggestions and perspective plan to the Governing body who take the final decisions on the suggestions. Thus, faculties play vital role in the process of decision making.

The Institution has also established Internal Quality Assurance Cell (IQAC) in the year 2017 to improve the quality of academic, administration and management procedure to cater to the requirement of NAAC. IQAC takes all decisions related to academic and administrative qualities enhancement of the institution.

The strategies and perspective plan of the institutions are reflected through the vision & mission statement of institute.

- The institution has a well maintained Infrastructure with huge building and playground.
- College is affiliated to the women's university with the vision of women empowerment of the rural area.

- Institute run a scheme under the name Aadhar Yojna (Scholarship scheme for EBC students)
- Institute organizes various workshops/seminar/guest lecturers through the experts from various fields.
- Institute provides soft skill and personality development education to make student competent for the open market.
- Institute has taken initiative to motivate the students for research and innovations while studying through IPR cell activities.
- Institute has a proposed plan to develop incubation center and entrepreneur programs.
- Institute also takes initiatives to improve the student placement.
- Institute maintained campus discipline by forming various committees such as Anti Ragging, Student Grievance and Redressal committee etc.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

Yes, The College promotes the culture of participative management. Participative management levels are: Management, Principal, faculty, non teaching staff, students and Parents. The College constitutes various committees for smooth functioning of day to day activities which comprise of members of different subjects and participation of their in decision making. Each level takes active part in the planning, implementation and policy making of the College.

#### **Case Study to describe the decentralized and participative management:**

#### **Organization of Events:**

Throughout the year college organize various events in and out of the campus. All these events are conducted and planned by the student council under the guidance of the Teacher In-charge. The flow of organizing the event is as follows.

1. According to the schedule in the academic calendar, the teacher in-charge instructs the student council to conduct the activity.
2. In the meeting student council decide the way of conduction program, activities to be conducted, resource person, budget if required and basic requirements for the activity,.
3. If consents required from the parents then it is taken by the teacher in-charge of the activity.
4. If the program requires the budget, it is put forward to the principal for the approval.
5. Principal get it approved from the governing body.
6. Students then conduct the activity with the help of teaching and non-teaching staff.

## **6.2 Strategy Development and Deployment**

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

#### **Response:**

Yes, the college has a perspective and strategic plan for current and future development of the institute and is working in the same direction.

### **Development of College:**

Currently our college is running a single course - Bachelor of Computer Application (BCA). If more courses are introduced then it is very helpful for the students of nearby area. Hence, college is planning to introduce the new courses and started procedure towards it.

### **Academic Growth:**

The institute is interested to provide very effective teaching methodology which will help the students to hold the position in University Examinations. Various seminar/workshop/Guest Lecturer/Field Tour are conducted to contribute to the academic growth of institute and students.

### **Research and Development**

- Institute have establish IPR cell for giving encouragement in research activities.
- To improve the research work by publishing the articles among the journals.
- To improve the industry institute interactions.
- Institute has a proposed plan to develop incubation center.

### **Improving the Placement**

- Institute provides skilled training to the students through skill development programs, so that they are ready to work in the industries.

### **Infrastructural Development**

Institute wants to develop building structure to accommodate the new courses. It also tries to make green campus by planting varieties of trees.

### **Activity successfully implemented:**

- Institute introduced soft skill development program for the overall development of the students. The primary objective of the program is to educate and facilitate the students in improving English language proficiency. The program also ensures that the participants develop essential behavioral and life skills which will significantly benefit them in all their future academic and corporate endeavors.

The total duration of the program is 100 hours. All classroom sessions are interactive and activity driven to facilitate the higher learning.

The details of the activity are given in the additional document.

## **6.2.2 Organizational structure of the institution including governing body, administrative setup, and**

**functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Response:**

**Governing Body:** The College is running under the Aakar Bahuuddeshiya Gramin Vikas Sanstha. Hence the members of the Sanstha are the final decision makers.

