



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **VILLAGE UPLIFT SOCIETY'S ANNASAHEB GUNDEWAR COLLEGE**

**GUNDEWAR MARG, CHHAONI, KATOL ROAD, NAGPUR  
440013**

**[www.gundewarcollege.com](http://www.gundewarcollege.com)**

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**June 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Annasaheb Gundewar College an academic institution of Village Uplift Society was founded by Karmveer Dadasaheb Kannamwar, Ex Chief Minister of Maharashtra and Loknete Annasaheb Gundewar.

Once started with a handful of students and noble cause of imparting qualitative education through the under privilege and meritorious students of rural areas, college today has more than 1800 students streams like Commerce, Arts, BBA, B.Com. (Computer Application), M.Com., Short Term courses and Career orientation courses with Y.C.M.O.U. Study Centre for B.Com., B.A. & M.B.A. courses catering to the various academic needs of the students.

Today college is known for its vibrant academics ambience, superb infrastructure and qualified faculty. It has a number of achievements in academic, sports, NSS, NCC, extra and co-curricular activities, cultural activities and social development programmes.

### **Type of the Institution:**

Grant-in-Aid, affiliated to R.T.M. Nagpur University, Co-education & Regular Shift and UGC Recognition 2f & 12b

### **Objectives:**

To impart professional education to aspiring students, minority students and students of remote rural and semi urban areas at affordable cost.

To provide state of art, infrastructure for teaching and research, innovative courses, cutting edge, technological aid and qualified faculty for insuring all round development of the students.

To build human capital with strong character in a diverse and multi cultural college environment as per the social needs and employment market trends.

To develop professional competence, human character with social responsibilities and values among the students.

With the focus on professional placement, competence educational standards we aim to ensure- all our students develop the range of personnel and professional skills require to succeed in their professional careers.

## **Location**

Annasaheb Gundewar Marg, Katol Road, Chhaoni, Nagpur

The college is 3 km away from Zero Mile, the centre of India.

Location Map link <file:///C:/Users/ABC/Downloads/Location%20A%20G%20College.pdf>



## **Vision**

To impart theory, professional, applied knowledge and skill to students and provide best possible facilities to educate them as globally competent to cope with rapidly changing technological world.

## **Mission**

Annasaheb Gundewar College to mould the students into better individuals, efforts are being taken to transform students to contribute constructively towards National goals by having a faith on the values secularism, national integration & social commitment.

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

### Institutional Strength

- Self financed courses & programmes
- Qualified, experienced teaching and Non Teaching staff.
- NCC Open Unit, active and awarded beat unit of N.S.S.
- Well equipped computer lab and Library with UGC NRC centre reprographic facility.
- Well known and preferred college in the area.
- Decentralization of administration & management through various committees, cells and departments.
- Excellent sports & Physical Education facilities. Three wooden badminton courts, gymnasiums, yoga (gents & ladies), Skating Rink, basket ball court, base ball court etc.
- Merit positions in R.T.M Nagpur University.
- Active employment guidance & placement cell.
- College is situated at the backside of 'Rajbhavan'. Hence, advantage of Bio-diversity park of Rajbhavan.

### Institutional Weakness

- Socio-economic family background of students.
- ICT facilities in classroom.
- Students disinterest in academics, co-curricular and extracurricular activities.
- Dedication and devotion of teaching staff.
- Least interest of passed out students regarding students' progression.
- Lack of general awareness of student's communication & presentation skills, smart work.

### Institutional Opportunity

- Extension, sports activities with incentive works.
- Publication of Drishtikshep college Annual magazine.
- Various Guest lectures, industrial & field visits. Cultural & sports activities.
- To participate in co-curricular, extra-curricular activities.
- Feedback system available for students, alumni & parents'.
- N S S regular camp at Rajbhavan.

### Institutional Challenge

- To improve the rate of Alumni support.

- To motivate students to participate in extra co-curricular & research oriented activities.
- To improve reading habits of teaching staff & students.
- Establishment of research Centre

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Annasaheb Gundewar College is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, Maharashtra. It follows the University prescribed curriculum in an effective way through Planning and documented process, according to academic planning of the University. The annual academic calendar for the institute is prepared mentioning specific available dates for all the significant activities to ensure balance between teaching learning process and continuous assessment. Apart from routine teaching, students are motivated to attend Seminar, Workshops, Special lectures, group discussions, projects, tours, visits and field trips, Class tests and pre-semester tests are used as tools of evaluation to raise their grades. Teaching faculty attend orientation/refresher course, workshops, present paper at conferences and publications for effective delivery of the syllabus.

Affirmative action training of TCS is conducted to impart transferable and employable skills to employable youths is a value added course conducted in collaboration with TCS.

### Teaching-learning and Evaluation

Students enroll from varied sections of society; hence the level of competency differs. Accordingly each department segregates them into slow and advanced learners and special efforts are taken to bridge the level. Slow learners are given revision of teaching, remedial coaching and class tests where as advanced learners are motivated to attend guest lectures, seminars and conferences. Student centric methods such as experiential learning, participative learning and problem solving are used for enhancing learning experiences.

Visits to industry, exhibition and legislative assembly is a form of experiential learning, community survey, organization of activities, earn while learn scheme, rally, awareness programmes are a form of participative learning.

Organizing events like teachers day, birth & death anniversaries of legends, to let know students the problems encountered and solution applied is a form of problem solving method.

Evaluation is carried out externally and internally by Rashtrasant Tukadoji Maharaj Nagpur University and the institution respectively.

The external exams are conducted as per the norms laid by University in a systematic manner.

The institute works for internal exams under examination committee of the institute. It has a pre-semester written examination for continuous internal evaluation. Class test, open book test and viva-voce are conducted by subject teachers to mark students internally. Incentive marks are considered for participation in state National and International competitions while awarding internal marks.

## Research, Innovations and Extension

“Delve” is the research journal of the institute initiated in the year 2016 to explore original combination of the faculties and to keep them involved to expedite the information and qualitative skills among the faculty members. Not only staff but also students are active in research work. The students of BBA and BCCA take up dissertation work by making computer programming and also PPT competition in which topics are research based. ‘Avishkar’ is a competition in research activity conducted by university at different levels inter collegiate, state and then nominated for national level. UGC listed journals, journals with impact factor, journals with ISSN, conference issues and edited books with ISBN at local, state, national and international offline and on-line publications. The institute has a good input of research work compared to number of teachers. Minor research projects are undertaken under economics and political science discipline.

Since last five years teachers are awarded Ph.D. and are also pursuing currently before issue of Direction No. 23 of 2018 issued on 26th November 2018, as per the Maharashtra Public University Act 2016, the college teachers were Research Guides and Research Scholars were undergoing for Ph.D. before issuance of this direction, college teacher were recognized as Ph.D. Research Guides in which Research Centre is not available.

The Department of Library and Information Science organized one day workshop on “Intellectual Property Rights” on 12th March 2019. In last five years extension activities are conducted to sensitize students on social issues and their holistic development through NSS Camp, road safety awareness, Kra Sanman Tirangyacha, Visits signature drive and workshops.

## Infrastructure and Learning Resources

The institute was established in the year 1984 by village uplift society with an intention to promote quality education to socially and economically backward classes. Addresses the social, needs, access, equity and quality.

- The college is situated at katol road on State highway behind Rajbhavan (Governor kothi) Chhaoni, Nagpur in three acres of area including college building, playground etc.
- The institute is divided in to two blocks administrative and academic has a huge playground in between. The academic block has three floor.
- The administrative block has principal’s office, administrative office and society’s office.
- Total numbers of twenty seven classrooms are shared by by both PG and UG students
- A separate computer laboratory has 65 computers.
- There are washrooms on each floor of academic block separately for girls and boys and also for staff separately.
- There is a separate girls common room with sanitary napkin vending machine with an incinerator installed.
- The academic block also has a staffroom.
- A well furnished home economics laboratory facilitate students to carry out their practical smoothly.
- A separate meeting hall is at the administrative block of the institute
- Seminar hall of the institute has seating capacity 100-120 persons with smart interactive board and LCD projector
- Library has a reprographic and Inlibnet facility apart from books, journals, magazines, periodicals and newspapers. Also has UGC NRC centre, reading rooms for students, teachers, and non teaching staff and research scholars

- The institute has an indoor sports complex, auditorium with a capacity of 700-100 peoples with a sports room attached.
- Canteen is available for staff and students.
- There is a provision of ramp in the premises and also for classrooms for specially able students.
- The NSS office is separately with the required infrastructure for the activities.
- There is a photo gallery of our founder ex Chief Minister of Maharashtra.
- The IQAC office and examination control rooms are separate.

### **Student Support and Progression**

Student's Council representation and Secretary of the institute are given responsibilities and assigned important roles in conducting activities throughout the year and raise student's issues before College Development Committee. The activities include conducting guest lectures on varied topics, Sports department conducts yoga and meditation session for the regular players. Residential camp is conducted for guidance to students appearing for competitive examination. Vocational training is imparted by organizing workshops, Campus drives are also organized. Remedial classes are conducted for students to raise their academic performance. Scholarships are granted at UG and PG level as per Government norms to the eligible students. The institute has an active Alumni association immensely interested in development of the college and contributing through various forms of donation Viz. books, notebooks, bicycles and portable projector. Sports department works wholeheartedly to motivate to the higher level of competition, specially for the students who are unaware of their potentials in sports are groomed and trained. Various cultural and sports based activities are organized at institutional level.

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

The institute is run by Village Uplift Society constituted for academic, cultural, sports and social development of rural and semi-urban students. Internal Quality Assurance Cell, College Development Committee and Principal are the major decision makers in the governance of the institution. The principle of decentralization of authority, leadership and management is followed through various committees, cells and faculty incharge. The performance appraisal system works towards appraising the teaching faculty, through completion of orientation and refresher courses within the stipulated time. Audit is conducted regularly by institute. Financial assistance is extended to the teaching faculty for attending conferences and other allied programmes. Welfare measures are taken by the institute for teaching and non-teaching staff event now and then.

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

The Parent Society and institute have strive hard to inculcate social and moral values irrespective of the gender. To keep to the objective of the institute "Education is elixir of life" "fo" k; ke` rRo e` uqrs". Girls and boys are equally provided opportunity being a co-education institute. To induce human values and professional ethics national festivals, birth and death anniversaries are celebrated. National Voter's day, Constitutional day and International Women's day are celebrated to imbibe the fundamental duties & rights of a responsible citizen. Solar System is installed form promoting renewable energy source to conserve natural resource. The best performers in academic students secured merit positions in University of NSS Camp and Sports, Cultural,

Library, Literary, NCC are felicitated for their outstanding achievements the field of respective areas. As well as in founder's day of the institute Outreaching geriatrics has proved to be an effective practice carried out by the students among the geriatrics who were totally unaware about the schemes and methods.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	VILLAGE UPLIFT SOCIETY'S ANNASAHEB GUNDEWAR COLLEGE
Address	Gundewar Marg, Chhaoni, Katol Road, Nagpur
City	Nagpur
State	Maharashtra
Pin	440013
Website	<a href="http://www.gundewarcollege.com">www.gundewarcollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Devendra Mohture	0712-2591008	9422809770	0712-2591735	annasahebgundewarcollege6@gmail.com
IQAC / CIQA coordinator	Varsha Thakre	0712-2290740	9284188976	0712-2226863	vthakre.nagpur@gmail.com

Status of the Institution	
Institution Status	Self Financing and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	28-06-1984

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

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	03-12-1993	<a href="#">View Document</a>
12B of UGC	18-05-1998	<a href="#">View Document</a>

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

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

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Gundewar Marg, Chhaoni, Katol Road, Nagpur	Urban	3	1890.453

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Commerce	36	HSSC	English + Marathi	1020	931
UG	BCom,Commerce	36	HSSC	English	360	98
UG	BBA,Commerce	36	HSSC	English	360	160
UG	BA,Arts And Humanities	36	HSSC	Marathi	1020	514
PG	MCom,Commerce	24	B.COM. BBA BCCA	English + Marathi	120	104
PG	MA,Arts And Humanities	24	ANY GRADUATE	Marathi	160	12
PG	MA,Arts And Humanities	24	ANY GRADUATE	Marathi	160	4
PG	MA,Arts And Humanities	24	ANY GRADUATE	Marathi	160	7

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				13			
Recruited	0	0	0	0	5	2	0	7	8	3	0	11
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	1	6	0	7
Yet to Recruit	0				0				1			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				15
Recruited	12	0	0	12
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	8	1	0	9
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>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	2	0	1	3	0	11
M.Phil.	0	0	0	1	1	0	2	2	0	6
PG	0	0	0	5	2	0	8	3	0	18

<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	2	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	6	0	7

<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	2	0	2
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	4	6	0	10

<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>Total</b>
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	25	0	0	0	25
	Female	113	0	0	0	113
	Others	0	0	0	0	0
UG	Male	748	5	0	0	753
	Female	950	0	0	0	950
	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	192	179	202	235
	Female	329	317	322	365
	Others	0	0	0	0
ST	Male	37	61	47	51
	Female	77	86	82	87
	Others	0	0	0	0
OBC	Male	293	320	272	315
	Female	448	521	534	531
	Others	0	0	0	0
General	Male	151	187	196	138
	Female	90	131	148	143
	Others	0	0	0	0
Others	Male	83	68	73	71
	Female	92	88	98	105
	Others	0	0	0	0
<b>Total</b>		<b>1792</b>	<b>1958</b>	<b>1974</b>	<b>2041</b>



### 3. Extended Profile

#### 3.1 Program

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

Response: 10

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

Number of programs offered year-wise for last five years

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

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2041	1974	1958	1880	1792

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

2017-18	2016-17	2015-16	2014-15	2013-14
1800	1800	1800	1800	1800

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

2017-18	2016-17	2015-16	2014-15	2013-14
231	198	174	186	179

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

2017-18	2016-17	2015-16	2014-15	2013-14
19	17	17	17	17

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

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

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

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

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 29**

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

2017-18	2016-17	2015-16	2014-15	2013-14
140.37	112.39	115.60	140.88	128.18

#### Number of computers

**Response: 65**

## 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:

Annasaheb Gundewar College is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University Nagpur, Maharashtra. It follows the University prescribed curriculum.

