

2019-20
Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is designed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur to which this institution is affiliated. Naturally we follow the syllabi prescribed by it in all the subjects. Ensuring effective curriculum delivery through a well planned and documented process is the primary concern of the institution for which the following initiatives are taken:-

1. An informal staff meeting is convened by the Principal in the beginning of every academic year to devise strategies for effective implementation of the curriculum. An academic calendar of the college is prepared in accordance with one given by the university. Workload is distributed among teachers as per the existing norms and time table for the year is prepared.
2. Every teacher devotes some teaching periods to appraise the students about the syllabus, unitization, distribution of marks, question paper pattern, etc. in the beginning of every academic year before starting actual teaching work.
3. The Principal ensures that the teachers prepare annual teaching plan, maintain a daily diary and strictly adhere to the academic calendar prepared by the Institution and curriculum is completed well within time.
4. Audio-visual aids are frequently used in the classroom and library for making the teaching learning activity interesting and student friendly.
5. Periodic tests are conducted, assignments are given and viva-voce are taken to assess student's progress.
6. Working hours lost due to commemorative and other programs held in the college are compensated.
7. Quality reading material is provided to students besides books recommended by the university.
8. Tutorials for batches of 20 students are regularly conducted in the subject Compulsory English so that every student gets individual attention.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
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1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
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1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year-2018-19

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A.	01	---	---	---	---
M.A.(Marathi)	---	02	---	---	---
M.A.(Sociology)	---	---	---	---	---

Already adopted (mention the year) – 2016-17

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	---	---

1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year- 2019-20					
Value added courses		Date of introduction		Number of students enrolled	
Environmental studies		27/02/2007		?	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
B.A. (Geography)			?		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Both UG and PG student are given feedback forms and are asked to submit them before the start of their university examinations. We select 10 percent of the current students and 05 percent of alumni and parents randomly for this purpose. All the necessary aspects such as syllabus, teaching method, reading material, evaluation methods, teachers' punctuality and their knowledge, academic facilities, infrastructure, sports and other facilities, extra-curricular activities, prizes and awards, grievance redressal method, students' security, quality of administrative services, career guidance and counselling, discipline, cleanliness, first-aid, and teacher-student interaction are covered so that the feedback received from the stakeholders would help us improve wherever required. Different yardsticks are used for responses to different questions. Generally the feedback is sought on a 05 point scale from 01 to 05 ranging between very good and very poor (1= Very Good, 02= Good, 03= Satisfactory, 04= Poor, 05= Very Poor) put into the numerical form for analysis. The feedback received from the stakeholders is then analyzed, and averages and percentages of various criteria are calculated. The strengths and weaknesses pointed out by the stakeholders are reassessed. The future action is then decided accordingly.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1.1 Demand Ratio during the year					
Name of the Programme		Number of seats available		Number of applications received	Students Enrolled
B.A.		120			
M.A. (Mar)		80			
M.A. (Soc)		80			
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2019- 20	158	116	09	02	01
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2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
09	08	03	02	---	03

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is very much available in the college. It has been there for years now. We used to call it Tutor-Ward system wherein a teacher was given the responsibility of some students and was asked to try and sort out their academic problems through pep talk and personal guidance outside the classroom. The number of students admitted the college was divided the number of teachers so that every student got attention and no teacher felt over burdened. The attendance of the students was also monitored and students who had difficulties in attending the classes regularly because of poverty were given time according to their convenience. The teachers would then and even now pay admission and examination fees of such students. The same system is being introduced now as the Mentoring system. Under this system, every student studying in the college has a full-time teacher as their mentor. We have a special time slot reserved for mentoring purpose in the time table. The mentor-mentee lists are displayed on the college notice board at the beginning of the academic session. Students are informed about this system being in place there which they can avail of. The mentors are given the responsibility to ensure regular attendance, academic progress and psychological wellbeing of their mentees. They provide primary counselling to those who need it and advise them to go for professional counselling, if required. The mentors take into consideration educational background and socio-economic status of the mentee before guiding him/her. They also maintain a register to record of their mentees. Both formal and informal means of mentoring are used. The mentoring system, apart from its formal part, is a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
274	11	1:25