**Administrative Setup:** For the smooth conduction of all the academic and administrative work various committees are created which handles the smooth conduction of academics such as Academic Council, IQAC, Student Council, Grievance cell etc.

**Functions of Various Bodies:** Every committee/cell/council is working individually under the guidance of their respective coordinators. Coordinators prepare proposals or suggestions with full justification and submit the same for Principal approval. Principal put the proposal/suggestions so received for approval to the Governing body. After the proposal/suggestion approved by Governing body, it is implemented by the corresponding cell/committee/ council.

**Recruitment Policy:**

- Recruitment is done in a transparent manner purely on the basis of merit, after receiving NOC from SNDT University, Mumbai and notifying the vacancies by publishing advertisement in the leading news papers.
- Recruitment of faculty and staff for regular appointment is done by the Selection committee approved by SNDT University, Mumbai Selection committee headed by the Vice chancellor or his nominee and comprising the two subject experts, the ABGVS Management and Principal.
- In case of immediate requirement, recruitment is done by the selection committee at college level consisting of the ABGVS management representative, subject expert and Principal.

**Grievance Redressal Mechanism:**

- A senior member from the faculty is appointed as a In-charge of the committee by the Principal.
- Grievance redressal committee looks in the matter after receipt of written complaint.
- The Grievance redressal committee is intended to undertake the processes of attending to the grievances put forward by the students and staff. It focuses on settling the issues in a cordial atmosphere.
- The committee takes into consideration all the redressal criteria, rules & regulations of the college and government of Maharashtra both in admitting the complaint and in conducting the inquiry.
- The committee is expected to submit the minutes of its meetings along with observations, suggestions, if any, to the statutory committee for further processing.

**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:** D. Any 2 of the above

| File Description   | Document                      |
|--|-------------------------------|
| Details of implementation of e-governance in areas of operation Planning and Development, Administration etc | <a href="#">View Document</a> |

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

**Response:**

For smooth functioning of the institute, different committees / Cells are constituted at institute level.

The details of various cells are available on the website.

The **academic council/IQAC** tries to implement the suggestions provided by the various coordinators/students/parents/Industry persons for the development of the students. The various programs conducted are as follows

|   |         |  |
|---|---------|--|
| Certificate Course of "Web Designing and Publication Assistant" | 2018-19 |  |
| Certificate Course of "Programming using Microsoft Dot Net"     | 2018-19 |  |
| Certificate Course of "HTML"                                    | 2018-19 |  |
| Certificate Course of "Visual Database Programming"             | 2017-18 |  |
| Certificate Course of "Insight to Oracle"                       | 2017-18 |  |
| Certificate Course of "Hardware and Networking"                 | 2017-18 |  |
| Certificate Course of "PHP and Soft Skill Development"          | 2016-17 |  |
| Certificate Course of "Hardware and Networking"                 | 2016-17 |  |
| Certificate Course of "Insight to Oracle"                       | 2015-16 |  |
| Certificate Course of "RED Hat Linux"                           | 2015-16 |  |



An example of one activity successfully implemented by Academic Council is given below:

Academic Council planned to provide hands on session on the “Programming using Microsoft Dot Net”. The activity is organized through CloudPlix Solution Pvt. Ltd. The 96 hours session is planned for teaching all the aspects of C#.net which is not included in the syllabus. The students are capable to develop the projects through skill sets they acquired during the session like GST software, Dynamic Website for Real Estate etc.

**Purpose:** To make the students acquainted with the latest technological trends required by the IT industries.

**Outcome:** Students were motivated through these courses and tries to develop various projects on the technology.

### 6.3 Faculty Empowerment Strategies

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

##### Response:

The institute has effective welfare measures for teaching and non-teaching staff. Institute always takes care about development and welfare of its employees and supports them in all possible ways. It always encourages the staff for the development in academic, professional, personal and organizational goal. So the institute takes care of following areas for its faculty empowerment.

