



# **SELF STUDY REPORT**

**FOR**

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

**NARAYANRAO KALE SMRUTI MODEL COLLEGE  
(KALA, VANIJYA AND VIDNYAN) KARANJA (GHADGE)**

N.H. 06, KARANJA (GHADGE), DIST. WARDHA

442203

[www.macscollege.in](http://www.macscollege.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2018**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

It gives us immense pleasure to submit the self study report of our college for the third cycle of accreditation of our college 'Narayanrao Kale Smruti Model College' governed by 'Bharat Education Society Arvi, Dist. Wardha'. Our present society is very old and founded in the year 1945 under able leadership of Late Shri. Narayanrao Kale. Our college was established in the year 1989 with Arts and Commerce undergraduate degree programs in the premises of high School at Karanja (Ghadge) on no grant basis and subsequently the faculties got government aid. In 2006 on the demand of people of this village college started science faculty and post graduate program in the year 2009 for M.A. and M.C.M. Now we have KG To PG program in one campus. Now recently we started Post Ph.D. research centre in Economics. We have more than 1000 students in our college. The village Karanja(Gh.) is situated on National highway, therefore it has geographical value as there are 121 villages surrounding it. Ours is the only senior college catering the need of higher education of the students from these villages.

We have efficient qualified and motivated staff as the agenda of NAAC is quality and excellence in higher education. We had complicated first cycle of accreditation with C++ grade in 2005 and second cycle with 'B' grade with (CGPA 2.58) that shows enhancement in quality of our institution now with the suggestion of peer team and IQAC we are looking forward to improve the quality of education.

### **Vision**

"Our vision is to develop students from rural background with knowledge and to provide better facilities of higher education with current technologies and techniques of skill development. We are also committed to encourage students in nation building through innovative practice and inculcate in them human values and sense of social responsibilities."

### **Mission**

**"Education To All"**

### **Goals and objectives :**

1. To provide better higher education facilities to economically backward students and poverty stricken classes.
2. To create educational, social and cultural awareness among students.
3. To achieve all round personality development of students.
4. To improve knowledge base and develop latent potential of students for employment and self employment.
5. To create interest in computer management and information technology among learners.
6. To generate awareness regarding various competitive examination among students.
7. To inculcate in students human values and awareness about environment.
8. To provide the education facilities of Post Graduation.

9. To impart ICT (Information and Communication Technology) Training for staff members and students.
10. To sensitize students about social issues in surrounding community through extension activities.

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

### Institutional Strength

- Higher Education facility for rural students.
- Multi faculty college offering co-education in Arts, Commerce and Science UG and PG level.
- Total infrastructure spread over 5 acre of own land and playground.
- Sufficient and excellent infrastructural facilities.
- Number of Girls students are more than boys.
- Well qualified and experienced faculties, 18 staff members acquired Ph.D.
- Well furnished and equipped laboratories for all practical subject.
- ICT culture with broad band connectivity and free wi-fi campus.
- Computerized Central Library with ample collection of books, CD, Journals, e-Journals INFLIBNET and N-List facility.
- Good research culture among the faculties.
- Considerable number of quality research papers Minor Research Project and publication by staff.
- Competent and dedicated Non-Teaching staff.
- Involvement of students in teaching learning process.
- Coaching and reading facility to students for competitive examination, library facility offered such students till late hours.
- Three staff members are members in BOS of University actively participating in syllabus structuring.
- Career Oriented Course in college.
- Skill orientated programs helping youth of rural area.
- Accredited by NAAC first cycle by C++ and acquired 'B' grade (CGPA 2.58) in second cycle showing quality enhancement.
- Active participation of Alumni association.
- Campus with CCTV Surveillance.
- Active IQAC support in planning, executive and monitoring of academic activity.
- Various students welfare schemes such as mentor-mentee students and guardianship scheme.
- Involvement of faculties in social activities.
- KG to PG under one Campus.

### Institutional Weakness

- Lack of students placement opportunities.
- Lack of Industrial Linkage and MoU facility due to absence of industries in surrounding vicinity.
- Restricted research activities due to non-recognized research laboratories.
- Financial constraint for development.
- Male students not pursuing higher education.
- Fear about English is very common in students.
- Government ban on filling vacant post.

## **Institutional Opportunity**

- To make collaboration and establish MoU.
- Organize more placement drives.
- Improve University Results.
- Start more carrier oriented courses, skill development courses and PG programs.
- Improve sports culture and involvement in sports activities of students.
- Encourage more research activities by teachers and students.
- Strengthening library.

