YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   Arts and Commerce Night College Nagpur

- Name of the Head of the institution   Dr. Jagdish S. Hatwar

- Designation   Principal(in-charge)

- Does the institution function from its own campus?   No

- Phone no./Alternate phone no.   01234567890

- Mobile no   9665426522

- Registered e-mail   artscommerce_night@rediffmail.com

- Alternate e-mail   ashok_librarian@rediffmail.com

- Address   Nagpur

- City/Town   Nagpur

- State/UT   Maharashtra

- Pin Code   440018

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **Grants-in aid**

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

- Name of the IQAC Coordinator   **Dr. Ashokkumar S. Khobaragade**

- Phone No.   **01234657890**

- Alternate phone No.   **9960138408**

- Mobile   **9960138408**

- IQAC e-mail address   **ashok_librarian@rediffmail.com**

- Alternate Email address   **artscommerce_night@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://acncollegenagpur.org.in/aqar/

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

- if yes, whether it is uploaded in the Institutional website Web link: https://acncollegenagpur.org.in/aqar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C+**	**0**	**2004**	**03/05/2004**	**02/05/2009**

6.Date of Establishment of IQAC   **09/01/2023**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	**NA**	**NA**	**NA**	**0**

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

- Upload latest notification of formation of IQAC   View File

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

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

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

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

- If yes, mention the amount

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

1. FDP and ADP Conducted. 2. Feedback collected, analysed and actions taken. 3. VAPs conducted. 4. Mentoring System.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. FDP and ADP Conducted. 2. Feedback collected, analysed and actions taken. 3. VAPs conducted. 4. Mentoring System.	Done

13.Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	Arts and Commerce Night College Nagpur
• Name of the Head of the institution	Dr. Jagdish S. Hatwar
• Designation	Principal(in-charge)
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	01234567890
• Mobile no	9665426522
• Registered e-mail	artscommerce_night@rediffmail.com
• Alternate e-mail	ashok_librarian@rediffmail.com
• Address	Nagpur
• City/Town	Nagpur
• State/UT	Maharashtra
• Pin Code	440018
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	The Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

• Name of the IQAC Coordinator	**Dr. Ashokkumar S. Khobaragade**
• Phone No.	**01234657890**
• Alternate phone No.	**9960138408**
• Mobile	**9960138408**
• IQAC e-mail address	**ashok_librarian@rediffmail.com**
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4.Whether Academic Calendar prepared during the year? — **Yes**

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6.Date of Establishment of IQAC — **09/01/2023**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	**NA**	**NA**	**NA**	**0**

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

- Upload latest notification of formation of IQAC — [View File]

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

- Were the minutes of IQAC meeting(s) — **Yes**

and compliance to the decisions have been uploaded on the institutional website?	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

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Plan of Action	Achievements/Outcomes
1. FDP and ADP Conducted. 2. Feedback collected, analysed and actions taken. 3. VAPs conducted. 4. Mentoring System.	Done

13.Whether the AQAR was placed before statutory body?	**No**
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	01/04/2021

15.Multidisciplinary / interdisciplinary

Multidisciplinary/ interdisciplinary subjects were present in the syllabus of affiliating university. The college has conducted Value Added Programs to make students aware of the latest happenings in the industry and society.

16.Academic bank of credits (ABC):

Currently, this system is not implemented by the affiliating university but the CBCS system is implemented by the affiliating university.

17.Skill development:

The college focuses on the skill development of the students, and for the same many capability enhancement programs were conducted.

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

During the pandemic, all the events were conducted online along with a regular teaching-learning process.

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

The college has defined various outcomes and formulated a mechanism for calculating various outcomes.

20.Distance education/online education:

College is yet to take steps regarding distance/ online education.