Academic & Professional Growth

Financial Support

Motivation

Welfare Measures

##### Following is the list of existing welfare measures:

- Faculties are motivated by providing the fees for attending conference/FDP/STTP/Workshop, Membership fee for professional society for teaching staff and Incentives to faculty for award/recognition.
- Grant of Maternity Leaves to female staff.
- Advance against salary facility for teaching and non teaching staff.
- Granting the travelling expenses for academic/administrative work to all staff members
- Study leaves for Higher studies.

**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:** 36.67

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 8       | 1       | 2       | 0       | 0       |

**File Description****Document**

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[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:** 1

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 1       | 1       | 1       | 1       |

**File Description****Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[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:** 30

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 6       | 1       | 2       | 0       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| Details of teachers attending professional development programs during the last five years | <a href="#">View Document</a> |

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

#### Response:

There is proper performance Appraisal System for the teaching and non teaching staff.

For the teaching staff appraisal is done by evaluating the following points

- Result analysis
- Higher studies
- Outstanding achievement
- Students Feedback
- Functional Performance (To be evaluated by Principal)

Performance Appraisal for the Non-Teaching Staff is evaluated on the following points

- Personal Attendance
- Perfection in the duties assigned
- Institutional behavior

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The financial year of the audit is same as of the Government. The financial audit is conducted every year through the approved CA. All the audited reports are available with the college.

At the end of every financial year, the Institute conducts audit through auditor. Institute maintains accounts as per the procedure. It also provides complete details of balance sheets which include income, expenditure, use of estimates, revenue recognition, fixed assets, depreciation and previous year figures are recast and regrouped whenever necessary.

Every year, the budget is prepared well in advance by taking into consideration the financial requirements of college. The budget is based on the recurring and non-recurring requirements such as equipments consumables required for the next academic session.

The Principal monitor the purchase as per the sanctioned budget. Budget utilization is periodically reviewed by the management and corrective measures are taken, if required.

#### **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:** 0

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

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

**Response:**

The college is self finance institute, so it doesn't get any funds or grants from the government. The college has to manage their funds from student's fees. So the college has the specific strategy to mobilize the available funds for college expenses on preferable basis.

Funds available are utilized for salary and other expenses of the institution.

- Salary expenses include salary paid to teaching; non teaching and non salary expenses include remuneration of guest faculty, purchase and maintenance of equipment, infrastructure maintenance, furniture repair and maintenance, office expenses, printing & stationary and miscellaneous expenses, etc.
- Adequate financial support is provided to the teachers for attending conference, workshop, membership fee etc.
- Enhancement of library facilities leads to novel learning practices and accordingly requisite funds are utilized for this.
- Adequate funds are utilized for development and maintenance of good infrastructure for the institute.
- Some funds are allocated for social service activities as a part of social responsibility and celebration of the festivals.

## 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:

To promote the quality education in the college Internal Quality assurance cell is established. The cell regularly monitors the academic activities

Regular monitoring academic tasks of the cell are

- Preparation of teaching plan
- Student's attendance
- Completion of the syllabus
- Student's Feedback

Students are also motivated by taking different initiatives in the teaching learning process like open book test, surprise test, group discussion, ppt presentations etc.

Apart from regular teaching learning process college gives emphasis on the improving technical skills of the students. Hence, under the IQAC cell college arranges the various guest lectures, seminars, workshops, industrial visits for the students. Students are also motivated for the internships.

#### Practices executed under IQAC Cell

1. Preparation of Teaching Plan: Every staff prepares the teaching plan of the subject according to the university teaching hours and the teaching weeks.
2. Learning Methodology: We also give emphasis on practical approach of learning by conducting various guest lectures and seminars on the current topics by the industry person and organize field visits. Participative approach of students also helps in learning. Hence, students are motivated by involving them into various activities like ppt presentations, aptitude test etc.