Academic Planning & Development Committee prepares Academic Planning for every academic year according to the University Calendar before the commencement of the academic year.

Each Department/Committee/Cell drafts its planning for the academic year and submits it to Academic Planning & Development committee. After receiving planning from respective department/committee/cell major issues are discussed in college council meeting.

Various steps which are undertaken by the institution to ensure effective syllabus delivery through a well-planned and documentation process are as follows:

The Annual Academic Calendar is prepared (before the commencement of academic year) according to the University Calendar by IQAC, mentioning specific available dates for all the significant activities to ensure proper teaching-learning process and continuous assessment and it is displayed on the students 'Notice Board' and even on College website.

At the end of the academic year, meeting is held in each department in order to discuss the course distribution for the next academic session. Syllabus is allotted on the basis of individual Professor's expertise by the Head of the Department. Every department prepares teaching plan, allocating term-wise topics to be taught.

Students are provided with the syllabus of each subject for the upcoming academic session.

Time-Table Committee prepares Time-Table of Theory & Practical classes and displayed on students 'Notice Board' and a copy of the same is kept in the Notice File in the Staff Room of Teaching Faculty and College website to conduct classes accordingly.

In addition to classroom teaching, students are encouraged to participate in seminars, workshops, special lectures, group discussions, tutorials, departmental quiz, power point presentations, projects, group assignments, term-papers, educational tour/excursions, field trips and industrial visits for effective delivery of syllabus in a proper and planned manner. Records are maintained by each concerned department and are submitted to IQAC for further documentation.

The College Library offers their professors with necessary learning resources for effective delivery of syllabus. All faculty members are provided with unique user ID and password for the access of NLIST site

which offers 80,409 e-Books and 3,828 e-journals in full text form. Library related information is well-maintained and record is submitted to IQAC for documentation.

To trace the academic performance of the students tool of evaluation like class tests and pre-semester tests are conducted regularly. Remedial/Extra classes are conducted for under performers to raise their grade. Extra efforts are taken by the teaching faculty for the students to excel in their performance by guiding them to solve old University Question Papers for practice.

To acquire necessary skills for effective delivery of the syllabus, the institution encourages teaching faculty to attend Orientation/Refresher courses, workshops, present research papers in seminars/conferences and publications at national and international level. Photo copies of the certificates of the above courses are provided to IQAC for documentation by the respective faculty.

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

**Response:** 11

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

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

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<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:** 17.24

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

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

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b>	
<b>Response: 0</b>	
1.2.1.1 How many new courses are introduced within the last five years	
File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

<b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b>	
<b>Response: 40</b>	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 4	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>

<b>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</b>				
<b>Response: 15.72</b>				
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
396	320	447	379	0

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 Various cross-cutting issues introduced and integrated by the institution is as follows:

**Gender:** The institution has a Girl Student Guidance cell and committee for Sexual Harassment at work place constituted as per 2013 Act (prevention, prohibition and Redresser Act 2013). The Girl Student Guidance cell organizes various guest lecturers on the relevant topics

**Environment and Sustainability:** Students of the 3<sup>rd</sup> & 4<sup>th</sup> semesters of B.com& BA have to study Environmental Studies as a compulsory subject. In the 4<sup>th</sup> semester viva voce is conducted and grade is awarded to the students, grade sheet is submitted to R.T.M. Nagpur University.

Nirmalya Sanklan campaign is organized on the occasion during Ganesh Visarjan (popular festival in Maharashtra) at Futala Lake. Environmental visits are organized regularly for the students to bring environmental awareness.

**Human values and professional ethics:** Department of political science organizes an examination Gandhi Vichar Dhara Pariksha in collaboration with Gandhi Research Foundation.

The subject teacher explains the importance of human values and ethics in regular classroom teaching while imparting the knowledge of regular syllabus.

Along with National Festivals, death & birth anniversaries of the personalities of National /State importance are celebrated.

Different social activities are initiated by various departments.

File Description	Document
Any Additional Information	<a href="#">View Document</a>

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years****Response: 1**

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

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships****Response: 3.33**

1.3.3.1 Number of students undertaking field projects or internships

Response: 68

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<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: B. Any 3 of the above**

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p> <p><b>B. Feedback collected, analysed and action has been taken</b></p> <p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>Response: C. Feedback collected and analysed</b></p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## 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:** 0.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	5	2	4

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:** 53.58

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

2017-18	2016-17	2015-16	2014-15	2013-14
2041	1974	1958	1880	1792

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

2017-18	2016-17	2015-16	2014-15	2013-14
3600	3600	3600	3600	3600

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:** 90.16

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

2017-18	2016-17	2015-16	2014-15	2013-14
1760	1630	1640	1553	1531

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<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:**

Our enrolled students are from different sections of the society. Their level of competence differs from student to student. Based on students' previous (marks/grades), their interest for study, their participation in departmental activities, subject knowledge help to indentify slow and advanced learners. Student's academic and overall performance is evaluated for the recognition of level of competence.

The departments of the college assess the students as per their IQ and segregate them into slow and advanced learners and special efforts are taken to bridge the level of competence.

### Initiatives for slow learners

- **Revision of Teaching:** - In case of slow learners, revision of syllabus is undertaken and Personal coaching is provided for the improvement of the students.
- **Remedial Coaching:** - To encourage slow learners regular remedial coaching is conducted for the complex portion of the syllabus.
- **Class Tests:** - Special class tests are organized to maintain the pace of the slow learner. Students are advised to review the portion and identify their weaknesses where they found weak as per class test performance.

### Initiatives for Advance learners

- **Guest Lectures:** - Experts from various fields like finance Mangers, Bank managers, Sales officers, Chartered Accountants, Persons with professional excellence are invited to interact and impart latest updates about their subjects.
- **Class Seminars:** - Advanced learners are motivated to conduct class seminars. Relevant and

important topics are selected for the seminars and students are given assignments to focus on the elaborate and pass- on the ideas to learn the difficult part of syllabus.

- **Video Lectures:** - YouTube videos and interviews of dignitaries and high profile personality are demonstrated to students for their motivation and creation of interests.
- **Career Counseling:** - Capable and employable students are trained by organizing career counseling training camps. TCS Company provides free “Affirmative Action Training” programme for the final year students of the college. Many students are benefitted from this training and selected in TCS multinational company.
- **Awards to Meritorious students:** - Our excellent and meritorious students in different fields are awarded and rewarded in annual programmes to motivate them and for the recognition of the success achieved by the students. The members of the staff had made voluntary contributions to award different prizes in the memory of esteemed social workers. This practice of felicitation improved and encouraged students for gaining more expertise.

### 2.2.2 Student - Full time teacher ratio

**Response:** 107.42

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.1

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<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:**

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

**Experiential Learning :** Institution organizes visits every year to different related industries or production units to relate the theory with practical or find a direction connection between theory and practical. Department of commerce organizes visits to different production units, producing different types of commodities to give students practical experience regarding fully automatic, semi automatic and the production process which is handled manually where plant layout, machine layout, quality control packaging and dispatching. Human Resource practices are also observed by students.

Students interact with various concerned official of the particular department of these industries and get their queries solved. Department of sociology conducts visits to museums, units working and NGO's like Anandwan, Warora Dist. Chandrapur, Students try to understand the socially deprived persons suffering with or rehabilitated from leprosy, to know the day to day problems and situations. Students observed and experienced the significance of youth workforce and how youth can bring drastic social change. Visit to Anthropological museum and Lekhamendha, helps students to understand life style, culture, art, norms of society formation of the tribes and the concept of "Amachya Gavati Anmchi Sarkar"

Departments of Home Economics organizes visits to exhibitions and handloom production units to acquaint girl students with production process of different fabrics, from raw material to finished product i.e. fiber to fabric.

A day long visit to legislative Assembly gives practical experience and knowledge about actual working and conduct of legislative Assembly.

**Participative learning facility** is provided to students by providing them opportunity to organize quiz competition, exhibition, group discussion, debate class room seminar, community survey by N.S.S., sociology department and lifelong learning and extension unit. Department of Home Economics conducts "Earn while Learn" programmes like Rakhi making, diya making, best out of west etc.

NSS department conducts all activities regarding involvement of students in learning process by following directions issued by R.T.M.N.U. from time to time viz. Community survey, rally, awareness programme, blood donation etc. Activities organized by cultural committee are debate and elocution competition. Organization committee also provide great opportunity to organize various events in a systematic manner with which students can learn "management theories" in practical.

**To learn problem solving methods** Teaching faculties motivates students to organize various activities like Teachers day, various birth and death anniversaries of the legends etc.

Students when shoulder responsibilities learn how to overcome the problem encountered in organizing such activities. Comparing of such programmes is also done by the students provide an opportunity to learn how to manage the changes cropping up abruptly in the schedule and to overcome these problems successfully, without the audience going unnoticed about the problem.

With enhancing problem solving abilities students learn strategies to organize and to execute the plan of programme.

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

**Response:** 42.11

### 2.3.2.1 Number of teachers using ICT

Response: 8

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

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

**Response:** 120.06

#### 2.3.3.1 Number of mentors

Response: 17

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

#### **Innovation and creativity in teaching learning**

In order to make teaching learning process more interesting and interactive subject teachers arrange, class seminars, power point presentations, quiz competitions and group discussion.

Commerce faculty discourages private tuitions by creating interests of students in the subjects numerical, Accountancy, statically. Teachers convince importance of theory before starting the numerical in the subjects like Accounting, Statistics and Business finance etc.

#### **a) Visits organized:**

Field visits help students of sociology to understand structure of society how it is changing with the changes in environment and technology.

Visit to Legislative Assembly for students of political science department to gain the practical knowledge of subject, students can retain the practical experience for a longer time as they get opportunity to observe and experience the same.

**b) Workshops:**

The department of Home Economics organized “Best out of Waste” for girl students of department prepared unique articles, and were exhibited for sale, girl students earn in return. Earn while learn scheme is run by department of home economics where in attractive and utility articles are made from” Best out of West” along with regular item on sale like “fragranced phenol”,

**c) Training Sessions:**

Department of sports organized a two day training camp at school run by the same management.

Subject teachers of BCCA usually take their classes using projector installed in computer laboratory or computer language is taught using this practice.

Quiz competition is held in classroom by dividing four rows in to four groups. The question bank is prepared by subject teacher and given to a bright student to conduct the competition; one among the student is scorer of marks who keep record of marks. Subject teachers here is just an observer.

Motivational videos are screened for students, open discussions are held with teachers after screening of such videos to understand student’s views to modify teaching methodologies accordingly. After watching these videos discussion sessions are conducted. The students put their views open heartedly without any hesitation whether they like or dislike. This healthy discussion help teachers to understand student’s views on particular topic or teachers may get knowledge about the direction of thinking ability and capacity of students which help teachers to modify their teaching methodologies.

Subject teachers attend various conferences, Seminar, Symposium and Workshops to enrich their knowledge and innovative teaching methods which is shared in the classroom for the benefits of students.