## **Institutional Challenge**

- Increase proficiency in English speaking and writing.
- Improve inclination of male students towards higher education.
- Provide more placement opportunities for Local Students.
- Linkages and collaboration with industries.
- Mobilization financial resources.
- Add more skill oriented and add on courses.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The formulation of entire syllabus has been entrusted with the B.O.S. coming under purview of University as per the provision of Maharashtra University Act. While formulating syllabus it is expected that the syllabus should be combination of uniformity between regional and national level in consistent with the guidelines and directives of UGC. College teachers recommend suggestion and opinion through BOS Members.

The first and foremost responsibility of the institute is to implement entirely syllabus. Three professors of the institute had been nominated at the B.O.S.

### **Academic Flexibility**

At present, the institute runs eight courses, among of these courses, four courses have been started in 2016-17. Certificate Course in 1) Communicative English, 2) Sericulture, 3) Home Economics and 4) Fashion Designing.

### **Curriculum Enrichment**

Apart from various program of teaching of syllabus, gender equality, environment and sustainability, human values and professional ethics are inculcated among students of the institution. The Certificate Course in Communicative English provides platform for student to develop communication skill,. Certificate Course in Sericulture provides ability of employability and opportunities of employment to raise the standard of life. Vermicompost plant at the institution helps to improve the quality of the soil and vermicompost is provided to nearby farmer.

### **Feedback System**



The feedback form are collected from employees of the office bearer, parents, Alumni and students in order to strengthen the quality of teaching-learning process and to improve the facilities provided by institution.

They are analyzed and appropriate action is taken and ATR approved then displayed on website.

### **Teaching-learning and Evaluation**

- The college is situated in rural area. Our college runs three programmes. The admission process is transparent, well organized and according to norms. The population is mostly belonged to OBC community, therefore, demand of admission of OBC category is more than seats available and they are filled in general category.
- Every students learning in the college is not the same and their intelligent quotient differ from student to student. By identifying such slow learners, extra classes are taken by teachers and for advanced learners advanced classes are run.
- Our institution efficiently deals with diversity of students. In our college all the teaching staff use the ICT tools for teaching like ppt, models, video conferencing, Educational DVD, YouTube, DD, ShodhGanga, Inflibnet etc.
- In college most of teachers have Ph.D., written books, research papers in journals, magazines. They participated in seminars and workshops. Some of teachers are members of BOS and subject experts and research guides.
- Evaluation is important process. The entire effort put in by the teachers on teaching-learning and evaluations. Mechanism of internal assessment is transparent and robust in terms of frequency and variety. Our College has created a mechanism for redressal of student's grievances related to academic and non-academic matters.
- POs and COs for all programs offered by our college are stated and displayed on website and communicated to teachers and students. The assessment tools and processes is used for measuring the attainment of each of the POs & CO's.

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

The research and extension in the neighbourhood community have been a top priority of our institution and faculty members. In this regards we organize national conferences, student seminars, presentation series, workshops, training programs, awareness programs etc. Institution facilitates with well equipped laboratories, library with e-sources.

### **Resource Mobilization for Research**

- Three teachers recognized as research guides
- Eight research projects completed during the last five years

### **Innovation Ecosystem**

- Institution has open incubation center for Sericulture and Vermicompost process.
- Two training programs were conducted on Intellectual Property Rights (IPR).

### **Research Publication and Awards**

- The institution has a stated Code of Ethics to check malpractices and plagiarism.
- 15 Ph.D.s awarded under guidance of teachers during the last five years
- Books, chapters in edited volumes and papers in national/international conference-proceedings have been published by teachers.

### **Extension Activities**

- Different extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development have been conducted through NSS.
- 31 extension and outreach programs were conducted many students participating in extension activities with Government Organizations, Non-Government Organizations such as Red Cross Society.

### **Collaborations**

- Under collaboration study tours, field trip and linkages completed for educational purpose.
- 02 MoU with Kautillya Dyanprabhdhani Amravati and Bapurao Deshmukh college of Engineering, Sewagram, Dist, Wardha was made for sharing knowledge.
- Faculty members have participated in conference /seminar etc. in which 23 International, 79 National, 16 state level paper presented respectively with 11 state proceeding publication.

### **Infrastructure and Learning Resources**

The College has adequate facilities for effective teaching and learning processes. The total area is **5.5 acres**. The campus has office, academic departments, Class rooms, Digital Class room, Seminar hall, Physical Education Department and the laboratories are well equipped. All basic sports facilities including indoor & outdoor sports facility are available in the institute.

Ground is also open to the general public for games and morning-evening walk and yoga. Also the institute has excellent budget allocation for infrastructure augmentation.