### 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:

College takes the feedback of the students on the teaching learning process after each semester. Students give the feedback on various parameters like punctuality of the staff, delivery of lecture etc. This helps the faculties and management to analyze the change required in the teaching learning process.

#### Teacher Guardian Scheme:

To reach to every student and their parents college started teacher Guardian Scheme. Every teacher is assigned some of the students. Under this scheme teacher analyzes the attendance, performance of the

students. This data is properly communicated to their parents in the session through the parent meeting, telephonic communication etc. Students also communicate various problems they are facing to their faculty with this scheme. The faculty helps them to solve their problems at every end.

#### **Academic Audit:**

After the completion of each semester, under the IQAC academic audit of the teaching learning process of faculty is conducted. It includes verification of teaching plan, Test question papers, sessional question papers, university question papers, ICT tool used, Assignments.

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

**Response:** 1.8

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 3       | 2       | 2       | 1       | 1       |

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| Number of quality initiatives by IQAC per year for promoting quality culture | <a href="#">View Document</a> |

### **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 | <a href="#">View Document</a> |

### 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:

- The college forms a student's council for the development of students. Through these forum activities the self confidence and team spirit of the students is improved.
- The college has taken an initiative for carrier guidance and higher education knowledge orientation.
- Through active NSS cell we organized many social programs which create the social awareness among society.
- Computerized college management system for the admission process is developed.

#### Teaching Learning Process

- Various workshops/seminar/guest lectures/ certificate course are playing vital role in improving the knowledge of the students.
- Industrial Visits is a regular practice of the college to provide the insight to the work culture of the industry.
- Various MoUs are signed for the development of the institution/faculty/students.
- Seminars are conducted under IPR cell which creates the awareness of innovation and research in the students/faculty.
- Availability of resources for academics is increased due to sharing of e-books with the students.
- Students are using e-resources like e-book, e-journals and National Digital Library (NDL).
- College organizes the faculty development programs and also motivates them to attend such types of programs.

## 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:** 7

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 2       | 2       | 1       | 1       | 1       |

#### File Description

List of gender equity promotion programs organized by the institution

#### Document

[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:**

Gender Sensitivity is an important issue that had to be handled with proper approach. We are running a woman's colleges so most of our faculty staff members are female except sport teacher and admin staff. The college provides the carefree environment to all students through various committees like students council, anti ragging committee, grievance redressal etc.

##### Safety and security:

1. We have Guard service appointed in college for 24x7 securities; the guard has a guard room at the main entrance gate of the college campus. So any unknown person without permission or information cannot enter into the college campus.
2. The whole campus is under CCTV surveillance for safety of students in college campus.
3. Fire extinguishers are available to deal with any unwanted fire disaster.
4. Medical care and support is available with the PHC, Raipur, Hingna. First aid box is always available within the college campus.
5. For any unwanted safety and security threat, students can put forward their complaints through the grievance committee or anti ragging committee.



**Counseling:**

Students are always motivated through the personal counseling for any personal and professional issues. The teacher guardian scheme is the practice that we implement in college for this kind of work. In this scheme the students are evenly distributed among the faculties who are taking care of student's attendance, their performance and trying to solve all the problems of the student's academic/nonacademic through this scheme. Parents are also communicated regarding the progress, problems of their wards and get the issue solved with their help if required. We are also providing the awareness regarding the various issues by conducting the seminars on the topics like health issues, personal hygiene, sexual harassment etc.

**Common Room:**

Girl's common room is available for giving the comfort to the students which also have the resting arrangements and first aid facility. Along with this students are also provided with sports guidance through the various indoor/outdoor sports facilities available at college.

**7.1.3 Alternate Energy initiatives such as:****1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 9720

| File Description  | Document                      |
|---|-------------------------------|
| Details of power requirement of the Institution met by renewable energy sources | <a href="#">View Document</a> |

**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: 7.98

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7.98

| File Description   | Document                      |
|--|-------------------------------|
| Details of lighting power requirements met through LED bulbs | <a href="#">View Document</a> |

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

#### Response:

College is very conscious about managing the solid, liquid and e-waste generated in college campus and has implemented various methods in managing the waste. College tries to have a healthy, safe and green campus. Every year college along with the students is planting the saplings in the campus as well as in the village where we take the NSS camp.