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

**Response:** 87

<b>File Description</b>	<b>Document</b>
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

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

**Response:** 56.16

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	10	10	9	8

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>
Any additional information	<a href="#">View Document</a>

## 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 17.79

## 2.4.3.1 Total experience of full-time teachers

Response: 338

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:** 11.49

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

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

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

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

**Response:** 0

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

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

#### Reforms in continuous internal evaluation (CIE) system in the institution level

R.T.M. Nagpur University has introduced semester pattern examinations to under graduate (B.A. B.Com, BBA and BCCA) programmes from the academic session 2016-17 with 80:20 model. The institution introduced pre semester written examination for continuous internal evaluation.

**University Examinations:** As R.T.M. Nagpur University runs a spot valuation centre for all programmes hence it is required to give instructions to students regarding evaluation of answer sheets, students should keep this in mind that they should write answers in such a way that any of the examiners may understand and award maximum marks. Subject teacher's guide students regarding the expectations of examiners and the techniques or tactics for scoring marks as per the expectations of the students. For practical examination R.T.M. Nagpur University appoints internal and external examiner. Marks of practical examination must be sent to university within 24 hours of the conduct practical examination.

**Internal Assessment:** Subject teachers set question papers according to University pattern answer sheets are evaluated and returned to students with a guidance to avoid mistakes committed in pre semester examination conducted by the institution and how to score more, how to write answers as per expectations of examiners.

In order to motivate students to participate in Extra and co-curricular activities R.T.M. Nagpur University awards incentive marks for participation NSS, NCC, cultural activities, sports, life long learning and extension activities etc., grades are awarded for environmental studies a compulsory subject for all second year students.

These incentive marks are awarded to students according to their participation, performances at university, State, National and International level competitions and events.



R.T.M. Nagpur University has introduced reforms in examinations process. Institution is a examination centre of university examination. University uploads question papers on line secured with the password downloaded by examination centre. University appoints chief and internal supervisors for conducting university examinations.

**Preliminary Examinations:** Pre semester examinations are conducted twice a year by subject teach for important chapters in syllabus subject teachers conduct

**Class Test:** Class Test which proves beneficial to understand particular chapter from the syllabus in a better way.

**Open books test:** The institution introduced open book exam in some of the subjects in Commerce and Arts faculty as well as in pre semester or preliminary examination conducted at college level.

In the parent teachers meet parents are made aware with CIE process of institution and appeal is put forth firstly to take care of their wards. They should remain present for pre semester exam viva-voce and other activities as well and secondly in emergency or for genuine reason the student may contact head of the department. It is expected from the parents that they should take care of the same for the benefit of this CIE system.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### Response:

#### Mechanism of internal assessment is transparent an robust in terms of frequency of variety

The institution follows guidelines provided by R.T.M. N. U as all the semester examinations are conducted by Rashtrasant Tukadoji Maharaj Nagpur University.

R.T.M. Nagpur University has allotted 80% marks for theory and 20% for internal assessment for all the subjects in commerce and Art faculty. In some of the subjects the weightage of theory and practical marks varies which are given in R.T.M. N. U syllabus.

To conduct practical examination appointment of internal and external examiners as well as preparation of time table of practical examination is done by RTMNU and convey the same to the respective colleges, which is followed by all affiliated colleges.

Pattern of internal assessment is conveyed to students well in advance by the subject teachers along with distribution of 20 marks of internal assessment. The questions of home assignments are given by subject teachers beforehand with guidelines of how to write the answers. This practice helps to know the expected

answers of the questions. Students are made aware with the method of awarding 20 marks. Students are made aware if they want to score maximum marks what precautions should be taken.

At the time when yearly examinations pattern was in existence in R.T.M. Nagpur University, the institution use to conduct preliminary examinations before commencement of university examination. After introducing semester pattern institution followed the method of conducting pre- semester examinations before each semester and viva-voce as well.

Evaluated answer sheets of preliminary examination and pre semester examinations are

distributed to students to discuss about their performance with the suggestion to improve the performance.

Practical, internal assessment, preliminary and pre semester examinations is a regular and well planned activity of the institution conveyed through automatic SMS , notices circulated in all classes and displayed on the notice board as well.

Internal assessment marks are submitted before due date to R.T.M. Nagpur University either manually or online which ever method for submission of marks is adopted by university.

Guidance is provided to students to improve their performance in viva-voce and practical.

For internal assessment guidelines provided by university are published in syllabus itself. Hence the subject teachers and students can go through syllabus to have information regarding distribution of 20 marks of internal assessment. In addition to that at the entry point students i.e. first semester students are made aware by all the subject teachers at beginning of the first semester's academic session and when home assignments are given. Hence students are aware with the mechanism of scoring maximum marks in internal assessment. If there are any queries from students side, subject teachers can give answers to the satisfaction of students.

While awarding internal assessment marks student's overall performance, behaviour of students, attendance regularity, knowledge of subject, attitude etc traits are considered.

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

#### **Response:**

In assessing the performance of the students in examinations pre- semester examinations are conducted at college and end semester conducted at university level. Two semesters examinations are conducted in every academic session.

Pre- semester examinations are conducted at every semester as per the university pattern question paper so as to equip the students for university examinations. Internal assessment is evaluated by conducting Viva-Voce subject wise for checking the preparation levels of students. In case of college level examinations answer sheets are evaluated by the respective subject teacher and distributed among the students to check and make them aware about the performance shown and counseling to weak students is done as per their

requirement. In case of institution level examination grievance is conveyed to the Head of the department concerned. The grievance if any is resolved by the concerned subject teacher and head of department after discussing it with the head of the institution.

**University Examinations:** - In case of university examinations, university has formulated the rules and regulations for conducting examinations & resolving the grievances of students. Generally after 45 days or around of examination, university declares the results. The re-valuations and reassessments schedule is circulated and displayed on the notice board for the information of the students. Students can apply for revaluations and even ask for photo copies of answer books. The concerned teachers reassess the answer book and if there is substantial difference in evaluation and the marks awarded, student can apply for reassessment of the answer book. There are different examination departments in university like general Exam, professional exam, post graduate and certificate exam etc. If there is any grievances reported by the students regarding examinations these are resolved by the specific department heads and unresolved problems are reported to the "University Board of Examinations." The Board of Examinations is the highest body for resolving examinations matters, cases of unfair means and decision of the Board is binding on the concerned parties i.e. students and teachers.

In this way university has formulated a transparent, time bound and efficient mechanism for the examinations grievances.

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

##### **Response:**

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

Institution is affiliated to R.T.M. Nagpur University. University publishes its academic calendar for next academic session every year in last week of March or first week of April. Considering academic calendar of university, institution invites academic calendar from all the conveners of various committees, cells, and head of the department in April.

Academic planning, development committee collects academic planning prepared by all above mentioned departments. Academic calendar of R.T.M. N. University is circulated among these committee conveners and head of the departments. Taking into consideration last date of admission process R.T.M.N.U, semester examination, vacations each committee convener prepares academic calendar.

The activities and programmes of institutions are planned so as to provide students to participate with a maximum number of activities.

Conveners of the committee and department heads circulate notices of activities to be held before hand for students.

Examination committee convener makes students aware with the tentative months in which pre semester exams and viva-voce are to be conducted. On the occasion of fresher's day i.e. entry point of first year

students. "Orientation programme" is held in the presence of Principal of the institute which includes the Principal's key note address on priority and address of department head, committee convener to convey the probable months, and probable activities. In this way information is circulated orally at the time of commencement of the new academic session. Though this address is important for freshers, all students are invited for this addresses to make them aware of routine the practices of college to avoid any lapses, pros and cons.

Academic calendar is displayed on the Website of College.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 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:

Programme outcomes and specific outcomes of programme offered by institution are determined by the Academic Heads after detailed discussion and displayed on college website as well. These programme outcomes are circulated among the teachers and students at the commencement of academic session. Principal's Address for the freshers (First Year students) is organised to make aware the new entrants regarding functioning of the college along with the programme outcomes and specific outcomes are also communicated. The programmes offered with their subject title are published in Prospectus. The list of activities and programmes to be undertaken during the session is displayed in academic calendar for the general information of teachers and students. Month wise programmes are arranged to fulfil the requirement of outcomes. In this way programme outcomes and course outcomes are communicated to teachers and students. The following programmes are offered by our institution and the expected outcomes are listed below-

Programme Outcomes- The outcomes of B, Com; B.A; B.B.A & B.C.C.A degree Programmes are as under

**1.Thinking Ability-** To develop thinking ability, improving analytical ability, finding solution to problems

**2.Social Interaction-** Interact with the different elements of society, to know and search societal problems and its solution

**3.Effective Communication-** Ability to know different parties to the communication, essentials to good communication , effects of good communication systems

**4.Application of knowledge-** Application of theories and practices in day today life.

**5.Decision making-** Develop a personality who is able to take decision in different situations and decide own way to proceed in life.

**6.Good citizen-** Most important is to become a good and responsible citizen who can follow national ethics and civic life skills.

**7. Environment Education-** To impart knowledge of Environment, factors and civil responsibility.

**8. General Understanding-** To gain primary knowledge of every path of life which is required by a graduate person.

**9. Professional ethics** – To gain professional ethics for running professional activities.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

Programme outcome, Programme specific outcome and Course outcomes are evaluated by the college through their active participation in various co-curricular and extra-curricular activities organized by the various departments of the college. Programmes by NSS department, ( continuous adult education cell)

Life Long Learning And extension R. T. M. Nagpur University Unit, department of physical education, student welfare committee conduct different programmes for the students for active participations and evaluating their internal qualities.

The activities and celebrations like 'Welcome to fresher' , 'Teachers day' , 'fete', 'Social service programme' like 'blood donations', 'pulse polio programme', 'Bharat Swacchata Abhiyan', 'cultural programmes' , 'dance competitions', gives ample opportunities to present the internal qualities, latent talent and develop soft skills among the students.

These activities are conducted to display their communication skills and sense of shouldering responsibility. Leadership quality, spirit of team work, devotion etc. are evaluated by the faculty regularly. Students are motivated to participate in various intra- collegiate, inter- collegiate, university level , state and national level competitions.

Course outcomes are measured through university examinations, college examinations, internal

examinations, practical examinations, general knowledge examination, viva-voce etc.

Student's performance is evaluated through their regular attendance, their participative interest in group discussions, seminars and competitions. After internal evaluations, the students are guided and motivated by the faculty to improve their percentage in their final examinations.

Our institution conducts training and placement drives for the final year students. Many of the students are placed in different companies in various posts and responsibilities on completion of academic degrees. Some students have cleared competitive examinations and posted in state and central services. Some commerce graduate students have started their own business units. This example shows that the programme outcomes are achieved till date.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 56.97

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

Response: 237

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

Response: 416

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:** 1.71

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.50	0	0	1.21

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 36.84

3.1.2.1 Number of teachers recognised as research guides

Response: 7

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

**Response:** 0.83

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

Response: 3

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

Response: 18

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

The institution has created an ecosystem for innovation including incubation centre and other initiative for creation and transfer of knowledge.

The college has an active research cell which takes initiative to boost the teachers and students for research activities. The college organizes various workshops to present the research papers on different subjects. The teachers are encouraged to pursue the Ph.D. Degree and publish their research papers. At present two teachers are pursuing Ph.D. degree and two teachers have completed their research work and thesis have been submitted to University for award of degree.

Out of the 18 teachers 7 teachers are research guide and 10 research scholars awarded Ph.D. degree under the guidance of 5 research guides. 32 research papers have been published in UGC listed and research Journal with ISSN during last five years. 66 research papers in research Journal with ISBN, 6 books with ISBN and 4 articles in edited books with ISBN published during last five years.

The college magazine “*Drishtikshep*” is published every year with the articles of students on recent issues. The college magazine has won the State level award in 2015-16. The research Journal “*Delve*” is published every six months contains the research articles of college teachers as well as teachers from other colleges and other Universities. The publication committee organizes guidance speech for aspiring teachers and students. Two college students participated and presented their research papers in ‘*Avishkar*’ organized by RTM Nagpur University. Ten students have participated in Power Point presentation in Inter Collegiate Competition. Some of the faculty members are invited as resource person in State and National level conferences, workshops and seminars.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### Response: 0

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



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

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

### 3.3 Research Publications and Awards

<b>3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
e- copies of the letters of awards	<a href="#">View Document</a>

<b>3.3.3 Number of Ph.D.s awarded per teacher during the last five years</b>	
<b>Response:</b> 2	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 14	
3.3.3.2 Number of teachers recognized as guides during the last five years	
Response: 7	

File Description	Document
URL to the research page on HEI web site	<a href="#">View Document</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 1.84

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	6	9	3	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 3.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	8	22	13	12

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 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:

To sensitize students on social issue for holistic development the college organizes a number of extension activities.