Extended Profile

1.Programme

1.1   **66**

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1   **103**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2   **120**

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

File Description	Documents
Data Template	No File Uploaded

2.3   **14**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **4**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **12**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	66

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	103

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	120

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	14

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	4

File Description	Documents
Data Template	No File Uploaded

3.2	12
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	3
Total number of Classrooms and Seminar halls	

4.2	2.39
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	5
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- **Institute is affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and hence follows the curriculum prescribed by Rashtarasant Tukadoji Maharaj Nagpur University, Nagpur.**
- **Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.**
- **A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.**
- **The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.**

- **The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards.**
- **Every faculty prepares the teaching plan to deliver lectures as per the course syllabus.**
- **If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them.**
- **Method of continuous internal evaluation/ assessment of the student with respect to assignments is adopted by the institute as per guidelines of university.**
- **In order to widen the students' horizons and to improve their perspectives on various subjects, short trips and tours are organized to the places of historical and other.**
- **The university theory examinations are conducted as per university norms and after the declaration of university results, result analysis is made and documented.**

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

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

The college, being an affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur has to follow the academic calendar of University for conducting the curricular activities. According to the academic calendar of the University, Nagpur the college prepares academic calendar before the commencement of each academic year. The calendar includes the schedule of examination, semester end examination, internal examination, curricular, co-curricular and extracurricular activities. The college has no formal choice to make changes in assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university. It is a mandatory component and the college has to conduct the internal assessment and report the grades and feedback to the university.

Faculty gives various assignments to the students in accordance with the guidelines given by the university for various programmes conducted by the college. Besides this, the faculties conduct unit test and annual test examination for assessment of

the students. The students are also assessed by participating in seminar, study tour, and industrial visits organized by various departments to promote the practical knowledge. For PG students internal assessment is done through field work and seminar presentation.

The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule of the University is strictly adhered to all the faculties and monitored by Principal.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

2

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

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

1.3 - Curriculum Enrichment

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

The institution has taken some attempts regarding the issues like ethics, gender, human values, environment and sustainability. It becomes the matter of utmost importance that spiritual training in the light of ethical values is imparted as

a part of the college curriculum. To foster moral and ethical values among the students, death and birth anniversary of great national heroes, leaders and freedom fighters have been organized for the holistic development of the students in each academic year.

Students are given equal opportunity in every academic, co-curricular and sports activities. Students are made aware of the disadvantages of gender discrimination through invited talk by eminent personalities. The students are encouraged to participate in vivid activities of NSS and Life Long Learning etc. Teacher's Day is celebrated by organizing a special program of 'Self Governance' and 'Seminar' in which students take active part.

Environmental Studies is a compulsory subject for the students which is a remarkable step to make them aware of environmental issues. 'Vasundhara Day' is celebrated enthusiastically every year by NSS. This unit of NSS is committed to spread awareness regarding environment preservation through Three ' R' i.e., Reduce, Re-cycle, Re-use. The programs like Tree Plantation, Ruksha-dindi, etc. are organised every year.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

66

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

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

103

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

1.4 - Feedback System

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

56

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

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

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

56

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

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

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks

below 40 are identified as slow learner and above 40 are identified as advanced learners.

Strategies adopted for Slow Learners:

The institute has been following the induction program for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs.

Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and re-explanation of crucial topics for improving performance.

Strategies adopted for Advanced Learners:

With a view point to boost up the already possessed talent of the advanced learners the institute takes up number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently. Apart from this, workshops, seminars, guest lectures and communication skills improvement programs are conducted time to time at the institute. Teachers ask the students to prepare examination like UPSC, MPSC, NET, SET etc. Various motivation speeches are organized for their future development. Teacher also helps students to acquire higher percentage than previous university examination by guiding them.

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

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

Number of Students	Number of Teachers
103	4

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

All the teachers and management of this institute try to make learning process students centric. The institute tries to give emphasis on development of independent thinking in the students. The learning experience of the student is enriched by following methods.

Experimental learning:

- The students learn social responsibility by taking part in NSS activities at nearby villages, awareness programmes, blood donation camps etc.
- While participating learning activities like regular home economics laboratory exercise, seminars, assignments, study tours, field visits etc.
- The college invites various experts from other college to share their experiences with the students.
- Library facility and computer facility play important role to enhance the knowledge of students.

Participative learning:

Participative Learning is encouraged by:-

- Discussions: Wide varieties of topics relating to arts are discussed in order to make the students to think broad and come up with their opinions and suggestions.
- Debates: Debates are conducted in most of the courses of arts where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.
- Presentations and Seminars: The faculty encourages the students to participate in class seminars, group discussion and many more activities.