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year 2018-19

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph. D
B.A.- 09	B.A.- 09	Nil	Nil	09
M.A. (Mar) - 01	M.A. (Mar) - 01	Nil	01	--
M.A. (Soc) - 01	M.A. (Soc) - 01	Nil	01	01

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level,	Designation	Name of the award, fellowship, received from Government or
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	national level, international level		recognized bodies
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2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year- 2019-20

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	---	B.A.-Semester- I		15.12.2020
	---	B.A.-Semester- III		14.12.2020
	---	B.A.-Semester- V		20.11.2020
	---	B.A.-Semester- II		17.10.2020
	---	B.A.-Semester- IV		17.10.2020
	---	B.A.-Semester- VI		23.11.2020
M.A.-Mar.	---	M.A.-Semester- I		20.12.2019
	---	M.A.-Semester- III		20.12.2019
	---	M.A.-Semester- II		02.09.2020
	---	M.A.-Semester- IV		NA
M.A.-Soc.	---	M.A.-Semester- I		23.12.2020
	---	M.A.-Semester- III		20.12.2020
	---	M.A.-Semester- II		02.09.2020
	---	M.A.-Semester- IV		NA

2.5.2 Reforms initiated on continuous internal evaluation (CIE) system at the institutional level (250 words)

The college persisted with the traditional evaluation methods of conducting oral tests during the class, unit tests and prelims at the end of the academic year before the university examinations besides giving the students home assignments as parts of Continuous Internal Evaluation. Their performance is recorded at every stage and corrective measures are suggested. The students are divided into groups and are made to discuss certain problems. They are also encouraged to ask questions inside as well as outside the class so that their difficulties are sorted out and they are benefitted in the final examinations. Special care is taken when it comes to objective type questions. Question papers of university examinations conducted in the past are preserved in the college library and every teacher makes use of them for guiding the students. Questions banks are prepared on the basis of these question papers which the students find quite handy.

2.5.3 Academic calendar prepared and adhered for conduct of examination and other related matters (250 word)

The college prepared the academic calendar at the beginning of the year and displayed it on the college notice board for information of the aspiring students of the academic session 2018-19. The tentative dates of unit tests, curricular as well as co-curricular activities, inter class sports tournaments, university examination dates, holidays and vacations, etc. were mentioned in it. The subject-wise teaching plan was designed and followed accordingly. The courses were completed to the satisfaction of the students in due time so that the students got time for preparing themselves for the university examinations.

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 in website of the institution

(to provide the web link)
<http://www.bswmm.in/programme-outcomes/>

2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
---	B.A. Semester-5 th	43 (25)	10 (12) *	23.26 (48.00)
---	B.A. Semester-6 th	41	13	31.71
---	M.A. Semester-3 rd (Mar)	14	12	85.71
---	M.A. Semester-4 th (Mar)	14	11	78.57
---	M.A. Semester-3 rd (Soc)	31	31	100.00
---	M.A. Semester-4 th (Soc)	30	29	96.66

2.7 Student Satisfaction Survey
 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)
 Not Done

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students Research Projects (other than compulsory by the College)	---	---	---	---
International Projects	---	---	---	---
Any other (Specify)	---	---	---	---
Total	---	---	---	---

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
---	---	---	---	---	---	---

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	03	01	10	01
Presented papers	---	---	01	---
Resource Persons	---	---	---	---

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Green Drive (Plantation)	Students of Environmental Studies & NSS Unit	09	38
Environmental Awareness Day	College Students & Staff	09	38
Celebration of Independence Day	College Students & Staff	09	37
Celebration of Republic Day	College Students & Staff	09	95

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
---	---	---	---

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
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Swachh Bharat Abhiyan	NSS Unit & Gram Panchayat Sonpur (Aadasa)	Gram Swachhata Abhiyan	01	31
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3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
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3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
---	---	---	---	---

3.5.3 Mo Us signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of Mo U signed	Purpose and Activities	Number of students/teachers participated under Mo Us