Special features amongst it is that the college is special privileged college under R.T.M. Nagpur University where the special N.S.S. camp is organized at Rajbhawan for " Vriksharopan" (Tree Plantation) and " Vrikshasanwardhan" (Tree Conservation) is held.

Life Long Learning and extension unit R.T.M. Nagpur University is taking a project on social issues. The project is based on the articles published in News Paper on the topics sports, gender issues, literacy articles etc. Essay on the life sketch of Rashtrasant Tukdoji Maharaj, is an additional advantage to student to understand and follow the values of Rashtrasant Tukdoji Maharaj. This Project is taken up every year will definitely help students in bringing up holistic development.

- International Literacy Day is organized by CAEE and NSS unit to create awareness of importance of literacy every year.
- Nirmalya Sankalan a drive to collect Puja waste during Ganesh Visarjan apopular festival on Ganesh Chaturthi in Maharashtra is held by NSS unit and department of EVS studies.
- Balhakka (Child right) "Jahirnama Swakshari Abhiyan" Signature drive for children right is jointly conducted by sociology department and NSS unit for eradication of child labor, school drop outs and also focuses on child education health and legal wages.
- Road Safety Awareness is conducted by college with traffic control branch to create awareness about safety measures to be taken on road while driving two/four wheeler and also to follow traffic rules strictly for the safety of self and masses.
- Field visits are arranged to Somnath Chhaoni, District Chandrapur, to observe Organic Farming, agricultural ponds and Water Shed Management. At village Mendha (Lekha) to observe how different forest produce (Which are available only in forest).Used to make articles of bamboo, honey extraction, forest medicines, herbal medicines etc.
- 'Kara Samman Tirangyacha' (Pay respect for National Flag) a campaign to respect national flag by not buying plastic flag or litter flags as toy, students collect the flag littered by masses if any on the eve of Republic Day and Independence Day ,held by 'Kamyab Foundation' and 'NAG Swarajya Foundation' and NSS unit of College.

Workshop on" Human Excellency" is conducted in collaboration with RTMNU, India Youth Foundation and Gayatri Parivar, Nagpur for inculcating moral values and attributes of youth.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response: 46**

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	5	9	11	12

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
Any additional information	<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: 34**

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	7	8	4

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<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: 7.22**

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

2017-18	2016-17	2015-16	2014-15	2013-14
238	160	198	80	35

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<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: 4**

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<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: 5**

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	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>
Any additional information	<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:**

The college is situated at Katol Road, behind Raj Bhavan (Governor's Kothi), Chhaoni, Nagpur, having the total 3 acres area, including college building, playground etc.

- 27 Classrooms.
- Computer Laboratory
- Home Economics Laboratory
- Girls Common Room with Sanitary Napkin Vending Machine
- Washrooms on each floor of teaching blocks. Separate for students & staff
- Meeting Hall.
- Seminar Hall with Smart interactive board & projector, seating capacity 100-120.
- Indoor Sports complex cum auditorium with a capacity of 700-1000 persons
- Library – Reprographic facility, UGC-NRC centre, Reading Room for students, reading facility for Teaching and Non Teaching staff and for research scholars also.
- Administrative Block.
- Canteen.
- Employees credit cooperative society.
- Ramp in the premises and for class rooms.
- Photo gallery of founder Ex. Chief Minister of Maharashtra.
- NSS office
- IQAC
- Examination control Room
- Staff Room
- Inflibnet facility is available for students in the Library
- Internet facilities is available in all dept. e.g. office, library, lab etc.

**Location No. of Computers Software installed Printers/Scanner Users**

Office 08 CIMS 3 printer, 3 scanner, 1 xerox machine Staff

Library 06 Libman 1 Xerox machine/printer Faculties, students

IQAC 01 -- 1 printer, 1 printer Convener

Exam Dept 02 University portal 2 Xerox machine, 1 printer In-charge & staff

Computer Lab 60 As per syllabus 1 Laser & 2 Dot Matrix printers Students & staff

Home Eco Dept 01 -- 1 printer` HOD

Dept. of Sports 01 -- 1 printer HOD & staff

NSS office 01 -- 1 printer Convener

File Description	Document
Any additional information	<a href="#">View Document</a>

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

##### Response:

The Institution has adequate facilities for sports, games (Indoor, Outdoor), gymnasium, yoga centre and cultural activities. The Institution has a wide range of facilities with qualified staff to support and guide the students. The college has one of the finest indoor badminton courts in the city. The court has a qualitative wooden floor, standard lighting system and zero disturbances from outside environment. The college has a well equipped gymnasium for gents and ladies separately.

Cricket academy helps students to develop their interest in cricket. The facility includes modernized bowling machine and support equipments. Other games facilities provided to the students are --Table Tennis, Weight lifting, Hockey, Volleyball, Aerobics Yoga, Chess, Badminton, Ball Badminton, Baseball and Handball. Excellent coaching facilities are provided to the students. The badminton Court, Skating rink, Ladies Gymnasium and basketball ground/ Court is open to use for public.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

Response: 17.24



## 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>

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

Response: 10.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
11.76	15.14	12.34	19.50	6.29

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

Response:

Annaseb Gundewar College is established in 1984 has a learning resource centre (Library and Information Science Centre) having a large number of books approximately Twenty Thousand books.

Library has been computerized with licensed software 'Libman'. Bar-coding is completed.

To serve the needs of UG & PG students; the library has a collection of rare books. In addition to Text Books, reference books library has a good collection of autobiographies, biographies, fiction, novels, and books by renowned writers; dictionaries & encyclopedias. A good number of books on competitive exams are proved to be helpful for the students preparing themselves for competitive examinations.

The college library has five computers with internet facility for the use of students and staff. The library has reprographic facility and printing facility. The library has almost all Hindi, Marathi and English newspapers published locally. Library has Employment News, Rojgar samachar, Nagpur Naukari Rojgar samachar to cater to the needs of students for employment.

CD/DVD's and online downloaded collection of books is also available.

**Infrastructural facilities provided by library:**

- Bulletin Board and notice boards are installed in the library to convey the job vacancies and details of competitive examination for students.
- A separate reading and study section for Teaching and Non Teaching staff members.
- **Book Bank Facility:** Library provides Book Bank Facility to the needy students.
- **Book Deposit Scheme:** This service is provided during the exams when students need a particular book for exam preparation.
- **Special Deposit Scheme:** This service is available for ex students, Research Scholars and other outside members who wish to use the resources of the library.
- **Printing and Xerox:** Students are provided with printed material and Xerox service on demand according to their needs.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:**

The institution started with the Commerce faculty. The rare books on Accountancy, auditing, statistics are available with the library. The arts faculty has been commenced from 1997 and rare books on the subject of Marathi Language and History are available with the library.

Some of the rare books which include Costing Advisor which was published in 1982, Economic Idea of Six Great Economists, Statistical Method for Social Scientist published in 1954 are available with the library.

Books on Marathi Literature consist of 'Bhash Vichar Aani Marathi Bhasha' published in 1964, 'Yadav Kalin Marathi Bhasha' published in 1942 are the rarest of rare book are at the credit of our Library.

**Specific details of rare books are enlisted in additional information.**

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 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:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<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:** 2.43

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

2017-18	2016-17	2015-16	2014-15	2013-14
3.67	2.38	2.38	2.40	1.31

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 5.49

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

Response: 113

### 4.3 IT Infrastructure

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

**Response:**

One of the most significant revolutions in an educational institution is the use of I.T. resources in teaching, learning, research and administration. We have introduced the effective use of I.T. resources in our institution. The use of I.T. resources facilitates us to perform our function effectively, efficiently. The nature of I.T. resources adapted by our institution is as follows.

**Internet Facilities:** The internet facility has been provided by the institution in the field of teaching, learning and research. To make available these E-Books, we have allowed using internet facility to the students, teachers and non-teaching staff also. BSNL Broadband with 10 mbps speed and LAN (local area network) available in the administrative Office and Dept. of Examination. BSNL Broadband with NME plan (Yearly) 8 mbps speed and LAN (local area network) available in the Computer Lab and Library.

**C.C.T.V. Camera:** In the beginning of the academic year 2017-2018, we have installed C.C.T.V. Camera at the important locations of the premises of the institution. In addition to this, it is the responsibility of the institution to provide security and safety, especially girl's students, in the campus and make strict vigilance. Security guards are also appointed.

**Electronic I.T. Instruments:** The institution has different departments working together to achieve the missions and objectives of the institution. In order to increase the working speed of each and every

department, we have installed computers, Printers & zerox machines in each department. About 8 computers in administrative department, Home Economics Department and six in library, NSS, Sports departments are installed.

**Automation of Library:** The library of the institution has unique software 'Library Management System' (LIBMAN). The software helps the employees of the library department to make the working of the library easy and accurate.

**Examination based on digitalization:** The College has a university Examination centre. Online question papers are sent by the university by using software provided by the university. The online question papers are printed at the examination control room. The attendance sheets of examinees are sent online to the centers. The record of attendance at the centre is also entered at the authorized website of the university.

**Others:** for the purpose of uninterrupted supply of internet facility, we have subscribed Broadband connection with the B.S.N.L. In addition to that the Jio Dongles to provide temporary internet facility. Power back up (UPS) supply is available in the institution. The institution has Annual Maintenance contract for maintaining all computers (Hardware & Software), projectors, UPS, Xerox machine etc.

Online CIMS software installed in the office before commencement of academic session 2017-18 for online admission process and online payment facility is provided to the students.

The college has updated its IT infrastructure facilities with time and need.

#### **Software Name-Product-Installed Location**

Libman-Libman 10-Library

CMS-CMS 10-Administrative office up to 2016-17

CIMS- ERP Cloud based- Administrative office from 2017-18

Payroll-Talley-Office

Scholarship-Maha DBT Portal-Office

Exam-RTMNU Portal-Office

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

#### **4.3.2 Student - Computer ratio**

**Response:** 31.4

#### **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

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

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

**Response:** No

<b>File Description</b>	<b>Document</b>
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:** 11.52

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

2017-18	2016-17	2015-16	2014-15	2013-14
12.60	13.45	14.37	13.79	18.50

<b>File Description</b>	<b>Document</b>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<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 Infrastructure:** College authority assigned responsibility to one of the non teaching staff members. Maintenance and up gradation work such as civil work, electrical and sanitary maintenance and up gradation work to verify the work done by the Contractor.

**IT Infrastructure:** Annual maintenance contract (AMC) for hardware and software renewed regularly to ensure quality service.

AMC of UPS/power back up facility renewed regularly to ensure interrupted power supply.

AMC of Xerox machine renewed regularly to ensure uninterrupted services.

AMC of air conditioners renewed regularly every year to protect the computer lab and its accessories.

**Library:** The library ensures purchase and use of the current titles, purchase of important subscription of journals and magazines and other books/reading materials are with the recommendation of the HOD, faculties, and subject experts,

College has Library Advisory Committee. The committee decides to place the order of books/materials, with the permission of principal. Accession of books done by the department of Library and information science regularly. Binding work of the books is undertaken whenever necessary.

**Sports Facilities:** The department provides necessary sports materials to the sports students for participating in various games & sports.

The college has Advisory Committee for Department of Games & Sports working for the betterment and development of the student's performance in games & sports and development of the department as well with updated of latest sports material.

Purchase of physical education and sports department takes place through a proper channel. Stock verification and maintenance process is done regularly by the department.

**Classrooms:** There is a staff member looks after the maintenance and repair work of furniture and fixture and other physical infrastructure. They would bring to notice of the college Superintendent or administrative authority for the requirement of repair works. The staff then undertakes the work of repairs immediately.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:** 50.23

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

2017-18	2016-17	2015-16	2014-15	2013-14
476	1015	1053	1062	1185

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 0

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

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

#### 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:** D. Any 4 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:** 0.88

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

2017-18	2016-17	2015-16	2014-15	2013-14
45	0	0	41	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>
Any additional information	<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:** 3.51

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

2017-18	2016-17	2015-16	2014-15	2013-14
94	134	44	40	32

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>
Any additional information	<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
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Any additional information	<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:** 5.05

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	13	14	4	2

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 14.29

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 33

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:** 72

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

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

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

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

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
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:** 12

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	2	3	6

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>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

**Response:**

As per Maharashtra University act 1994, all affiliated colleges under RTM, Nagpur University forms student's council every year, the class representative is nominated on merit basis and outstanding performance in sport, cultural, NSS and girls representative. These representatives elect secretary of the council who then vote for university student's council. This process is followed according to the directions of university as and when. For the smooth conduct of student's centered activities the college is committed to form students' council irrespective of the direction of university.