Problem Solving Methodologies:

- Problem solving ability of the students is developed by giving them proper assignments and projects related to

- **respective subjects.**
  - **Tutorial classes of Compulsory English subject are used for solving students' problems.**
  - **College library is enriched with books and magazines related to competitive examination.**

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.

- **Power Point Presentations: Faculty uses power point presentations including the video lectures based on the syllabus and as per requirements during the sessions.**
- **Training Program: The institute organizes internal as well as external training program for overall development of students. The internal training programs are conducted by in-house faculty members. However, some programs have been conducted in the institute through external.**
- **Seminars and Guest Lectures: Various seminars and guest lecturers are conducted from academia are invited to give latest trends about scenarios of the respective subjects.**

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

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

2.3.3.1 - Number of mentors

4

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

4

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

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

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

2.4.3.1 - Total experience of full-time teachers

119

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

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by R. T. M. Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university.

For determining the institute level 20 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment, viva-voce and attendance and some on test also conducted.

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

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.

2. Sharing of evaluated assignments with each individual student.

3. Returning back evaluated answer sheets of class tests.

4. Sharing evaluative remark of subject presentation/ viva-voce seminar by the faculty internally.

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

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

At Institute level:

The faculty distributes evaluated answer scripts of class tests and assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the Principal.

At University level:

Students can express grievances by applying for the following evaluation procedure:

Exam Form Filling and Correction if Need: According to the guideline of the University, the students are informed to fill examination forms within a time. The concerned person submits online the students' information to the University. The university then provides check list to the institution. The concerned person looks into the list and checks name, subject, class, and date of birth of the students. He corrects the information and submits that check list to the University.

Re-valuation & Recounting: If student are not satisfied with the marks awarded, they can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

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

2.6 - Student Performance and Learning Outcomes

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

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Chamber, Trustee Cabin, Library and IQAC Office etc.

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. POs and PSOs are disseminated on college website, Library and Course Files of Teachers.

The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject/Course.

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

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

The attainment of various outcomes like COs, POs, and PSOs are carried out in four stages namely: Planning, Implementation, Evaluation and Action Taken.

1. Planning:-

- Various outcomes are defined and a correlation is established between outcomes and tools used.
- A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects.

2. Implementation:-

- An individual faculty member use different direct tools like Class Tests, University Exam, Assignments, Seminars, Projects etc., for the evaluation of Course outcomes (COs).
- Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like feedback from Alumni, Teachers and Students etc.

3. Evaluation:-

- Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, and PSOs.

4. Action Taken:-

- If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

13

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

2.7 - Student Satisfaction Survey

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

https://acncollegenagpur.org.in/aqar/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

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

3.2 - Innovation Ecosystem

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

College has been trying to create a conducive ambiance, infrastructure, resources, and confidence for the enhancement of the capability of students and teachers in research and innovations.

The College Plans and implements several activities:

• To encourage faculty members and students to publish research papers.

• To encourage faculty members and students to participate in workshops, seminars, and conferences.

• To encourage the faculty members and students to pursue higher studies.

- **To encourage faculty members to undertake major/minor research projects.**

- **Financial assistance and duty leave are given to the faculty members for attending workshops, seminars, conferences, refresher, and orientation course.**

- **Motivates and deputes faculty for pursuing higher education.**

- **Encourages the faculty to become members of professional bodies and to participate in the activities organized by them.**

- **Encourages the faculty to undergo industrial training and visit the industry of their domain.**

- **Promotes and motivates the faculty to use ICT tools in their teaching-learning process.**

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

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

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

`1`

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

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

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

0

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

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

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

8

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

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

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

4

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

3.4 - Extension Activities

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

In view of its social accountability, the institute, through its NSS Cell, has made momentous efforts to sensitize its faculty and students about their social responsibilities through their participation in several directly or indirectly activities associated with burning social issues.

The institute, since its inception over the period of time, has developed a sense of responsibility and culture which promote holistic development of the students by engaging them in various activities. This leads to development of social responsibility and concern toward healthcare and community services. Major activities undertaken are: Tree plantation, Blood donation camp, Health checkup camp, Vaccination Drive & Career guidance program, Swatch Bharat Abhiyan etc.