#### Solid Waste management:

Campus has dustbins installed to store daily solid wastes. All the students and staff are well aware of the waste management and are motivated to use these dustbins. All the waste is segregated and handover to Gram Panchayat cleaning agency who are transporting the waste at proper sanitary locations. We also have a well maintained garden in the campus and all the biological waste which is generated in the garden is recycled to generate the organic fertilizer. This fertilizer is that is produced is used in the garden to improve the fertility of soil and to provide manure to the plants and trees in the garden.

The old papers and journals are donated to the “Krutadhyata (Research and Development Association of India)” who is selling it to proper vendor and they utilize the money generated from it for the education of the poor students. Thus, college indirectly attached to the social cause of educating the poor students.

#### Liquid Waste Management:

Liquid waste is properly drained out and stored in the septic tank as there is no drainage system available through Municipal Corporation. When the tanks get filled up suitable waste management agencies are called to clean the septic tank and they drained out these wastes at proper sanitary locations.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

There is a bore well and a well to cater the need of water requirement of the college. But we face the problem of water scarcity during summer as water table of this area goes down during summer. Rainwater harvesting is very useful in today's era as the ground water level is very poor. So college decided to go for rain water harvesting with in college campus to increase the water table in campus area. The maximum rain

fall which is received is harvested properly. The running water from the top of the college roof during rainy season is properly channelized through various outlets is drained to the soak pits through the proper pipeline. This improves the earth water level in the surrounding area. It is very useful to maintain the water level of the bore in the college. The method we implemented motivate the students for water harvesting and awareness is spread in their nearby area through our NSS camp.

### 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:**

The college is situated at Hingna Tehsil in Nagpur. Majority of the students are coming from the nearby villages which take the facility of bus for the transportation. They come to the college from the bus stand by walking as our college is very near to the bus stand. Few of our students of the nearby area are pedestrian. Some of our faculties are also using public transport. You will find very less number of motor bikes or scooters in our college campus parking.

Government of Maharashtra has banned the usage of plastic. College tries to follow the rules and regulation provided by the Government by creating the awareness among the students regarding the problems of plastic usage. Students and faculties are also motivated for not using plastic bags in the campus and into their regular day to day life.

As the university mostly communicates on the emails, college also submits all the details to the university by email and on its online portal. Thus for the university regular work we are moving for the paperless office. We have also made our admission procedure computerized as a step towards paperless office.

Campus of the college is made green by taking the plantation programs each year. The plants are planted by seeing their characteristics like shade, flowering plants, fruit plants, more oxygen providing plants. We have planted trees and flower plant in large number in our college campus to make it one of the greenest campus of the university. We also create the awareness of plantation among the students and the guest who are coming to the college by providing saplings to them.

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

**Response:** 1.73

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)

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
| 0.554   | 0.12    | 0.24    | 0.29    | 0.2653  |

| File Description  | Document                      |
|---|-------------------------------|
| Details of expenditure on green initiatives and waste management during the last five years | <a href="#">View Document</a> |

### 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 | <a href="#">View Document</a> |

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

**Response:** 8

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

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
| 2       | 2       | 2       | 1       | 1       |

|   |                               |
|---|-------------------------------|
| <b>File Description</b>   | <b>Document</b>               |
| Number of Specific initiatives to address locational advantages and disadvantages | <a href="#">View Document</a> |

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

**Response: 5**

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

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
| 1       | 1       | 1       | 1       | 1       |

**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**

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

**Response: Yes**

**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**

|   |                               |
|---|-------------------------------|
| <b>File Description</b>   | <b>Document</b>               |
| Details of activities organized to increase consciousness about national identities and symbols | <a href="#">View Document</a> |

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

**Response: Yes**

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes**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:** 22

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 7       | 4       | 5       | 3       | 3       |

**File Description****Document**

List of activities conducted for promotion of universal values

[View Document](#)**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities****Response:**

To inculcate the national values among the students college organizes and celebrated the national festivals and birth / death anniversaries of the great Indian personalities.