For the academic session 2017-18 as per the Maharashtra Public University Act-2016, the student's council is constituted on the basis of academic & extra-curricular activities merit from the class representatives. The secretary of the students' council is given representation on college Development

Committee (CDC) and Internal Quality Assurance Cell (IQAC), as per the provisions of Maharashtra Public Universities Act 2016. The name of Secretary, College Students Council is forwarded to R.T.M. Nagpur University, Nagpur for the formation of Students' Council at University level.

The Secretary of Students' Council is empowered to raise the issues of students before College Development Committee. Role and importance of student's council lie in their participation in various curricular co-curricular and extra-curricular activities. Participation in these activities ensures in building self confidence as well as leadership qualities.

- Student's council representatives are given responsibilities and assigned important roles in conducting activities. e.g. Field visit, Fete, Cultural Events, Sports' Events, NSS Camps etc.
- Representatives of student's council interact with the convener of the student's welfare advisory committee to solve grievances or difficulties if any.
- The convener of student's welfare advisory committee takes care about the student's council programme and participation of college students in collegiate, intercollegiate, state level activities organized by various institutions, colleges, Universities etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 15.2

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

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

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:**

Annasaheb Gundewar College has an active Alumni Association immensely, interested in development of the college.

There are notable alumni working as Chartered Accountants, Business Owners, Assistant Professors, Ranji Trophy Player, Police Staff, Government staff, Bank officials, International coach for chess, lawyers, photographers, media persons, working in multinational level companies, Deputy Registrar, RTM Nagpur University etc.

The Alumni contributes in the development of college through various means-

- Books Donation
- Interaction with students- Guest Lectures
- Donation in kind- some of the alumni donated registers to the economically backward students.
- Movable portable projector is also donated by alumni is beneficial for conducting ICT enabled classes.
- Bicycles are donated to the students of sports department.
- Some of the alumni have paid the tuition fees of the financially weaker students.

Institution's alumni are working under the capacity of Assistant Professor, Junior Clerk and some contributory teachers are working with us. Some of the alumni are working in the administrative office of the institution on ad-hoc basis also. This may be regarded as one of the creditable features of 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:** <1 Lakh

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:** 5

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

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

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

NAAC

## 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:**

**Mission:-**

The vision and mission of the college are displayed on the website and in the prospectus of the college. The college has been promoting quality education to socially and economically backward classes addresses the social needs, access, equity and quality. The vision mission of the institution are communicated to the students, teachers, staff and other stakeholders through key note address by principal and head of the department on the first orientation programme in the beginning of the new academic year. The institute's constant support and encouragement to activities of NCC, NSS, Sports and games, cultural programmes result into providing a diversity of students with the opportunity to achieve excellence in the fields.

The most important decision making body is College Development Committee (CDC).

There are representative of teaching faculties and non-teaching staff in local management committee/college development committees. The committee meets periodically and discusses the plans, growth and development of the institution. The staff council and Academic sub-committee meet regularly to propose and taking further implementation decisions. Important decisions regarding academic, co-curricular and extracurricular activities of the college.

The IQAC in consultation with all stakeholders develop the perspective plan of the college considering **vision-mission** of the college and ensuring the sustainable development of college in its all endeavors. To implement the decisions for the development of students and institution as a whole, committees like Admission, Student development advisory, Girls Guidance, Academic Planning & correspondence, Employment Guidance & Placement, Backward Class student welfare, NSS Coordination Committee, Alumni-Parents coordination, Anti-Ragging and Discipline, campus beautification, Time table, etc. committees are constituted and conveners are given plans to be implemented during particular period. All the teachers are given representation on committees as per their interest and experience to assist in development work and conducting co-curricular activities for all round development of the students. In this way institution prepare perspective plans according to vision and participation of teachers is accommodated in the decision making process of the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>

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



**Response:**

Every year 29th September is commemorated as founder's day- the death anniversary of Late "Annasaheb Gundewar" the founder of the institute. Ahead of this Principal conduct meetings under the able guidance of Vice- President and Secretary, Village Uplift Society. The institution follows the practice of decentralization and participative management in day today functioning of the institution. The institutions applies committee form of organization to decentralise the power and give participation to all elements of working force in decision making and functioning.

**A Case Study: Founder Day Celebration- 29th September**

Name of the Practice founders Day Celebration

Aim:-

1. To delegate responsibilities to different committee's
2. To decentralize authorities.
3. To conduct and manage the event as a team.
4. To allot funds to all the committee conveners and are empowered to spend accordingly.
5. To select and assign students for execution of planning chalked out by the conveners of the committee.

- Convener of the event is the senior faculty with three members and efficient student to help the Convener.
- Committees are formed for Reception, Refreshment, Discipline, press & communication, Stage decoration, purchasing etc.
- The committee in- charge not only shoulder responsibilities for smooth conduct of the event but also report timely to the Convener and Principal and discuss issues to be sorted out.

1. Reception committee looks after printing and distribution of invitation cards receiving guests and overall hospitality during the event.
2. Refreshment committee's provide refreshments not only to guests but all the invitees' staff and students.
3. Students play an important role in this event, the NSS volunteers and sports students take pains to maintain the discipline.
4. Press committee keeps track of publishing News, articles, photographs and report of the event on-line and offline.
5. Girls are given responsibility for artistic stage decoration.
6. The purchase committee shoulder the task of survey and purchase of bouquets, members as well as printing of Certificates systematic arranging & distributing on the event.

Meetings are held periodically to keep check on the task by Principal, Conveners and Management authorities for effective performance of the tasks. The ideas are exchanged for betterment of the programme. Considering this as a "Mega Event" of the institution , Students put in genuine efforts balancing their academic work to make and mark this mega event a "Grand Success".

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

#### Response:

Our college is run by Village Uplift Society a parent body which is mainly constituted for the academic, Cultural, Sports and Social Development of rural residents. College is situated in western Nagpur adjacent to Semi urban locality. The College always strives for overall development of students and society. The Institution has a specific plan to undertake activities to fulfill the objectives of parent body and overall development of the students.

- 1.Enrichment of the institution for imparting quality education and inculcate values among the students.
- 2.Inspiring students to participate in sports and social service schemes.
- 3.Providing Employability training to final year students to get ready for the employment.
- 4.Development of library and learning Resources as the main source of knowledge.
- 5.Providing sports and physical education facilities to students and society as a whole.

#### Current Year Vision

- 1.Students Training Programme in Collaboration with National & Multinational Companies.
- 2.Increase the rate of placement of students
- 3.Infrastructure development for Sports and Physical education department.
- 4.Installation of ERP Cloud based college integrated Management system.

The Institution has conducted three Affirmative Action Training of 100 Hrs each to enhance the employability of students, which resulted 40 students placed in Tata Consultancy Services. Sports department arranged Summer & Winter (vacation) special Camps for Skating, Basketball and Cricket training Camp where 260 children participated at the age group of 7 to 14.

Strategic Plan of institution implemented in the following areas-

- Construction of Canteen
- Non Government scholarship has been sanctioned for 10 students of 1st semester BCCA which will gradually be increased for 2nd & 3rd semesters, who can not avail GOI Scholarship and belongs to economically backward class sponsored by Nicchal Asrani Foundation, Mumbai.
- Open Book Examination
- Online admission process
- Student's diary app for students has been developed for the students

### 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:**

The organizational structure of Annasaheb Gundewar College is under Village Uplift Society, Nagpur.

The structure of Governing Body is as follows :

President : Mr. NitinKannamwar

Vice-President: Adv. R.A. alias BabasahebSunkar

Secretary : Mrs. RajanataiPawar

Member : 1. Madukarrao M. Patil

2. Smt. Anjali A. Panhgantiwar

3. Dr. Rahul M. Kannamwar

4. Mr. Pramod B. Wankhede

5. Mr. Sundar N. Iyer

6. Mr. Pratik P. Sunkar

7. Smt. Leena R. Nageshkar

Invitees : 1. Amarsingh Gaherwar

2. Babarao Bhusari

3. Rajendra Tidke

4. A.B. Siddhique

5. Beena Sunkar

6. Dr. Devendra Mohture

**Administrative set up and functions of various bodies:**

The Governing body supervises regulates and maintains the college through College Development Council founded as per directions of Maharashtra Public Act 2016 previously known as Local Managing Committee includes-----

1. Chairman, Vice President of Village Uplift Society,

2. Representatives of Governing council,
3. Teacher's representatives,
4. One Non-Teaching staff representative,
5. Management representatives, IQAC coordinator, President & Secretary and member of students council, Secretary and Principal.

The Principal looks after and supervises day to day functioning of the college. Principal follows the norms of UGC, state Government and Joint Director for the appointment of Teaching, Non-Teaching staff members and for the appointment of self-financed courses as well by publishing advertisement, requisition of selection committee to Joint Director and University. The selection process is followed as per the rules and regulations of UGC University and Joint Director.

The Management and Governing council takes a regular feed-back of functioning of the college, Principal as the Head of the Institution convey the feed back to Governing Body and have guidance at times. Governing Body and Principal discuss the issues together and draw Unanimous decision.

Various committees are formed for smooth and proper functioning of college. Some of prominent committees are-

**1. Admission committee:** Admission committee works on the Principle. "First comes First Serve" Principal monitors admission process daily. All teaching faculty and Non Teaching staff members works as per responsibilities allotted to them. Teaching faculty counsel student for selection of subjects. The whole admission process is completed as per University Norms.

**2. Employment Guidance and placement Cell:** The Cell organizes guest lectures, Workshops, Seminars to guide students for jobs or entrepreneurship. Signed MOU with MNC. Looking forward to sign more MOU's, Convener of cell registered on Shreyas portal of MHRD.

**3. Physical Education Advisory Committee:** Committee works hard under the guidance & Moral support of the Principal, takes care of the performance of players by providing them personal attention regarding diet. The Director of Physical Education & Sport Department provides financial help to players personally at times, organizes various interclass competitions. Organizes annual prize distribution and facilitation programme.

**4. N.S.S. Co-ordination Committee:** Works on the guidelines of University and Government. The Unit is awarded as a best Unit of Maharashtra State(1999), Best Volunteer Award (2003), Best Programme officer ( 1999)

**5. Extra Curricular, Debate Elocution etc organizing Committee:** Conducts Intercollegiate Debate competition every year and various cultural and co-curricular events at collegiate level. Organizes annual prize distribution function also.

**6. Girls Student Guidance Cell:** Organizes various guest Lectures and Seminar to make aware the girl students regarding empowerment, legal and psychological guidance.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
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:**

The institution follows the committee form of organisation. The different committees /cells are constituted for conducting academic and extra - curricular activities for the academic and overall development of the pupils. These committees/cell are namely Academic planning correspondence, Backward Student welfare, Admission, Examination, Student Development, Cultural, Publications committees etc. The committee consists of convenor and members from teaching and non teaching staff. The meeting is conveyed to take decisions by discussion and minutes are recorded for future reference. The overall activities to be undertaken are unanimously decided in the committee meetings. The committee convener conducts regular interval meetings to decide the plan of action and communicated to students and teachers for equal participation of college students.

The activity conducted by “Publication committee” in respect of college Magazine “Drishtikshep” is selected as an example to illustrate the effectiveness of cells / bodies.

The convener called meeting of publication committee on 23 rd August 2014 to decide the theme of publication to be considered for the academic session 2014-15. This is decided after detailed discussion on current issues and finally “Save Environment Save Yourself” is selected as theme of publication. It is also decided to circulate the theme to all concerned to prepare quality articles for annual magazine. The decisions taken in the meeting of publication committee is circulated among all teachers and the students for inviting articles and poems on the selected theme. The rules regarding word limit, language of article, paper size and the last date of submission is circulated in classes and displayed on notice board for wide publicity. The notice regarding members to whom the articles can be submitted is displayed on the notice board for the convenience of students.

The last date of submission of Articles has been decided on or before 16th March 2015. The committee members have collected the articles from students of different faculties. The Publication committee held meeting on 30th March 2015 for the scrutiny and verification of articles submitted by the students. The committee members have submitted the articles collected before meeting to finalize the articles and poems. The members of committee consist of expert professors in different languages and departments. Student editorial board is constituted to assist and having equal participation and representation in selection of Articles. The student members also have given opportunity to edit the poems and articles whenever required as per theme.

The following are no. of articles and Poems finally selected for publication.

Marathi: - 13 Articles and 7 poems

Hindi: - 2 Articles and 4 poems

English: -12 Articles and 4 poems

Selected articles were primarily examined by the Principal and Publisher “Malay Graphics” has given the task to publish the college magazine within stipulated days.