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

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

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

4

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

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

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

10

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

103

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

3.5 - Collaboration

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

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

2

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. Classrooms

All the classrooms in the College are furnished, capacious and well ventilated. All the classrooms are equipped with Desks, bench, Platform, Fans, Tube lights, black board. As per requirement LCD Projector, Laptop/ Computers, LAN/Wi-Fi connectivity is provided to ensure the conducive environment for teaching-learning.

2. Computing Equipment

The College has 5computer systems with licensed/ free software installed. Enough supporting equipment like scanners and printers are also available. Internet facility of bandwidth 50 Mbps is also into existence.

3. Seminar Hall and Auditorium:

College has well equipped seminar hall with adequate seating capacity, with facilities like LCD projectors, raised platforms and public-address system with internet facility to make it

suitable for the big gatherings.

4. Library:

College library is enriched with books of various current as well as syllabi-based books, journals and e-journals are subscribed as per need. English, Marathi and Hindi newspapers are made available for the stakeholders

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

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

1. Sports and Games

The College has a spacious and well equipped indoor-sports room, where students can play games. Sufficient area is allocated to outdoor sports and games with adequate facilities.

2. Cultural

Cultural events are conducted in the seminar hall or open auditorium created in open space as and when required.

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

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

3

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1

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

4.2 - Library as a Learning Resource

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

The library provides following facilities and services:-

- **Easy circulation: There is a set method of issuing books to students, staff and other users. A special issue register is maintained by the attendant under the guidance of librarian. Taking the number of copies of particular book available and its demand, priority is given to the one who demanded it first.**
- **Issue return period: The students are given a 7 day issue retaining period normally which can be extended for another 7 days by renewing it. There is no such time limit for staff members.**
- **Reading section facility: There are separate reading sections for students and staff in the library besides a**

- newspaper reading section which is common to both.
  - Digital Section: The library has a computer kept for students' use exclusively. The librarian monitors it.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.29

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

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

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

30

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

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

Key Features:

- **LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.**
- **A Computer in Library, with high speed internet connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.**
- **A set of CCTV cameras keeps surveillance of the entire building and campus.**
- **A biometric machine is also there to maintain attendance record of the staff members.**
- **All these equipments are provided power backup by UPS.**
- **All ICT facilities are updated as and when the need arises to do so.**

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

4.3.2 - Number of Computers

5

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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.

Utilization of support facilities:

The infrastructural and resources utilization of the institute are administered by the Principal. Head of departments are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities.

Sport / Ground Maintenance

A faculty of Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games

House Keeping of classrooms, laboratories and the entire institute campus

Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, home economics laboratory and the entire campus.

IT Facilities

Institute has appointed computer technician to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals.

Electrical Maintenance

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

Garden

Institute has employed a dedicated gardener and support staff who take care of garden, lawn and the indoor plants placed at various locations in the institute.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

12

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

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

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

0

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

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

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

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

14

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

14

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

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

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

5.2.2.1 - Number of outgoing student progression to higher education

4

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

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

government examinations)

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

0

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

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

As per the directions of the Director Student Welfare, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur institute

level Student Council is formed.

The Student Council consists of following members:

1. University Representative/ General Secretary

2. Cultural Representative

3. Sports Representative

4. Ladies Representative

5. Reserved Category Representative

6. Class Representatives

7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year.

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, IQAC etc.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

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

5.4 - Alumni Engagement

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

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs

2. Career Counseling

3. Placement Assistance

Apart from above non financial agenda, during the recent alumni meet it has also been decided to assist and help the institute by means of financial inclusion as per willingness of individuals and register alumni association.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college has been giving quality education to students coming mostly from poor socio-economic background. The Trust is apex body in the organizational structure of the institution. It works in tandem with the Principal to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution implements the decisions and policies of the Management, the University and the State Government with the help of teaching and non-teaching staff. Then there is a College Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institute.

To prepare perspective plans of the institution regarding academic, administrative and infrastructural development adhering to the Vision and Mission of the institute as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in execution of plans arises, the Governing Body's help is sought in overcoming it.

There are various committees which look after the routine administrative activities of the institution. Every such committee is comprised of 2-3 teachers. These committees submit their recommendations to the IQAC which after deliberations in its regular meetings decides on implementing them. Thus, every teacher of the institute participates in decision making in some way or the other.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Every year annual Sports and Cultural Festival is organized by

involvement of all faculty, staff and students which is best example of decentralization and participative management. Case study regarding same is briefed below:-

Case study- Annual Sports and Cultural Events Organization:-

As per the academic calendar by the institute sports and cultural events is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural events.