Every year college celebrates the Independence Day to remember the freedom fighters who were responsible for freedom of the nation, it is one of the way to induce patriotism in students. We also celebrate the Republic Day to tell the importance of the constitution of the India and its importance as a republic nation. Celebrating these days inculcates the responsibility towards the nation and to maintained sentiment of equality in its diversity.

The great Indian leader and social reformer who worked for the independence and social restructuring of the India are remembered by celebrating their birth / death anniversaries as they give the spirit to work in the worse situations positively. Hence the college tries to celebrate the birth and death anniversaries of the national heroes and social reformer such as Gandhi Jayanti, Savitribai Phule Jayanti, Sarvepalli Radhakrishnana, death / birth anniversary of A.P. J. Abdul Kalam, Sant Gadge Baba Maharaj etc. Mahatma Gandhi is remembered for his inspiration toward the non-violence, peace and prosperity of the nation. We took the rally on this occasion and tell the nearby people the importance of the current

issues like green environment, waste management, save girl child, swatch bhara abhiyan etc through a skit performed by our college students.

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

#### **Response:**

The college maintains the complete transparency in its financial, academic, administrative and auxiliary functions. We abide to the rules and regulations of the S.N.D.T. University, Mumbai.

**Academic Transparency:** College maintains the academic transparency through the following activities

1. Every year academic policy is prepared which includes academic calendar, evaluation methods etc.
2. Academic calendar is prepared before the session is started as per the schedule provided by the university which includes the details of the activities conducted throughout the year.
3. This academic calendar is provided to the students in the session.
4. Students are informed about the examinations pattern.
5. Notices regarding the academic activities are communicated to the students.
6. The evaluated answer sheets of the examinations are made available to the students to ensure the transparency in valuation
7. The parents are informed about their ward's performance in the parent meet or when they require.

#### **Financial Transparency:**

The financial year of the audit is same as of the Government. Students are provided with the receipts for the fees they pay in college. The bills and vouchers are maintained properly for all the expenses that are generate in day to day activity of the college. College tries to maintained complete transparencies in the financial transaction of the college. The financial audit is conducted every year through the approved CA. All the audited reports are available with the college.

#### **Administrative Transparency:**

Institute follows the norms of the S.N.D.T University for all the admission and administrative procedures. The admission is taken according to the norms and eligibility of the university. As all our transaction and communication with the university is done through emails, it provides us a platform to work in transparency with the University for any Administrative Procedures. The fees structure is also predefined by the university according to the category of the students. We apply to the University for the Sanction Posts for the faculty. After the approval from the university we give the advertisement in the daily news paper for the requirement of faculty. If new faculties is required for the session University sanctions selection committee along with the management take the interview of the faculties and makes the final selection. Then university provides the approval of the selected faculties. Every year continuation affiliation committee visits the college campus and provides the continue affiliation for that year.

## 7.2 Best Practices

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

#### Response:

The two best practices successfully implemented by our College, we are proud enough to give details as:

#### Best Practice: 1

**Title of Practice:** Technical Enhancement of Students

**Objective:** 1.To gives hands on training to the students on the current technology.

- 1.To make the students technically strong.
- 2.To develop the skill set to work on the live projects.

**Context:** Training is concerned with increasing the knowledge and skills of students for doing specific jobs, and development in all aspects. The technical knowledge helps students to work on the live projects. This makes them competent and up-to-date with industry best practices and more productive.