“Drishtikshep” Magazine is awarded state level prize by “Yashwantrao Chavhan Pratishthan, Mumbai” for the best college magazine.

The prize was delivered by the Higher Education Minister for the state Hon’ble Rajesh Tope and Hon’ble Supriya Sule ,The Member of Parliament.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The institution has following effective measures for welfare of teaching and non teaching staff.

- Group Insurance for Teaching and Non Teaching staff.
- Insurance for students.
- Credit cooperative society.
- Medical Leave, study leave, duty leave.
- Faculty Development Programme.
- Felicitation of wards of employees by credit cooperative society.
- Medical checkup.
- Accidental General Insurance Policy
- Uniform is provided to Non Teaching class IV employees.
- Minor research project.
- Teaching faculty benefitted with financial assistance to attend seminars/conference/symposium etc.
- Medical Reimbursement facility is available to the teaching and non teaching staff.
- Felicitation of teaching faculties for outstanding achievements – Ph.D. awardees, members of various statutory bodies of RTM Nagpur University.
- Felicitation of students for outstanding performance- various activities conducted by the college, University examination, merit positions, NCC, NSS, Sports, scored highest marks in various subjects, extra & co-curricular activities.
- Career advancement scheme as per UGC norms.

### 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:** 16.1

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

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

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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:** 0

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

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

**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:** 15.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	1	3	4

**File Description****Document**

Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).

[View Document](#)

IQAC report summary

[View Document](#)

Details of teachers attending professional development programs during the last five years

[View Document](#)**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff****Response:**

Institution has performance Appraisal system for teaching and non teaching staff.



The Institution has performance Appraisal system teaching faculty PBAS (performance Based Appraisal System) under career Advancement scheme. As per UGC norms and as per the guideline of RTM Nagpur University. The regular teaching faculty members are required to submit PBAS every year in the prescribe format of RTM Nagpur University to IQAC.

The teachers due for promotion (increase in grade pay stage I, II, III and Associate Professor) Submits their proposal through proper channel to the principal, head of the Institution. After receiving the proposal it is forwarded to IQAC for further process. The institutions have screening and verification committee. This committee verifies the proposal and suggests correction, if any. Committee verifies the required proposal which is forwarded to the Institution's Administrative office for further processing. While scrutinizing the proposals, directions issued by UGC and State Govt. is followed in respect of qualification, experience and required attainment of research, refresher/orientation with API. The verified and scrutinized CAS proposal is submitted to the Deputy Director of Education for further perusal. Thereafter Placement Committee is constituted by the University along with Govt. nominee to finalize the promotion.

For non teaching staff members, confidential reports are maintained by administrative department of the institution. The non teaching staff member who is due for timely promotion required to submit proposal in prescribed proforma along with last five year confidential reports. The proposal of promotion is finally submitted to The Joint Director of Higher Education for further approval.

In this way IQAC maintains and scrutinize the PBAS for Teaching staff for CAS and timely promotion of non teaching member

## 6.4 Financial Management and Resource Mobilization

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

#### **Response:**

Village Uplift Society, Nagpur is parent society of college. Having financial and administrative control. The statutory auditors are appointed by the society to verify and authenticate financial transactions undertaken by the college /institution during a particular year.

The conveners and coordinators of every committee are directed to submit their financial budget at the commencement of academic year. Fund is granted to committee as per the specific requirement and due verification of demand as per the rules framed by the administrative body. The auditors visit frequently to the institution and check any account book and relevant vouchers for their satisfaction. All the income from various sources and expenditure on various activities and programs are minutely audited and verified by the statutory auditors. The institution takes every effort to get its account books audited within specified period at the end of financial year.

The audited statements are submitted to the Joint Director of Higher Education, Nagpur and RTM Nagpur University on or before the dates specified by the Government authorities. The copies of audited

financial statements are submitted to Village Uplift Society for further perusal. All the respective norms, rules and regulations of state and central government are strictly followed while preparing final statements of accounts.

Among the major accounts of college consist of Grant in Aid College Account, Permanent Non Aided College Account, Government of India Scholarship Account and Late Dadasaheb Kannamwar Sports Academy Account and UGC Grant Account etc. The reports on audited accounts are approved in College Development committee after detailed discussion and verification of statement of accounts. The Statutory Annual audit is completed up to financial year 2017-18 and audit work of 2018-19 is under progress.

#### 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:** 0.59

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.130	0.126	0.130	0.103	0.103

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

The college is affiliated to RTM Nagpur University and granted by Maharashtra state. The functioning of the college is regulated by the directions issued by the Director of Higher education and Nagpur University. Compliance of the rules and regulations of the sanctioning authority has to be followed. Grants received for salary and non-salary segment is utilized for the purpose sanctioned as per the regulations. Some degree (B.Com,BBA,BCCA) and PG programmes are run on self financed basis. The fees collected from students are spent on running these courses. There is classified audit for grants and non aided sections separately.

The physical Education & sports department is enriched with the excellent physical facilities for indoor and outdoor games. Indoor game facilities include three wooden Badminton courts, Table Tennis court, Ladies Gym which is situated in late Dadasaheb Kannamwar Smruti sabhagrugh. In outdoor games

Basketball, Skating, cricket and other activities are undertaken for college and neighboring community players.

These indoor and outdoor sports facility are provided to college students free of cost and made available to use by outsiders at affordable cost during evening and vacation period. The parent society takes keen interest to maintain these facilities. As per the requirement of players new equipments for Gym is installed, Lighting arrangement ,proper maintenance of wooden Badminton courts are done in collaboration with the parent society . The fee charged to outsiders is added source of fund to the institution. This added source of income is utilized for the development of infrastructure facility. Installation of Solar electricity plant, replacement of regular lights into power saver LED Lights, installation of CCTV cameras etc. facilities are added with the source of this income.

There is a statutory committee for Dadasaheb Kannamwar sports academy under the chairmanship of secretary of the society and guidance of principal. The director of sports and physical education is the convener of this committee. This committee is empowered to maintain and develop these sports facility to collegiate and neighboring players. Separate books of accounts are maintained and audit is undertaken to verify the transactions effected for this special activity undertaken by the institution. In this way institution mobilizes the fund and resources are utilized for the betterment of students.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:

The institution has well defined framework to implement the quality assurance strategies and process.

The Two practices institutionalized as IQAC initiatives viz.

- Students placement
- Exploring students latent Talent

#### Students Placement

The students of our institution are come from average socio-economic background. To raise their economic background, IQAC has taken initiative in placement of students. IQAC initiated in signing MOU with TCS (Tata Consultancy Services Ltd) in 2014-2015. As a part of MOU, TCS trained the trainer i.e. five teaching faculties of institution has undertaken 5 days training to conduct 72 hours training for students in ( Finance & Accounts and campus to corporate). F & A and C to C.

From 2016-2017, TCS offered an affirmative action (20 days) free training especially for the students

whose parent's income is comparatively low. TCS designed the course of 100 hours (20days 5 hours daily). No fees are charged from the students for attending the training and providing course material. It is valuable initiative of IQAC through which employment opportunities have been provided to the aspiring students.

As a result of both Finance & Accounts and Campus to Corporate and affirmative action training, 40 students are selected by TCS for on the job training for one year. After one year, students are gradually placed in a particular domain with independent responsibility.

It is a matter of pride to the institution that, the students of traditional degree programme from rural and semi-urban areas are getting opportunity to have a job in Multi National Companies like TCS and HCL technologies along with some local organizations.

H.C.L. Technologies are also associated with our institution. (Though there is no MOU signed with them), since 2017-2018 through campus recruitment drive, some students were shortlisted in 2017-2018 and 2018-2019 out of which a girl student has received offer letter from HCL as a trainee.

### Exploring students latent Talent

IQAC motivates students to participate in co-curricular activities like Avishkar, an annual Research event of R.T.M. Nagpur University to bring up young researchers, state level and inter-collegiate competitions. Similarly, it motivates students of sports department to participate in various sports activities at inter-collegiate, zonal, state, inter-university competitions.

Student participation in extra co-curriculum activities has been increased. Students fetched awards and prizes in the competition and events mentioned above.

Students players of sports Department fetched individual (Gold, Silver & Bronze) Medals. Players also succeeded in winning the championships at in Intercollegiate and state level Tournaments/ Events. The players are awarded with 12 Gold, 4 Silver and 2 Bronze medals in last five years.

In last five years 8 to 10 motivational sessions are conducted in which 150 to 175 students are benefited.

	2013-14	2014-15	2015-16	2017-18
Collegiate Events & Competitions 208		105	237	156
Inter- Collegiate Events & Competitions		14	09	10
				06

IQAC has contributed for quality assurance process with these two practices

### **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:**

IQAC reviews its teaching learning process regularly with the help of structured Time Table in every semester. Measures are taken to conduct extra classes if some part of the syllabus remains incomplete due to various reasons , before the commencement of RTM Nagpur University examinations.

Selected subject tutorials are conducted as per the directions issued by the RTM Nagpur University. Tutorials are conducted for the subjects, compulsory English. This is also a part of monitoring process by IQAC.

The process followed for this purpose is as under-

The Head of the Department allots subjects to concerning teachers to prepare Annual and Monthly plan for teaching of each subject allotted to them. Monthly and Semester wise teaching plan is reviewed by Head of the Department or Faculty.

The report of review is forwarded to the Principal. The Principal and Head of faculty discuss and plan to develop the teaching and learning process through review of monthly progression.

The subject teacher whose syllabus is incomplete during a particular month, HOD gives suggestions regarding how to plan and complete the same. Feedback from students and Parents help in improving teaching learning process more effective.

The IQAC members have a discussion with the Head of Department/ Faculty to the review expectations of teaching faculty members. The student's suggestions through feedback are also given value consideration while implementing and upgrading the teaching learning process.

The use of ICT in teaching learning process was one of the major expectations of students and teaching faculty which was initiated and implemented by IQAC.

Preliminary Tests, Class Tests, group discussions, seminars, home assignments, projects(BBA & BCCA), PPT presentations, symposiums, exhibition, workshops, guest lectures are held regularly to improve learning outcomes in support to the curriculum.

#### **Academic Audit:**

IQAC realized significance of Academic Audit of institution to verify and improve the performance of academic practices. The institution would work on the weaknesses in the area of academics and would go for annual Academic Audit with a strategic plan. Strategic Plan for academic audit include teaching, research academic decisions and implementation, academic administration facilities for students, organizing seminar, conferences & workshops.

These are the structural methodologies of operations carried out periodically for reviewing teaching, learning process & outcomes by IQAC.

Through this review system IQAC monitors teaching learning process and reviews structures and methodologies of operation with the exchange of thoughts and ideas with the faculty & students.

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

**Response:** 5.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	7	6	4	5

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<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:** D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of 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:**

- Academic calendar for every academic session is prepared before the commencement of new session to ensure effective implementation of the curriculum.
- Online admission and online payment gateway introduced to ensure transparency in the admission process
- Statutory and Annual Audit of the institution has been completed every year within prescribed time
- The use of PFMS in use for disbursement of UGC grant and NSS grant. IFMS portal of Govt. of Maharashtra implemented and in use for salary processing
- Conducted Career Orientation Programme.
- Motivated students to participate in extracurricular activities
- College Development Committee has been newly constituted as per Maharashtra University Act 2016
- Three days residential camp organized every year for guidance of backward class students for their welfare.
- Need for inculcating computer skills across all section of students and administrative staff.
- Orientation programmes for fresher's.
- Introduced Agriculture waste management certificate course.
- Accounting software ERP solutions is installed.
- Girls' Common room is constructed and sanitary napkin vending machine is installed. In the year 2016-17 a felicitation programme was organized to felicitate all the regular and contributory Ph.D. holders 32 faculties; i.e. from the inception of college Though some of them faculties who joined different institutions were also felicitated.
- *Vittiya Sakshrta Abhiyan* was taken by the students of sports & physical education department in collaboration with N.S.S. volunteers where in the students visited various shops nearby areas to promote the shopkeepers and venders for cashless transactions.
- Home Economics department organized different 'Earn while Learn' vocational activities.
- Pre-semester exams are introduced.
- Introduced student's diary mobile app of the institution.

- A week long Digital India Week is celebrated.
- Ramp is constructed at the ground floor of Teaching Block for diyangjan. CCTV camera installed at the entrance of physical education department
- Backward class students welfare committee organizes 'Three Days Residential Camp' for backward class students.
- Online test through Google forms has been conducted for one of the certificate courses on experimental basis.
- An innovative Role play programme conducted to celebrate 'Subhashchandra Bose Jayanti'.
- Promotion of teaching facilities under CAS promotion through proper channel has been taken place.
- Initiative taken to provide Salary slip to teaching and non-teaching faculty members.