Various committees under the student's council are formed which involves experience teachers, students and staff.

The Students Council plays major role in sports and cultural activities. The Sports and Cultural Committee discuss the budget with the principal and management.

In this way, sports and cultural events/ annual function is conducted every year successfully which is best example of decentralization and participative management where students, faculty, staff and management is also actively involved.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One activity successfully implemented based on the strategic plan is as follows:

Case study: Field visits of the students.

Visits have its own importance in a career of student who is pursuing a graduation degree. It is considered as a part of college curriculum. The objectives of Field visits are to bridge gap between theoretical knowledge and actual practical implementation. With an aim to go beyond academics, visits

provide students a practical perspective of the work place and societal activities. It provides students an opportunity to learn practically through interaction by understanding, working methods and employment practices

By considering the above objectives the institute has decided to plan visits every year. It gives an exposure to understand current work practices and theoretical knowledge being taught at the institute. The visits are planned for all programs and all classes.

The planning of visits is done by faculties and students. Student initiate for making arrangements of visit. With the suggestions and discussion of higher authorities visits are planned. Faculty coordinator is appointed to take care of proper execution of the visit. The institute tries to give an opportunity to different faculties for coordinating visit to ensure participative management. The arrangement of transport is taken care by students with guidance of faculties.

Visit gives live experience of management i.e. planning, coordination, implementation, execution to the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Trust is at the top most tier in the organizational structure of the institution. It supervises the overall functioning of the institute and directs the Principal whenever necessary.

Then there is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as Local Managing Committee). Preparing budget and financial statements, recommending creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the

college are the primary functions of the CDC.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. The Principal monitors functioning of every committee. Smooth conduct of all the committees is ensured by him. Various institute and department level committees are constituted to take discuss issues and take decision up to their scope.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and Government of Maharashtra, and it is binding for the college to abide by them.

The institute has a grievance redressal mechanism in place for the students at its own level whereas RTM Nagpur University has a Grievance Committee which looks after the grievances of the employees of colleges affiliated to it.

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

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

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

6.3 - Faculty Empowerment Strategies

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

The institute implements several welfare measures for the teaching faculty as well as its non-teaching staff like

Teaching Faculty:

- Motivates and deputes teachers for pursuing higher education.
- Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same.
- Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives.
- Encourages teachers to participate in research orientated activities and to publish researchpapers in reputed Journals/conferences.
- Promotes and motivates teachers to use the ICT tools in their teaching-learning process.
- Grants promotion to teachers on time.
- Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes.

Non-Teaching Staff:

- The institute organizes training programs as per the need for skill development of non- teaching staff
- They are encouraged to participate in the organization of social events organized under Community Out-reach Services

The other welfare provisions made for both teachers and non-teaching staff are:-

- Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.
- Maternity leave for female staff members
- State Government's Accidental Insurance Scheme

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

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

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

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

2

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

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

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

4

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

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

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010 and four amendments thereafter. Currently, the college follows the

guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in higher Education) Regulations, 2018.

Teaching staff:

API and Confidential Reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS) (API) is divided into three categories.

CATEGORY- I: Teaching, Learning, and Evaluation related activities

CATEGORY- II: Co-Curricular, Extension and Professional Development Related Activities

CATEGORY -III: Research and Development

Outcome: Performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of areas of improvement and accordingly, improvement takes place.

Decision: The score obtained in the PBAS contributes to the decision about faculty appreciation. Faculties with a low score are personally counseled by the Principal.

Non-Teaching staff:

Institute office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the non-teaching staff prepared by the Principal is maintained.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college undergo, every year, for audit of the financial affairs.

Internal Audit-

The college gets its accounts audited internally from the local authority of the parent institution.

External Audit-

Chartered Accountants Firm is appointed as external auditor of the college. They conducts external audit after completion of the financial year and submit the audit report immediately.

Government Audit-

It is conducted by the Senior Auditor and the Administrative Officer, Joint Director Higher Education, Nagpur Region, Nagpur and Accountant General, Pune.