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	4.225 Acres	--
Classrooms	06	--
Laboratories	01 (Geo)	--
Seminar Halls	02	--
Classrooms with LCD facilities	02	--
Classrooms with Wi-Fi/ LAN	--	--
Seminar halls with ICT facilities	02	--
Video Centre	--	--
No. of important equipments purchased (≥ 1-0 in Lac) during the current year.	22 Computers (including laptops), Xerox Machine, Smart Board, Inverter, Three-Phase Generator, Biometric Machine A set of 4 CCTV cameras, 1 Net router, 2 air coolers, Battery charger for Three-Phase Generator	--

Value of the equipment purchased during the year (Rs. in Lac)	--	--
Others	16-Station Multi Gym, 2 Book Racks, Up gradation of drinking water arrangement, Various cabins, Cabling for Internet network, Fencing around the campus	

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBMAN	Partially	Old	2012

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3856	586441	301	74739	4157	661140
Reference Books	339	98704	18	4392	357	103096
e-Books	--	--	--	--	--	--
Journals	08	39000	--	--	08	39000
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Library automation	--	--	Yes	--	--	--
Weeding (Hard & Soft)	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	22	12	LAN	--	--	02	07	05-20 (MBPS)	01
Added	--	--	--	--	--	--	--	--	--
Total	22	12	LAN	--	--	02	07	05-20 (MBPS)	01
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
05 – 20 (MBPS)									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
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4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
---		---			---		---		
4.4 Maintenance of Campus Infrastructure									
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year									
Assigned budget on academic facilities		Expenditure incurred on maintenance of academic facilities			Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities		
---		---			---		---		
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)									
<p>The institution does have a crystal clear policy for maintaining physical, academic and support facilities. Although ours is a small unit with very limited resources, we have made it a point to maintain our facilities in the best possible condition. Even a round of the campus is enough to know which part or facility needs attention. On noticing any discrepancy, the Principal is informed about it immediately. Most of the times it's done so informally that we don't even realize it till it's over. On being informed, the Principal reassesses the situation, and depending on the expected expenses he decides whether the matter is in his jurisdiction or needs Local Management Committee's approval. Local expertise is explored for minor repairs of wooden furniture, electrical appliances and plumbing work. For major ones, the experts are to be summoned from Nagpur. The classrooms, library, Geography laboratory, urinals and the entire college campus are kept neat and clean by the peons of the college. The NSS unit and the Clean and Green Campus Committee also play their role in maintaining cleanliness of the premises. Optimum utilization of the infrastructure</p>									

and facilities available is ensured.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	---	---	---
Financial support from other sources			
a) National	?	?	?
b) International	---	---	---

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga	1st July 2018 to 15 th Oct. 2018	76 (B.A. – I)	College
Meditation	1 st Dec. 2018 to 28 th Feb. 2019	46 (B.A. – II)	College
Soft Skill Development	1 st Dec. 2018 to 28 th Feb. 2019	43 (B.A. – III)	College
Personal Counselling/Mentoring	1st July 2018 to 30th April 2019	268	College

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Career Guidance and Counselling	146	146	--	--

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
02	02	?

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
---	---	---	Sanjuba High School, Nagpur	---	01
---	---	---	Indira Gandhi Arts & Commerce College, Kalmeshwar	---	01
---	---	---	V. N. Govt. Inst. Of Arts & Social Science, Nagpur	---	01

5.2.2 Student progression to higher education in percentage during the year: **25.56**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	23 (Marathi-23)	B.A.	---	Home Institution	M.A. (Mar)

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	01	49000444
SET	--	--
SLET	--	--
GATE	--	--
GMAT	--	--
CAT	--	--
GRE	--	--
TOFEL	--	--
Civil Services	--	--
State Government Services	--	--
Any Other	--	--

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Tug-Of War	Intramural	College Students
Cricket		

Volley-Ball		
Kabaddi		
Shot-Put		
Long-Jump		
50 Mts Run		
Recreational Activity		
Annual Cultural Programme		