The institute has a well-stacked library reference books, journals, e-books, e-journals etc. The library has reading-room, books issue centre, computer browsing centre (IT zone), books Storage and librarian cabin. Library is open for the students for preparation of competitive exam. Also library has some special reports. . The library has good ICT facility for students and staff. The College subscribed N-list INFLIBNET for access e-resources like e-journals, e-books etc. Library is automated using Integrated Library Management System (ILMS),

The College provides internet facility, Broadband Connection and free Wi-Fi facility to all students and staff members for easy access of information's. INFLIBNET, video recording facility in library.

Adequate budgetary provision has ensured the proper maintenance of infrastructure and academic support facilities. The College has plans and executes the allocation and utilization of funds in a systematic and organized way to ensure working condition of the infrastructure. Grants from UGC and college management funds are used to maintain physical and academic facilities.

### **Student Support and Progression**

Students of all faculties of the institute have been availing the scholarships and other schemes. 84.7% of the student were benefitted from all type of scholarships and Teacher Guardian Scheme.

From 2012 the students got participated in the program of guidance on competitive examination and lectures of experts and resource person. Through career counselling, soft-skill and language lab and the bridge course many students got benefited.

### **Student Progression**

Information of Pass-out students of the institute is always well-furnished, whether students is in the field of government or private sector, employees or businessman. They are playing important role.

### **Student participation and activities**

In the educational and administrative development of the institute, the role of the students have been prominent and game-changer. Students' representation is prevalent in every activities of the institute. Through various committees and activities, the cordial bond of relationship between teachers and students get strengthened and cemented.

### **Alumni Engagement**

Student is focal point and all activities are centred around students. Taking into account the role of students during last 5 years the committee of former students was constituted. With the formation of the committee, former students extend help in every possible manner to bring about development of students as well as institution.

Opinion, suggestion, feedback and advices of former students matter more in the decision making of the institution, and they are received whole heartedly by the institute.

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

Our college vision is to develop students with knowledge and to provide good and better education facilities of higher education.

Goals and objective of our institution are to create educational social awareness to achieve all round personality development. In order to accomplish the goals and objective, we set-up various committees for accomplishment of our institution goals.

- Our institution has made prospective strategic plan of construction of science laboratories and organizational structure as per government rules. There is college development committee. For regular function has setup various committee for developmental work. There is redressal cells for teachers and students.
- College has accepted ICT technology for college regular function likes administration finances and account students examination and library. The organizational structure of our college is decentralized.
- There are better welfare schemes for teaching and non-teaching staff. College permits teacher to participate in International, National and State Conferences and Seminars and attend orientation, refresher course, short term course, professional development programs.

- In our institution there is internal control and internal check system and regular auditing of grants received through non-governing and individuals. Our institution incurred recurring expenditure on day-to-day basis on academic expenses and administrative expenses such as repair maintenance of building etc in order to cope up with problem of limited resources we have strategy for optimum utilization of resources through budgeting.

The Internal Quality Assurance Cell has contributed significantly for quality assurance strategies and process. Our college IQAC took number of quality improvement measures.

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

- In gender equity program our institute runs various program through sexual harassment committee, anti-ragging committee, and other committee. For the women's empowerment, skill development program, self employment program, guidance program, and legislation for women vigilance, pre-marriage counselling, sexual harassment problems counselling to the girls students, housewife. We take care girls students safety and security, common room facility, counselling.
- In environmental consciousness and sustainability we use solar light. Most of our lighting power requirements met through LED bulbs. In waste management we manage solid and liquid waste properly by recycling composting. In Rain Water Harvesting we conserve water runoff during monsoon to replete dry bore well. In green practices our committees run various environment awareness programs for sustainability, pollution free campus use public transport, plastic free campus, paperless office through online work, green landscape with trees and plants by plantation, for Divyangjan, we have a physical facility, ramp/rails, rest rooms, scribes for examination.
- In Human values and professional ethics under this heads knowledge and understanding are most important. The institute strictly follows core values and code of conduct for teachers, students, non-teaching staff which is on college website.

For Nationality, social awareness, Indian culture health and awareness, cleanliness and others our institute run various programs.

- Our institute run two best practices like "student guardian scheme" and "Vermicompost".
- In 'Kisan Manobal Yojana', we counsel and guide to dissuade farmers from suicide which is very serious problems. Our college has started special drive named "Awareness program for prevention of farmers suicide".