The Local Management Committee (LMC) (now it is called 'College Development Committee' (CDC) since 2017 onwards as per the Maharashtra Public Universities Act, 2016) of the college evaluates audits reports and seeks compliance form the accounts section, on the queries reported by the auditors, if any.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

urs is an Institute where we receive salary grant for UG programme. Funds received from the UGC under various schemes are utilized on the stipulated heads only.

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur has fixed the fees for the admission of the students beyond which the Institute cannot charge anything. The major part of fees collected is utilized for Teaching Staff of self financed programs. All other expenses are also met from collected fees only.

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

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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

1. VAPs Conducted

2. Mentoring System implemented

3. Slow Learners identified

4. Field Visits conducted

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Result Improved

2. Faculty publication improved

3. New MOUs Done

=

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or	**C. Any 2 of the above**

international agencies (ISO Certification, NBA)	

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Being a progressive institute, We believe in providing equal opportunity to all the employees including students in matters related to gender sensitivity with facilities such as safety, security, counseling and common room for the students.

Gender sensitivity on campus

The institute ensures that students work together in academic, cultural, sports and other activities. However, institute takes care of gender sensitivity to ensure safety and security of students

Safety and Security

1. Safety and security is provided on campus by deploying security guard at key locations
2. Identity cards are mandated for everyone on campus
3. Security is provided at the entrance to ensure all the visitors adhere to the entry procedure
4. CCTV cameras are installed at important locations as well as most of the classrooms.
5. Adequate provision is made with first aid box for the

employees.

6. As a policy female faculty members accompany students when they participate after college hours in outdoor or indoor activities.
7. Fire extinguishing system is established as a safety measure.
8. In case of any major medical emergencies, institute has doctor on call facility available.
9. Institute has institutionalized committe for prevention, prohibition and redressal of sexual harassment of employees and students.

Counseling

The counseling is done through Mentor: Mentee scheme available on campus.

Common Room

Common room facilities are provided in the college for students to hold meetings, study, or simply relax.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

To ensure green ambience in the campus, the college initiated a Green Audit. The pragmatic solutions and suggestions put forward by the Audit are beneficial and apposite for the college in its stride towards excellence. Solar panels are installed and fully functional in the college premises. Electricity bill has reduced marginally due to solar electricity generation.

Solid Waste Management:-

- The institution has dustbin at each corner, where all the solid waste are collected which include paper waste, plastic waste, food waste and other waste material. All the collected waste are disposed of with proper management.
- Eradication of weeds is carried frequently in our institution which harvesting of grown up unnecessary grass and plants, which are collected in vermi compost tank where all the waste are converted into vermi compost which use as a fertilizer in our botanical gardens.

Liquid Waste Management:-

- The wastage of drinking water is connected to drainage system of local authority and botanical garden.

E-Waste Management

- The E-Waste generally includes the tube lights, CFL, LED, Computer waste etc. are stored into the scrap bin. As the amount of e-waste generation is very low, the college hasn't disposed it.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	C. Any 2 of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institute believes in cultural diversity and cultural tolerance as a key to social harmony. Cultural diversity focuses on aspects like

- Cultural practices
- Values
- Religion
- Language

Diverse cultures not only make societies more robust but also help humans to better cope with changes. Institute believes Mutual Corporation and respect among students of different community, language and religion. It also gives emphasis on adherence to the principle of cultural tolerance.

Students admitted through merit list admission process from different socio economic background. These students are admitted not only from Urban but also from Rural area. Mostly admitted students belong to Rural area.

Irrespective of the state or the religion the institute practices cultural inclusiveness to deepening mutual understanding and trust. Regardless of the cultural background institute focuses on developing the students through academics, co-curricular and extracurricular activities

Institute celebrates various cultural events such as:-

- Diwali
- Navratri
- Christmas
- Makarsankanti
- Marathi Rajbhasha Din
- Woman's Day
- Yoga Day
- Republic Day
- Independence Day
- Holi

Institute celebrates annual cultural festival where students display cultural values of different communities. Staff members also participate and display cultural uniqueness through diverse cultural activities and festivals of different communities. The cultural and demographic analysis of the faculty and staff gives a clear indication of cultural diversity with harmony. The analysis shows that there are significant differences in cultural diversity, however all the employees work in harmony and perform as members of the community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens following activities/ programs were conducted/ celebrated:-

- **National Voters Day**
- **Right to Information Programme**
- **Road Safety Education Programme**
- **Independence day**
- **Republic Day**
- **Reading Inspiration Day (Book Exhibition and Library Orientation)**
- **Environmental Day**
- **World Population Day**
- **International Women's Day**
- **Literacy day**
- **Teachers day**

The institution has framed the Code of Conduct Handbook to know the values, rights, duties, and responsibilities.