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)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
	---	---	---	---	--	---
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5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A formal Students' Council is formed in the college if there is a circular issued by the university to that effect. Otherwise senior students of the college get together and form a body which also gives representation to newcomers. There is a students' representative almost on every important academic and administrative committee. Even alumni are given the opportunity to represent their lot on an important committee like IQAC. Meeting notices are issued to them also. They are encouraged to express their views candidly in front of the elders. Their suggestions are accepted and implemented too if there is merit and they are practically feasible. The energy of the youth is fully utilized and they are given the responsibility of organizing all the programmes conducted in the college including Bar. Sheshrao Wankhede Commemorative week with teachers playing the supervisor's role. We have been doing this for years despite girls' majority in the admitted students. Following are some of the activities organized primarily by the students:-

Cultural Activities:

- Celebration of Teacher's Day to mark the birth anniversary of Dr. S. Radhakrishnan on 5th September 2018
- Celebration of Birth Anniversary of Mahatma Gandhi on 2nd October 2018 in the college.
- Celebration of National Youth Day on 12th January 2019
- Organization of the *Bar. Sheshrao Wankhede Commemorative Week* from 23rd to 30th January 2019
- Celebration of the *Marathi Bhasha Diwas* on 27th February 2019
- Celebration of *Vasanta Panchami*

Sports Activities:

- Celebration of National Sports Day on 29th August 2018
- Organization of Intramural Sports Competitions in the college from 23rd to 27th January 2019

Other Activities:

- *Shramdaan* for 60 minutes once every week under N.S.S.

- Participation in cleanliness drive in and outside the campus
- Participation in tree plantation
- Organization of Alumni Meet
- Participation in meetings of various committees

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Active participation of the alumni in college activities is a plus point of the college. The students who passed from the college more than a decade ago rush back to it at the shortest notice, and are ready to help out the current lot of students. Mohpa is a small place in Nagpur district to which frequency of public conveyance is limited. Most of the boys choosing other professions than farming and grocer's, move to nearby tehsil and district places after graduation or post graduation. Most of the girls are married off even before completion of their graduation and leave Mohpa. All these are always keen to come back to college and revive memories of their golden days. Very few of them finally succeed in attending the Alumni Meet organized towards the end of every academic year, is a different matter. The local alumni always respond positively to the calls from the college and see to it that the esteem of the college is maintained in the eyes of one and all. Since financial crisis is a regular feature of the college, the alumni are appealed for assistance and they have never let us down. The spirit shown by the alumni every time and their sense of responsibility towards the society deserves appreciable. The teachers also take pride in shaping such responsible citizens.

The Alumni Meet for the Academic Session 2018-19 was held on 8th February 2019 between 10.30 a.m. and 12.30 p.m. in the college. Dr. Nalini Dhobale brought a big globe and seven geographical charts worth Rs 7000/- approximately to donate to the Department of Geography and the IQAC Coordinator Dr. Ajiet Jachak returned this favor on behalf of the college by giving them a copy of *Step up II: Improve your English*-a book authored by him.

5.4.2 No. of registered enrolled Alumni:

166

5.4.3 Alumni contribution during the year (in Rupees) :

Rs.7000/- approximately (in the form of a big globe & seven geographical charts)

5.4.4 Meetings/activities organized by Alumni Association :

One Annual Meet of the Alumni Association on 08/02/2019

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Various committees are formed under the supervision of IQAC comprising representatives of stakeholders of the college to coordinate important curricular and co-curricular activities in the college. The committees although are headed by the Principal and the IQAC Coordinator as an ex-officio member of them, are free to chalk out their own programmes and schedules for curricular and co-curricular activities keeping in view the overall development of the college as well as the vision and mission of it.
2. College Development Committee is formed with representations of major stakeholders of the college to coordinate important administrative activities. The Chairman of the CDC is at the helm of affairs but has delegated enough powers to the Principal and various subcommittees to take decisions in the interest of the institute and its stakeholders.