**Practice:** Apart from the regular university curriculum students are provided with the hands on training of current technology through various certificate courses. The curriculum of these courses is properly designed in modules which are accomplished in the given time period. The course duration is minimum 30 hours which also vary according to the complexity of the courses. According to the schedule the experts of the subjects delivered the knowledge to the students. Progressively student's knowledge is enhanced through the program.

#### Evidence of Success:

A certificate course on: "Microsoft Dot Net" is introduced to give the training on C#.net.

Modules: 15 modules

Duration: 96 hours

Resource person: Mr. Pritam Zalke, CloudPlix Solution Pvt. Ltd.

The course contents are delivered to the students through the practical approach. This helps them to acquire the detailed knowledge of the C#.Net. This course helped the students to prepare the projects. The list of few projects prepared by the students after the completion of the course are as follows

| Group | No. | Project Name                     | Group Members  |
|-------|-----|----------------------------------|--|
|       | 1   | Online Library Management System | 1. Anjali B. Kangale<br>2. Pragati V. Bhingare<br>3. Sakshi Helode |



|   |                                |   |
|---|--------------------------------|---|
|   |                                | 4. Swati B. Dhale   |
| 2 | College Management System      | 5.Nikita Sherkure<br>1.Swapnali W. Pise<br>2. Divya H. Tiple<br>3.Kajal K. Junghare<br>4.Kirti P. Meghare<br>5.Amruta Mandare |
| 3 | Payroll Management System      | 1.Shivani U. Nerkar<br>2.Priya B. Rahandale<br>3.Diksha V. Tiwade<br>4. Priya A. Raut   |
| 4 | GST Software                   | 1.Komal S.Amdare<br>2.Mayuri Giri<br>3.Rakhi Gurnule<br>4.Gayatri choudhari<br>5.Aarti Itankar                                |
| 5 | Web site of computer exam      | 1.Yogeshvini patil<br>2.Diksha patale<br>3.Mayuri giri<br>4.Shital wakulkar<br>5.Kavita kanoje                                |
| 6 | Dynamic Website for Realestate | 1.Priti Bunde<br>2. Khushali Sahare<br>3.Nikita Chawre<br>4.Ashvini Nimje<br>5.Pranali Choudhari                              |
| 7 | Inventory a Software           | 1.Achal Gaikawad  |

|   |   |   |
|---|---|---|
|   |   | 2.Sonali Shambharkar<br>3.Nikita Dongre<br>4. Chandrakanta Gurnule<br>5. Pratiksha Bagade             |
| 8 | Dynamic Portal on<br>Advertisement Agency | 1.Priya Meshram<br>2.Gangeshwari Meshram<br>3.Pooja Kanfade<br>4. Pallavi Fulzele<br>5. Mayuri Pradhi |

**Impact of Practice:**

1. Student's knowledge is improved.
2. Their fear about the technical skills is removed.
3. Student's got confidence to prepare their own projects.
4. Additional technical skill sets acquired by the students apart from the regular university curriculum.
5. The activity is helpful for the students to get the placement or to become the entrepreneur.

**Best Practice: 2**

**Title of Practice:** Seven Days Special NSS Camp

**Objective:**

1. To develop a sense of social responsibility among students toward its nation and society as a whole.
2. To inculcate the team spirit among the students.
3. To enhance leadership qualities.
4. To improve the physical and mental strength.

**Context:** The moto of National Service Unit is "Not me but You". College responsibility and duty is not just to educate or literate the student of a nation. College is a platform where we can develop a sense of social responsibility among students toward its nation and society as a whole. In this context every year college conducts the NSS camp at Kawdas, Hingna, Nagpur for creating the social awareness of various schemes and activities promoted by the Government of India/Maharashtra.

**Practice:** There are various activities conducted in these 7 days such as tree plantation, shram dann, gram swatchta abhiyan, sickle cell camp with the help of PHC, Raipur, cultural activities etc.

The activity starts early in the morning by performing the Yoga by the students.