Title

Follow-up

The Code of Conduct for Teachers

The handbook is prepared for the teachers in which the code of conduct is given. It contains rules and regulations of behavior and moral ethics and it has been strictly followed by the teachers.

The Code of Conduct for Students

This code of conduct provides information regarding Do's Don't and moral ethics. It has been displayed in the corridor for the students in which all the instructions are given to the students with respect to their behavior in the institution.

Code of Conduct for Non-Teaching

The code of conduct handbook contains the rules of behavior and professional ethics to be observe by the nonteaching staff members in the institution.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution has developed a habit of celebrating / organizing national and international commemorative days, events and festivals:-

National and international commemorative days:-

1. Independence Day

2. Republic Day

3. International Women's Day

4. Teachers Day (Dr. Sarvapalli Radhakrushnan Birth Anniversary)

5. Lakshmi Narayan Day

6. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

Birth/ Death Anniversaries:-

1. Gandhi Jayanti

2. Shiv Jayanti

3. Ambedkar Jayanti

4. Savitribai Phule Jayanti

5. Mahatma Phule Jayanti

6. Lal bahadur Shastri Jayanti

7. Tukdoji Maharaj Jayanti

Events:-

1. Annual Sports

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2. Annual Cultural

3. NSS Camps


Festivals:-

1. Diwali

2. Navratri

3. Christmas

4. Makarsankanti

5. Raksha Bandhan
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File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

```
Best Practice – I

1. Title of the Practice: Community Engagement through Extension
Activities.

2. Objective of the Practice: To promote Extensionin the
neighborhood community

3. The Context: To provide the opportunities to inculcate the
qualities among the students to understand social consciousness
and problems of communities.

4. The Practice:
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Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness etc.

5. Evidence of Success: Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters.

6. Problems Encountered and Resources Required: Funding is the major issue for doing activities on large scale.

Best Practice – II

1. Title of the Practice: Spreading Awareness About Various Scholarships Schemes of State and Central Government.

2. Objective of the Practice: To increase number of students graduating from rural area by spreading awareness about various scholarship schemes of state and national government.

3. The Context: To provide the right of education to economically backward students who stays away from education stream because of lack of awareness about various schemes of government related to scholarships.

4. The Practice:The various activities to make students aware about scholarship schemes of state and central government has been conducted.

5. Evidence of Success: It is observed that students benefitting from scholarship provided by state and central government has notable count once this awareness program started.

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

7.3 - Institutional Distinctiveness

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

• The college also aims at vitalizing the learning skills with a

focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society.

· College also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.

· The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.

· The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.

· Guest lectures, Industrial Visits are organized throughout the year, by which the students are exposed to the outside world and all the recent developments and innovations.

· To bring out the concealed talents of the students every year the institution conducts Annual Cultural and Sports Day.

· The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.

· The Classrooms, Laboratories, Library and Administrative office are highly conducive to the overall academic environment.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. To conduct one Value Added Program for every class.

2. To collect feedback, analyze it and take action on suggestions given.

3. To plan study tour of students.

4. To identify slow and advacned learnes.

5. To allocate mentors to the students.

6. To calcualte attainment of outcomes.

7. To conduct workshop related to research.

8. To request faculty for publishing paper in UGC Care Journals.

9. To plan NSS Activities with maximum involvement of students.

10. To do 2 fresh MOUs.

11. To update libaray.

12. To aware students about government and non-government scholarship schemes.

13. To improve placements.

14. To strengthenalumni relations.

15. To organize FDP and ADP.

16. To initiate quality initiatives under IQAC.

17. To work on best practices and distinctivenmess of college.

18. To strengthen efforts for renewable enegy use, waste management and green initiatives etc.