## 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:** 12

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

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

#### File Description

#### Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[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:**

Annasaheb Gundewar college, although facilitates co-education of both, girls and boys, it is specifically sensitive, empathetic, committed towards the safety, welfare, all round development and growth of girl students. The very fact that around 70% of the total students are girls, participating, sometimes surpassing the boys in academic and extra-curricular activities. This reflects that the issue of the gender sensitivity is one of the most important concerns of the institution.

Since girls constitute a major population of the students in a college, college emphasize on ensuring their rightful development through the setting of students cells and committees such as girls guidance committee, anti-harassment cell and counseling, especially for the girl students.

##### a) Safety and Security:

Taking into consideration the issue of the following steps are take :

- Considering the safety and security of the students, particularly girls, the institution has a very alert

and 24x7 security facility provided by the security agencies. There are 15 security personnel guarding the college premises and providing security to the students.

- The installation of the CCTV cameras has been instrumental in providing the security. Besides this, the women security centric cells such as discipline cell, girls' grievances cell, anti-harassment cell also ensure the healthy and fear free academic ambience to the girl's students.
- Introduction of uniform for all students for maintaining equality, discipline and identification of the students.
- Deployment of adequate number of security personnel.
- Fire Extinguisher placed in every floor
- CCTV surveillance for supervision and monitoring the college premises.
- Dual exit gate
- Separate parking for girl students, students and staff members.
- Emergency exit staircase connecting the second floor and the third floor of the building
- Regular checking of the electric meter box by CESC
- All the electrical switch boards, air- condition machines, fans and tube-lights serviced regularly
- Water cooler with RO facility for the students
- A Grievance Redressal Box for the students
- Regular health checkup of the students
- Maintenance of a FIRST-AID Box by the office
- Separate washrooms for the students in every floor
- Separate washrooms for the male and female teaching and non-teaching staff
- Separate residential for the security guards
- Issuance of Identity Cards to all the students, teachers and the non-teaching staff
- Separate entrance for the visitors
- Code of conduct for the students teaching and non-teaching staff.

**b) Counseling:** The counseling of the students particularly for girls, is done through the cells, committees and individual teachers or class teachers. Besides these, the specially constituted committees for girls like girl's guidance committee, women empowerment cell play vital role in guiding students, particularly girls. The counseling is done throughout the year, as per the situation and demand, it can be categorized as follows:

**(i) Subject wise guidance and counseling:** the subject teacher of the concerned subjects counsel students in pursuing his or her career aim in a particular subject. The periodical tests, classroom seminars, pre exam test all add further impetus to the counseling of the students.

Career counseling and employment guidance: the students are advised and counseled in selection of his subject, career and employment. The students are counseled, guided and trained for pursuing the right career in life. College also provides the employment opportunities to the students in collaboration with TCS, a unit of Tata services.

**(ii) Personal counseling:** personal counseling for both boys and girls are provided by the teachers' time to time as per the situation and need.

**(iii) Counseling through cells and committees:** the college provides counseling and guidance through many of its constituted students cells and committees. Employment guidance cell, backward class students

committee, placement committee and girl's guidance cell cater to the need of counseling to the students.

**(iv) Anti-Harassment Cell:** The college has an anti-harassment cell ensuring them the free and secured academic ambience. The cell was constituted in 2010 and has worked to protect the girl's students from any humiliation or abuse. The three-fold functioning of the cell ensures complete freedom to the girls to express their concerns or queries about harassment. In last five years no cases were registered.

**(v) Girls Guidance Cell:** The cell is constituted, with the sole aim of offering special care, guidance, career opportunities especially to the girl students.

**(vi) Career Guidance and Placement Cell:** The cell provides guidance regarding career, employment opportunities and skills. . In last five years more number of girl students are placed in various organizations as compared to boys.

**(vii) Home Economics:** Catering to the need of the girl students in learning and persuing career in the home care, craft, basic skills and arts, cooking, designing etc, the college has the dept. of home economics.

**(viii) Backward Class Students Committee:** With the aim of providing special care and guidance, both personal and career wise, the committee offer counseling and motivation to the students in pursuance of their academic career.

**c) Common Room:** The College has a spacious common room with the facilities of sanitary napkin vending machine; it offers convenience to the girl students.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 33.33

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

**Response:** 11

7.1.3.2 Total annual power requirement (in KWH)

**Response:** 33

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

#### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 30.8

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

Response: 5.088

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 16.52

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

#### 7.1.5 Waste Management steps including:

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

**Response:**

**Solid waste management:** the institution has its own mechanism for the disposal of solid wastes. The college has cleaners and sweepers to keep the premises clean and manage solid wastes and surface pollution. Besides this college avails the outsourcing services of Kanak Resources, NMC, Nagpur to dispose the solid waste.

The college has been instrumental in spreading awareness programme about waste management. The activities mentioned below reflect its concern for the waste management.

The college organizes a college campus cleanliness drive every year on the eve of Gandhi Jayanti where all the teaching, non-teaching staff members and students actively participate in the cleanliness drive.

**Liquid waste management:** The liquid waste generated in premises are disposed of through proper channel. The existing drainage system available in the premise.

- Dustbins are placed in the premise at prime places to collect trash.

- Regular instructions are given to sweepers to keep the premises clean.

**E- waste management:** The agency looking after the maintenance of all computers of the premises not only maintain the same but also take away of the E-waste generated for proper disposal.

The college has been one of the most conscious colleges in terms of cleanliness and waste management. Every year during the Ganapati festival, the students of the NSS wing in alliance with the other committee students organize Nirmalya Sankalan drive (collecting waste) for the eco-friendly disposal of Ganapati.

The programme “ Takau Te Tikau” (from waste to best) was organized by the department of home economics under the guidance of Rajendra Kumar Prasad on august 30,2016 where the students, particularly girls learned the art of bead making, art, craft making from the waste and throw away articles.

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

#### **Response:**

Water is life. It is the most important natural resource without which human life is impossible. One must save every drop of water.

Along with the other natural sources of water like sea, river, well, dam, canal rainwater is also an ample natural source which needs to be and can be harvested for maintaining water level of the earth. As rainwater is the only natural source which adds to the ground water level at river, well, dam and canals. One “cannot create rain water” but can conserve it by harvesting it in a best possible way for future use by adding in to the natural resources. Our parent society is sincerely concerned about the issue and have been encouraging and putting efforts for “watershed programme” in rural area of the district and also in institution.

Institution is carrying the process of rain water harvesting in its best form as there is a shortage of water supply in the area of the institute. To overcome this scarcity of water in and around the premises the institute has prepared three storage tank for rain water harvesting. The harvested water is used for garden to water plants and trees in order to save the green cover of the premises and also adds to the water level by saving use of other means of water for plants and trees, thus maintaining and conserving natural resources.

The adjacent building to the institute is “Rajbhavan” which is situated a top and the Institute under low area, due to this the rain water flows down the institute premises from Rajbhavan and get stagnant of various pits of institute premises. In order to overcome this problem and utilize this rain water, a huge tank is made where water gets collected, this is made as a main rain water harvesting source apart from other sources like roof source.

The institute has planned to focus prominently towards the project of “rain water harvesting” by increasing the number of underground pit tanks for storage and usage of water as the ground water level is rapidly depleting with urbanization and industrialization without being sensitization towards this vital

issue. Tree plantation and conservation will also be considered and taken up to maintain the equilibrium and overcome the issue of water crisis. The parent society has directed to become “self-sufficient” with respect to usage of water needs for the institute by maximum implementation of such processes.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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:

Green Practices

Student and Staff using

- a) **Bicycles:** most of the student including some non- teaching personnel use bicycle as the means of transportation.
- b) **Public Transport:** Most of the students, teachers and non-teaching staffs avail public transport for commuting through and from the college.
- c) **Pedestrian Friendly Roads:** The college is surrounded by wide pedestrian pavements all around.

Inside the college wide walking track and ramp is available.

**Plastic free campus:** The college is gearing up to declare itself a Plastic Free Zone. Since plastic is already banned in Maharashtra, the use of plastic in college is neither promoted nor encouraged.

**Paperless office:** The office staff has been provided with adequate computers and commendable part of the official records is maintained through soft copies. Even the admission procedure is also done online saving paper and preventing the surface pollution.

**Green landscaping with trees and plants:** The college has successfully retained a patch of green amidst the concrete landscape around. The college has a lush green area surrounded by tall trees all around. The premise has tall flowering plants interlaced by bushy flowering plants which provide habitat for birds and parrots

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 0.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.11	0.17	0.733	0.043	0.032

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

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

**Response:** 16

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<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:** 16

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

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

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including**



**Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

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

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

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

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

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

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

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

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**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:** 71

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

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

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

India is rich in its cultural diversity; the college too, promotes the spirit of national integration and diversity. Thus, all the major festivals, irrespective of religious distinctions are celebrated with great fervor and spirit. The list of national festivals and public holidays is already published in the college prospectus.

**National festivals:**

It is celebrated every year along with all other VUS Educational institutions. The event proves to be one of the biggest celebrations in college as the programme is conducted with many events, co-curricular activities and march past along with the speeches with nationalistic spirit in the presence of students, staffs, dignitaries and people.

The college celebrates national festivals such as independence days and republic day with national spirit and fervor on 15th august and 26th January every year. The events are grand and rich in programmes since all the institutions under management participate together to celebrate the events. The national festivals

follow the usual celebration like flag hosting, parade, cultural programs, prize distribution and speeches by the eminent guests and dignitaries. Besides this, the recently retired or about to be retired employee of the institution is felicitated and given the opportunity to speak as a guest. The students also participate in these events in great numbers.

#### **Jayanti and death anniversaries:**

Every year, the college celebrates and observes the jayantees and death anniversaries of the eminent personalities and leaders of the nation respectively. Thus the jayantees of Dr. Babasaheb Ambedkar, Mohandas Gandhi, Shivaji Maharaj, Savitribai Fuley, Ranganathan are celebrated as celebratory events in the institution. The Jayanti of Savitribai Fuley is celebrated as the women teacher day every year on 3rd January. 6TH December is observed as the death anniversary of Dr. Ambedkar. The guests are invited to speak on the occasion and student's participation remains the highlight of the events.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

##### **Response:**

The institution maintains complete transparency in its financial academic administration and auxiliary function-

Our institution maintains complete Transparency and follows all rules and regulations framed by Parent body, University, UGC and other regulatory bodies while carrying financial, academic, administration and other auxiliary functions.

**Financial functions:** The institution follows specific procedure in regard to financial transactions. The every transaction is primarily scrutinized and checked by forwarding officers. It is seen that such transaction is within the purview of budget provision and finally sanctioned by the head of the institution. Every transactions/Payment is made by issuing cheques or DD's in the name of parties. Every financial transaction or any expenditure is done in accordance with the norms as framed by the Management and the authorities concerned. Cash transactions are normally avoided to keep the proper control and having transparency in the transactions, financial audit is undertaken at the end of financial year and audit reports are submitted to the authorities within stipulated dates.

**Academic Function:** The admission process in completely transparent and conducted according to directions issued by RTM, Nagpur university time to time. The admission schedule is followed to maintain legacy and rules regarding reservations policy is adhered to provide natural justice two every candidate.

The teaching and extra-curricular activities are conducted as per the academic plan published and notified

by the higher authorities. The information about courses, programmes, intake capacity, fee structure, etc. is published in college prospectus. The scholarship schemes applicable to different categories of students are made known issuing circulars and notices among the students. The final list of the admitted students is displayed on the notice board with their academic progress and reservation quota and finally submitted to RTM Nagpur University as directed by authorities.

**Administrative & Auxiliary Functions:** The college is established by Village Uplift Society, Parent body follows the rules and regulations issued by University and State Government time to time. There are committee forms of organization and committee is entrusted to plan and implement the activity with all procedures formed by the Government. There is complete transparency in every financial & administrative decision taken by the Authority. The departmental budgets are prepared and submitted to core committee to finalize the same after detailed discussion. The meetings are held and decisions are taken at democratic environment. Every member of the committee has a voice to express his views on the proposal raised in the meeting. The administrative functions are carried out following the certain rules and regulations. Recruitment of teachers are done in accordance with the established rules regarding appointment as framed by RTM Nagpur University and HRD Ministry. The regular pay as per the established norms and practices allowed to employees.

In the light of the points, the institution maintains complete transparency in its financial, academic, administration and auxiliary functions.