<p>6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:</p>
<p>Partial Partially computerized office and library</p>
<p>6.2 Strategy Development and Deployment</p>
<p>6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):</p>
<p>❖ Curriculum Development :</p> <p>We do not design any curriculum for our students as our institute is affiliated to RTM Nagpur University, Nagpur. We follow the curriculum prepared and prescribed by the university. The institution contributes towards the curriculum development indirectly through a couple of our faculty members working as members of Board of Studies in their respective subjects. The faculty members adopt various means to make the given curriculum interesting to the learners. In that sense they try to adopt the prescribed curriculum to the needs and interests of the students to the highest extent possible.</p>
<p>❖ Teaching and Learning:</p> <p>Every teaching faculty is encouraged and supported to undertake efficient and effective teaching learning approaches. They are supposed to update themselves through training programmes, workshops, seminars, etc.</p> <p>The faculties mainly focus on:</p> <ul style="list-style-type: none"> - Semester-wise teaching plan and execution of it - Strengthening the ICT enabled teaching and learning - PPT presentation for every subject - Use of library for reference books, journals and periodicals <p>Besides this, classroom interaction, group discussion, debate, quiz, viva-voce are also conducted as well as home assignments are given to students to make the teaching-learning activity more effective.</p>
<p>❖ Examination and Evaluation:</p> <p>Examination and evaluation is primarily the responsibility of the university to which the college is affiliated. The university prepares time tables for various examinations, allot examination centres, appoints officers and subordinate staff for conducting theory, practical and internal examinations, and then appoints examinees, decides evaluation centres and methods of evaluation and finally declares results in the stipulated time. The college on its part takes unit tests and prelims besides holding classroom interaction, group discussion, debate, quiz, viva-voce to ensure that students are fully prepared for university examinations.</p>
<p>❖ Research and Development:</p> <p>The institution always motivates and encourages faculty members of all departments to indulge in research activities. We even have a committee which promotes and looks after teachers' participation in Local, National and International conferences, seminars, workshops, etc. as well as publishing research papers. Accordingly the department of Political Science and the department of Geography organized a National Level Conference</p>

each. The teaching faculties are also encouraged to go research projects.

❖ **Library, ICT and Physical Infrastructure / Instrumentation:**

The library is regularly updated and upgraded both in terms of its ICT-enabled functioning and computerization. There are enough ICT facilities in the college which the students can avail. Reference books are added to the library stock every year. This year books of various subjects worth Rs. 35941/- were purchased. The institution started working on the project of developing a garden of medicinal plants in the landfill just behind the college building. The infrastructure is well maintained.

❖ **Human Resource Management:**

The institution has limited human resources who have to take care of various kinds of works and responsibilities. Still the institution ensures that the available human resources are well qualified, and follow ethical and friendly ways of working on the campus. It also tries to make optimum use of these resources by engaging them in multiple roles, providing a conducive environment and supportive work-culture. The institution has asked each faculty to fill up and submit API form at the end of the every academic year and it also maintains the service books of the staff.

❖ **Industry Interaction / Collaboration:**

The N.S.S. unit of the college & Gram Panchayat Sonpur (Aadasa) conducted Gram Swachhata Abhiyan , where in 31volunteers along with 01 teacher participated.

❖ **Admission of Students :**

The admission process is fully transparent and students are admitted by a committee specially constituted for this purpose on the first come first served basis adhering strictly to the norms laid down by the university and the Government of Maharashtra. All the necessary information about the courses available in the college, eligibility criteria, fees structure, scholarships and free-ships available, teaching faculties, sports and other facilities, etc. is published through our college prospectus along with the admission form. Moreover, taking the rural background of the students in consideration, students are supported through counselling and other required assistance throughout the admission process.

6.2.2 : Implementation of e-governance in areas of operations:

❖ **Planning and Development:**

❖ **Administration**

❖ **Finance and Accounts**

Partially computerized office and accounts section

❖ **Student Admission and Support**

Maintaining students' database through MS Office. Maintaining

❖ **Examination**

Around ninety percent of the examination work is done online. Right from submission of exam forms to receipt of control sheets and question papers to declaration of results and generation of mark lists everything is done online.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year 2018-19					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
---	---	---	---	---	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year 2018-19					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from- to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
---	---	---	---	---	---
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year 2018-19					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
---		----		----	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
---		---	---		02
6.3.5 Welfare schemes for					
Teaching		Group Insurance Scheme(M.S.), MESE's Credit & Thrift Fund Society Ltd., Mohpa			
Non teaching		Group Insurance Scheme(M.S.), MESE's Credit & Thrift Fund Society Ltd., Mohpa			
Students		Students' Welfare fund			
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)					
The institution conducts internal financial audit regularly. Ratan Chandak & Co., Nagpur is our registered auditor. The audited statements are submitted regularly to the government.					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					
Name of the non government funding agencies/ individuals			Funds/ Grants received in Rs.		Purpose
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6.4.2 Total corpus fund generated: 00					