Then the students do the shramdan for the Gram Swatchta Abhiyan by cleaning the village streets and the drainage system.

Through the cultural activities by performing skits, our students creates the social awareness among the villagers in evening like Beti Bacho and Beti Padho, Andhashraddha Nirmulan,vyasanmukti etc.

Students create the awareness of skill development among the villagers and create the Computer literacy by giving guidance to the primary class students of the village.

#### **Evidence of Success:**

1. Villagers are very much aware about the cleanliness and they try to follow Gram Swachhata Scheme in their village.
2. Students of the primary school are now aware of basics of computer fundamentals.
3. Few sickle cell positive cases are found in the camp who was guided by the PHC, Raipur to take corrective measures to avoid further complications.
4. Villagers are also aware about the various schemes of Government like Beti Bacho and Beti Padho, Andhashraddha Nirmulan,vyasanmukti etc.

#### **Impact of Practice:**

1. This camp creates the team spirit, leadership quality among the students.
2. The villagers were overwhelmed by the activities conducted by the NSS unit and they support us for the conduction of activities in the village.

### **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:**

Main aim of College establishment is women empowerment of the rural area. The college is working for the betterment of the girl students through education.

Most of the parents in rural area are economically weak, so they generally stop the education of girls after 12th. Hence to educate and motivate them to study further; we have started the “Adhar Yojana”(Scholarship scheme). Every year many students are getting the benefit of this Yojana.

In rural area parents are not educated enough to understand the importance of education. So they are not in the mind set of educating girls. Our admission counselors personally visit their home and convince them about importance of girl’s education and motivate them to educate their girl child.

Few students get married during their graduation. These students then want to discontinue their education

after marriage. So the college through teacher-guardian scheme helps and convinces the students to complete their education. Some of the married students also took the position among the top ten students of the college.

Our college is offering the bachelor of computer application course. The students from arts, commerce and science background enroll for this course. The students of arts and commerce background find it difficult to cope up with the course. So we have designed a Bridge Course for such students to help them to understand the concepts of computers and make their basic fundamental strong.

Most of the students who get admitted to college are from vernacular medium. Their schooling is done in Marathi medium. So to enhance their fluency in English and presentation skills, we have included Soft skill and Personality development program as co-curricular activity in college.

Apart from only educating them, we also strive to inculcate the value system in students like ethics, social responsibility and national integrity through various sports, cultural events and NSS unit.

All the teaching and non-teaching staff is working hard for the betterment of the students. After finishing the college, we are attached with the students through the whatAspp group and guide them for higher studies and placement drive.

## 5. CONCLUSION

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### **Additional Information :**

We are fortunate and excited to submit the SSR (self study report) of our college and look forward to accreditation first cycle of NAAC for quality education of UG programme. The self-study report has been prepared by our college according to the guidelines of NAAC with utmost authenticity and sincerity to the best of our knowledge and belief. The institution is run by ABGVS, Nagpur, which is founded by Dr. Sachin Bogawar, a great visionary. He firmly believes that only education can bring the social revolution to the poor and neglected section of the society. With this determination he established the institution for woman in rural area of Nagpur which is surrounded by poor society to uplift the girls. The college provides healthy and competitive environment for making students valuable to the society and develop their self confidence to meet the challenges of new era. The college made remarkable progress in terms of infrastructure and learning resources to keep in pace with the technological changes in education. The college makes every effort to cater to the needs of the majority of girl students who come from financially weak and educationally deprived families to get a high-quality education.

### **Concluding Remarks :**

All the 7 criteria's of SSR required for NAAC accreditation has been describe in detail with required documents and information to justify our work. We have tried to provide all the minute detail with the information available to us in the SSR which is submitted by our college. All sincere efforts have been taken by our IQAC team, faculty members, admin staff and non teaching staff while preparing the SSR report. We are looking forward for satisfied interaction with the esteemed NAAC peer team to recognize our college and accredit with a grade that is deserved by us.