## 7.2 Best Practices

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

**Response:**

**Title of the Practice:**

#### **A special annual felicitation programme for the students with achievements**

It is said that motivation moves mountains. The college therefore believes in inspiring, motivating, and supporting students psychologically and through its policy of recognition and felicitation. The college strives hard to fuel the driving impetus of the students to move them further and excel in their relevant field of area. The college thus, maintains this annual practice of organizing a special felicitation program for the student with excellence in academic, Sports & extension and co-curricular activities. It is noteworthy to mention here that all these awards and rewards are sponsored by individual subject teachers, members of Governing council, department or college. The college offers various awards to students in the fields given below.

**Excellence in Academics:**

- Student with highest score in Economics in B.A. & B.Com Final year
- Student with highest score in Marathi Literature from B.A. Final year
- Student with highest score in Marathi Literature from M.A. Final (Mar) year
- Student with highest score in Political Science from B.A. I, II and Final year

- Student with highest score in M.A. Final Mar, His, Eng, Soc, Eco & M.Com.(Prof) Final year
- Student with highest score from B.B.A. & B.C.C.A. Final year
- Student with highest score in M.Com Final (Prof) final year
- Student with highest score in Arts faculty B.A. Final year
- Students with highest score in M. Com. (Prof.) Final
- Students with highest score in Sociology First year, Second Year and Final year
- Students with highest score in Marketing Management BBA
- Best essay on current topics related to Library and Information Science

#### **Sports:**

- Best player of academic session

#### **Extension:**

- Best NSS volunteer of academic session
- Best NCC Cadet
- Secretary student's council

The Awards are given to students on the day of Death Anniversary [i.e. 29th September] of our Founder Late Annasaheb Gundewar.

#### **Objective of the practice:**

- To provide the necessary motivation and inspiration to the student
- To build confidence and infuse competitive spirit among the students
- To recognize, support and develop human capital for the creation of performance driven ambience

#### **The context:**

Mere presence of the students and their participation in college or excellence in some of the notable areas often go unnoticed by the institution and yield nothing to either student or an institution, thus the traditional system of offering mere degree to the students offers minimum impetus and necessary motivation to the students to excel in the area of their preferences. We therefore initiated the activity and have been organizing the programme every year.

#### **The challenges:**

The programme, although seems to be an excellent idea that can really inspire students to excel in their chosen field, it also prove to be an extra burden on the administrative dept. since the data collection, result analysis and selection of the students and organizing a programme was quite challenging.

#### **The Practice:**

The practice is one of its kinds particularly, considering the way colleges treat students and function merely as the degree awarding institutions. The participation of the students and motivational programme like these offer necessary drive to the student and instill the feeling of belongingness and responsibility in the institution since all the financial burden in organizing the programme is taken care of by either the

concerned dept or subject teacher, the practice can be termed as unique and morale boosting, particularly for the students of not so advantage class.

**Evidence of success:**

Ever since we initiated the programme, the performance and participation of the students is observed to have increased every year, particularly in sports and extension activities. The gradual increase in the participation of the students in the relevant field of excellence every year serves as an evidence of its success. The student's feedback also reflects the increase in their motivational level.

**Problems encountered and resources required:**

As mentioned above, the problem we observed in the implementation of the programme is lack of enough resources and sponsoring agencies like corporate or NGOs. The meager amount of cash reward, that too, at the end of the session, is something of a concern to the institution. The institution therefore is trying to build a corpus fund to widen the reach of its awards, particularly the cash awards.

**2] Title of the Practice: Outreaching Geriatrics**

As the college is committed to offer the benefits of its teaching learning activity not only to the students but also to senior citizens residing nearby, the Department of Sociology and Lifelong Learning and Extension, R.T.M. Nagpur University unit along with the students organizes a special activity of outreaching senior citizens of nearby area. As the senior citizens of nearby areas of the college, are either illiterate or unaware about the Government. Schemes and facilities, the college students reach to these senior citizens and brief them about the Government schemes benefitting them.

**Objective of the practice:**

- To provide guidance about the Govt. schemes to senior citizens.
- To help them to avail the facilities of govt. schemes and programmes
- To benefit the stakeholders ensuring their interest and responsibility as the citizens.

**The context:**

Since education does not merely mean imparting knowledge, awarding degrees or teaching and learning activity, it is the social process and must, therefore benefit the society. Considering this objective, the department of sociology initiated this practice and is reaping the benefits of the guidance provided to the villagers, particularly senior citizens of nearby villages.

**The procedure:**

Selected students of the Sociology Department and Lifelong Learning and Extension, R.T.M. Nagpur University Unit along with the coordinators of the department visit the senior citizens of nearby villages. They discuss and provide guidance to the senior citizens in the nearby villages about the concessional

schemes of Govt. and banks as well. They also convince the senior citizens about the benefits, advantages of these schemes. The students also help them personally to open the savings accounts in the banks and volunteer their work .

**The challenges:**

The activity, although claims to face some challenges in the initial days particularly in the areas given below:

- Identifying and selecting the beneficiaries
- Lack of interests among the senior citizens in knowing the govt. schemes and facilities
- Illiteracy, irregularity and disinterestedness of the senior citizens

Overcoming these challenges was not an easy task but with the continual efforts and change in methodology and approach broke the ice and ensured a healthy communication between students and the villagers.

**The Practice:**

The practice is a unique exercise carried out by the department of sociology, as the students get the opportunity to have a hand on experience of working practically with the stakeholders in the society, the senior citizens. In our social structure, particularly the Indian way of living, senior citizens are often neglected and live a pathetic life as they are least aware about the govt. schemes and facilities and other conveniences, thus the students volunteer to work for such senior citizens.

**Evidence of success:**

Ever since we initiated the programme, the interest and participation of the senior citizens in the activity is observed to have increased every year, particularly many bank accounts of the villagers were opened and villagers seem to be interested in knowing the schemes, particularly for agriculture. The notable increase in the participation of the senior citizens in the activity every year serves as an evidence of its success..

**Problems encountered and resource is required:**

As mentioned above, the problem we observed in the implementation of the programme is lack of interests, poverty and disinterestedness among the senior citizens about knowing the schemes. The lack of enough resources and sponsoring agencies like corporate or NGOs offer slow pace of awareness among citizens. The dept. therefore, thinks to get more students involved in the process and come up with the new ideas of benefitting the entire society.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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:**

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

**Response:** as mentioned in the prospectus and constitution of the body the vision of the institution is given as follows

**VISION:**

- To impart professional education to the aspiring girls, minority students and students of remote, rural and semi-urban areas at affordable cost.
- To provide state of art infrastructure for teaching and research, innovative courses, cutting edge technologies and employ qualified faculties for ensuring all round development of the students.
- To build human capital with strong character in a diverse and multi-cultural college environment as per the requirements of the industry and employment markets tend.
- To develop professional competence, human character with social responsibility and values among students.

True to its vision, the college has majority of the girl's students. Besides this, majority of its students hail from rural and semi-urban area with poor socio-economic background. Around 74% of the students come from the socially backward groups.

The institution believes in humanistic values and principles in its approach; thus, the grievances find no space in it. Issues of difference are solved in the most humanistic manner.

#### Performance analysis of the institution in one area distinctive to its vision, priority and thrust

Since the objective of the institution as mentioned in its vision document/bylaws and prospectus is-

- To impart professional education to the aspiring girls, minority students and students of remote, rural and semi-urban areas at affordable cost.

The performance of the institution in one of its objectives is given as follows.

**Participation of girls:**



the institution today has more number of girl students than that of the boys, thus the college , although has a co-ed provide equal opportunities to all, the admission and participation of girl students have been remarkably increased over the years, indicating the trust and faith of girl students in the institution. The increase of the girl students is also an indicator of the standard academic ambience of the institution with the adequate security measures for the students, particularly the

The following data indicates the surge in the number of girls' students in last five years.

**Total Admission of the students (year wise)**

years	Total No. of students	Boys	Girls	Percentage of girls
2013-14	1792	756	1036	57.81
2014-15	1880	778	1102	58.61
2015-16	1958	815	1143	58.37
2016-17	1974	790	1184	59.97
2017-18	2041	810	1231	60.31

**Participation of girl students and institutional facilities**

As the institution believes in the gender equality and equal opportunities to all aspiring students, considering the needs of the students, particularly girl students, it caters to need of girls and strives to offer more to the girl students. As mentioned above, the institution provides the state of the art infrastructure, security, academic and secured ambience, common room, and committees to redress the issues related to girls.

It is also pertinent to consider the performance of the girls in the areas mentioned below.

Area	Total Number of participated students					Percentage of girls			
	2013-14	2014-15	2015-16	2016-17	2017-18	2013-14	2014-15	2015-16	2016-17
Sports	143	134	184	176	164	36	61	38	28
Placements	1	1	10	4	8	100%	100%	76.92%	33.33%
Cultural and co-curricular activities	105	237	156		208	46.85	56	50.36	

## Facilities and infrastructure

As mentioned in the objectives, the college provides state of art infrastructure for teaching and research, innovative cutting edge technological aid and qualified faculties for ensuring all round development of the students. The educational atmosphere ensuring all round development of the students. This is evident by the fact that the college has finest indoor badminton courts with wooden base, well equipped computer lab with 100 computers with internet facility, furnished home economics laboratory.

The college also has the well furnished and well maintained library with 25000 books on diverse subjects for academic pursuit of the students. Besides this, it also facilitates reading room and access to research journals, prestigious newspapers for the students.

The college understands the specific needs of the underprivileged students, thus providing them special and humanistic care in relation with the career in academics. Organizing the self-funded residential camps, constitution of special cell for guidance all facilitate and ensure their progress.

### Standard education at affordable cost:

True to its commitment of providing standard education at affordable cost, the institution provides standard education at minimum fees. Since majority of the students hail from underprivileged section of the society, the patron society ensures accessibility of education to all. Ever since its inception, the institution has provided education at minimum cost to the university. It has no capitation or donation policy which is why majority of its intake is filled by the students from semi urban area. Although situated in the heart of the city, the college still boasts of its semi urban academic culture, with the majority of population of students from village areas, thus the college perhaps, is the only institution which provides standard education at very affordable cost.

In its effort to provide an extra edge to the students from underprivileged sections of the society in learning, academic and career, the institution claims to be one of its kind to organize three day residential workshop on career and competitive exam especially for the students from SC/ST/OBC/Minority category free of cost. The workshop is held at the campus of an NGO-Pragati which is 20 km away from the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Village Uplift Society was established in the year 1960. It has an object of bettering the living of standard of neglected villages in all spheres in accordance with Gandhiji's Slogan "Back to Village".

True to the ideology this institution recognizes the importance of imparting education to poor and down trodden. The provision of pure knowledge is its supreme role. To us education is not a mere transaction of syllabus; it is an effort to enlighten and individual by imparting pure knowledge. The knowledge imparted should make students mentally strong inducing him and urge to learn more and to live as an honest citizen. It should function as a tool for the emancipation of mind and raised him to a higher state of existence as stated by the rational of emblem.

The society has quite a number of substantial activities to its credits; it is expanding its worth in the remote, rural and tribal areas as well as in urban slums through school, colleges, hostel run under the society and watershed development programme, rural & tribal development centre, health and child care programme and many more in the years to come.

### **Concluding Remarks :**

The institute focuses on the academic and overall development of students through Co-curricular and social activities with a "Mission" to mould into better individual and "Vision" to make them globally competent in this ever transforming world.

The institute is affiliated to RTM Nagpur University following the prescribed curriculum of University in an effective way through planning and documented process. Student oriented methods of Teaching Learning is used for enhancing learning experiences. Evaluation process is done externally by University and internally by the institute. Research work involves staff and students both to expedite information and qualitative skills. Extension activities taken up contribute towards social holistic development of the students. The institute has a well maintained infrastructure with adequate facilities is made available to the students.

The progression graph of the institute rises due to active support of students in sports, leadership and other social activities. Students are assigned responsibility to work towards progression of institute through camp, workshops, seminar, guest lectures, allied form of training and annual college of magazine "Drishtikshep". Various committees, cells and faculty In-charge are back bone of non academic activities. The institute has co-education system wherein boys and girls are given equal opportunity to each and every task to fulfill the objective of institute. "*The Education is Elixir of Life*". The celebration of remarkable events throughout the academic year not only inculcates social and moral values but also imbibe the fundamental duties and rights in the students.

Self financed courses qualified experienced teaching and non teaching staff NCC & NSS unit, excellent sports and physical activities, well equipped laboratories and library, active employment and guidance cell and merit position in RTM Nagpur University every year are the strength of the institute.

The institute has a taken up challenge to improve alumni support, participation of students in co-curricular and

research oriented activities, establishment of research centre and improvise habit of reading of staff and students.

The weakness is student's low socio economic background, ICT facility in classrooms, lack of self motivation of students in activities, less dedication and devotion of teaching staff.

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