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	Yes	IQAC
Administrative	No	---	Yes	CDC

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

The institution does have a nascent Parent-Teacher Association established in the year 2014-15. The parents are mostly peasants with limited education. Majority of them are daily wages workers. However, teachers keep regular contact with parents and try to involve them in the monitoring education of their wards. The sports department of the institution specially takes undertaking from the students duly signed by their parents before their participation in any tournament every academic year. The Parent-Teacher Association has agreed to meet formally once every year. This year the said Meet was organized in the college on 09/03/2019 and the following things were agreed upon:-

- Providing valuable suggestions for development of the institution
- Suggesting corrective measures wherever required
- Becoming a bridge between their wards and the institute

6.5.3 Development programmes for support staff (at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three)

- Initiated Permanent Affiliation process and got the same awarded by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in 08/10/2009
- Initiated 2 (f) & 12 (B) registration process and got the college registered under the same with the U.G.C. in 07/05/2010
- Organized National Level Seminar and Conferences
- Encouraged teachers for research activities

6.5.5

- a. Submission of Data for AISHE portal : (Yes)
- b. Participation in NIRF : (No)
- c. ISO Certification : (No)
- d. NBA or any other quality audit : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--- --to-----)	Number of participants
2018-19	Dental Health Check up Camp	06/02/2019	06/02/2019	369

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities						
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)						
Title of the programme		Period (from-to)		Participants		
				Female	Male	
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7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
1. Installation of LED lights on college main gate 2. Plantation Drive was observed in the campus by planting saplings of various types of medicinal plants.						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			No		--	
Provision for lift			No		--	
Ramp/ Rails			No		--	
Braille Software/facilities			No		--	
Rest Rooms			No		--	
Scribes for examination			Yes		On justified demand	
Special skill development for differently abled students			No		--	
Any other similar facility			No		--	
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year 2018-19						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	01	01	03/02/2019	Gram Swachhata Abhiyan	01	31 Students +01 Teachers
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
U.G.C. Regulation		30/06/2010		Being implemented		
7.1.6 Activities conducted for promotion of universal Values and Ethics						

Activity	Duration (from-----to-----)	Number of participants
Celebration of Environment Day	08.00 a.m. to 09.00 a.m.	38
Celebration of Teacher's day	10.00 a.m. to 11.30 a.m.	54
Celebration of Martyr's Day	11.00 a.m. to 02.00 p.m.	159

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Replaced considerable number of energy consuming tube-lights with LED bulbs
- Plantation of medicinal saplings
- Maintenance of the garden with utmost care
- Organized tree plantation programmes for campus beautification
- Installed Dustbins for waste in the laboratory, classrooms, library, college office and strengthened the waste management by calling the Ghanta Gadi of Nagar Parishad, Mohpa

7.2 Best Practices

Describe at least two institutional best practices
 Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Best Practice I

1. Title of the Practice- Book Bank

(A) Goal:

The institution has developed a book bank for students preparing for competitive examinations such as MPSC, UPSC, Railway Recruitment, Police Recruitment, Bank Recruitment, etc.

(B) Objectives:

1. To encourage students to go for competitive examinations
2. To instil competitive spirit in the students ready to go for it
3. To try to provide maximum practice material to such students
4. To give equal opportunity to the current and former students to prepare themselves
5. To motivate the learners
6. To expose the students to a variety of books

(C) The Context:

The students coming from rural background are generally found wanting in knowledge of number of avenues open to them after graduation, number of competitive examinations, pattern of question papers, timing of such examinations, submission of form, etc. Keeping all this in view, the institution tries to give opportunity to students to build their careers.

(D) Practice:

The institution runs a Career Guidance & Counselling Cell (**free of cost**) for students preparing for competitive examinations where the aptitude test, arithmetical equations,

reasoning and many more relevant concepts are taught after the regular teaching classes are over. A circular is displayed on the college notice board and is taken to each class for the information of general students. A word is spread through mouth publicity so that interested ones can enrol themselves for the classes conducted by Dr. Alka A. Thodge.

The book bank is a concept primarily for those who cannot afford to purchase books for self study. The college librarian Dr. Dhananjay W. Deote prepares a list of books available in the library and useful for competitive examinations such as MPSC, UPSC, Recruitment in Railways, Police department, Banks, etc. The students can retain the books issued to them for a period of two to four months for personal study.

(E) Problems encountered and resources required:

The practice is unique in nature. The institution wishes to increase the number of books to be included in the book bank facility but it's not always possible due to financial limitations. The institution is on the lookout for some donors as well as it's trying hard to increase its resources.

(F) Contact Details:

Dr. Alka A. Thodge Mobile No. 8805428554 E-Mail- thodgea@yahoo.in	Dr. Dhananjay W. Deote Mobile No. 9764095604 E-Mail ddeote@gmail.com
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Best Practice II

Title of the Practice: Garden of Medicinal Plants

(A) Goal:

The institution has developing a garden of medicinal plants taking into consideration the curative value of plants and the ill effects of heavy doses of antibiotics even in minor ailments.

(B) Objectives:

- To spread awareness of the value of medicinal plants
- To inculcate the habit of use of green medicine instead of antibiotics and steroids
- To extend immediate relief/first-aid to the injured
- To propagate the significance of medicinal plants in day to day life
- To keep it open for one and all

(C) The Context:-

The institution is situated in rural area where not many medical facilities are available at the primary health centre immediately. The institution wishes to develop first aid facility by providing extracts from medicinal plants. Gradually the knowledge will be spread in the locality.

(D) Practice:-

The institution has its own campus where a special lay-out is designated for the garden to grow medicinal plants. The Green and Clean Campus Committee supported by the entire staff and students looks after the maintenance of the garden.

To begin with the following varieties of plants were planted:- Haladi (Turmeric), Tulsi (), Korfad (Cactus), Jaswand (Hibiscus) and Kadhi Patta (). The neem plants keep the air around the campus clean and purified. Its leaves are also useful.

(E) Problems encountered and Resources required:-

The quality of the soil in our garden is not conducive to the growth of most of the plants. Moreover the urchins, unwanted social elements as well as the cattle have easy access to the garden area for want of fencing and a gate resulting into our efforts not yielding the desired results. We will have to put in a lot of hard work and immaculate planning to see the garden prosper.

(F)

Contact Details:

Dr. Alka A. Thodge Mobile No. 8805428554 E-Mail- thodgea@yahoo.in	Dr. Dhananjay W. Deote Mobile No. 9764095604 E-Mail ddeote@gmail.com
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7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the **Weblink** of the institution in not more than 500 words

The institution has been maintaining its distinctiveness by felicitating the meritorious students from the Board Examinations of SSC and HSSC at a grand function organized on the occasion of Bar. Sheshrao Wankhede Smruti Din (Death Anniversary) which coincides with the Martyr's day celebrated on 30th January- the biggest function of the year organized on college campus. The institution takes great pride in felicitating them with handsome cash prizes along with mementoes and certificates at the hands of Hon'ble Mrs. Kunda Vijayakar, President, Mohpa Education Society and the Chief Guest. These students are accompanied by their parents and heads of the institution to the stage and they are also honoured.

8. Future Plans of action for next academic year (500 words)

The institution has best review practice every year during last month of academic calendar year where every aspect educational, cultural, sports, library, laboratory is covered.

- The institution is planning to develop the sport field for hand ball and volley ball for the next academic year.
- The competitive exam books to increase in their sufficient number of copies is a target, and also more of the students should get involved and gets benefit of this practice.
- The focus is to develop e- resources; more no class room should have projectors to set where teaching learning should be effective.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