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	NARAYANRAO KALE SMRUTI MODEL COLLEGE (KALA, VANIJYA AND VIDNYAN) KARANJA (GHADGE)
Address	N.H. 06, KARANJA (GHADGE), DIST. WARDHA
City	Karanja
State	Maharashtra
Pin	442203
Website	<a href="http://www.macscollege.in">www.macscollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SANJAY PANJABRAO DHANWATE	07156-245514	9765975847	-	nksmiqac@gmail.com
IQAC Coordinator	RAVINDRA NATTHUPANT SONTAKKE	-	9960721958	-	ravi_stax@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college	17-07-1989			
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	30-12-2003	<a href="#">View Document</a>		
12B of UGC	14-02-2006	<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				

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

<b>Recognitions</b>	
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	N.H. 06, KARANJA (GHADGE), DIST. WARDHA	Rural	5.5	2959.49

## 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	BA,Department Of Arts	36	HSSC	Marathi	660	357
UG	BCom,Department Of Commerce	36	HSSC	Marathi	460	293
UG	BSc,Department Of Science	36	HSSC	English	360	289
PG	MA,Post Graduate In Economics	24	UG	Marathi	160	27

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				5				19			
Recruited	1	0	0	1	5	0	0	5	15	4	0	19
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	11	1	0	12
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0



Technical Staff				
	Male	Female	Others	Total
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

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	0	0	11	3	0	18
M.Phil.	0	0	0	1	0	0	0	1	0	2
PG	0	0	0	1	0	0	4	0	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	5	0	7

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	1	0	0	1

**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	Male	31	0	0	0	31
	Female	89	0	0	0	89
	Others	0	0	0	0	0
UG	Male	250	0	0	0	250
	Female	689	0	0	0	689
	Others	0	0	0	0	0
PG	Male	4	0	0	0	4
	Female	23	0	0	0	23
	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	28	30	24	35
	Female	31	42	46	35
	Others	0	0	0	0
ST	Male	17	29	23	29
	Female	25	33	38	39
	Others	0	0	0	0
OBC	Male	261	319	286	222
	Female	501	606	589	541
	Others	0	0	0	0
General	Male	11	8	5	5
	Female	14	26	26	20
	Others	0	0	0	0
Others	Male	46	44	28	25
	Female	43	41	43	48
	Others	0	0	0	0
Total		977	1178	1108	999

### 3. Extended Profile

#### 3.1 Program

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

**Response: 04**

**Number of self-financed Programs offered by college**

**Response: 01**

**Number of new programmes introduced in the college during the last five years**

**Response: 0**

#### 3.2 Students

**Number of students year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
999	1108	1178	977	832

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

2016-17	2015-16	2014-15	2013-14	2012-13
1540	1540	1540	1440	1440

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

2016-17	2015-16	2014-15	2013-14	2012-13
164	218	286	191	162

**Total number of outgoing / final year students**

**Response: 1021**

#### 3.3 Teachers

**Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
33	33	31	30	30

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

2016-17	2015-16	2014-15	2013-14	2012-13
24	24	24	23	21

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

2016-17	2015-16	2014-15	2013-14	2012-13
26	25	25	25	25

**Total experience of full-time teachers****Response: 334.9****Number of teachers recognized as guides during the last five years****Response: 03****Number of full time teachers worked in the institution during the last 5 years****Response: 24****3.4 Institution****Total number of classrooms and seminar halls****Response: 17****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
33.43	17.48	17.50	28.14	57.39

**Number of computers**

**Response: 47**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response: 0.34604**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response: 0.03086**

NAAC

## 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:

The formulation of educational syllabus and its implementation have been entrusted with the university and affiliated colleges of the university through the Board of Studies under the University Act. As per the University Act ten members are appointed and four members are elected on the board. Members among of them select the president to play the vital role in decision-making. The duration of working of the Board of Studies is ten years. This statutory body conveys the meeting annually and discusses in details the up-gradation of syllabus in view of changing scenario in educational domain.

As per the urgency of requirement taking into account the up-gradation of syllabus, the Board of Studies either changes the syllabus completely or modifies it in parts. The Board of Studies invite suggestions and advices from the professors of affiliated colleges of universities to change or modify the syllabus. Taking into consideration, suggestions of expertise and veteran professors, the Board of Studies conveys the meeting and hold marathon discussion on suggestions and takes final discussion unanimously. The role of affiliated college is to provide suggestions. It is not obligatory on the part of the Board of Studies to accept the suggestions, it has right whether to accept/adopt suggestions or not. After taking the required approval from the rightful statutory authority, the syllabus is finalized to be implemented and the designed syllabus is displayed on the website of University.

There is display on website clearly from which year the designed syllabus would be implemented.

The university is autonomous and independent in formulating and implementation of the syllabus.

However, the UGC suggested as per its guidelines that there should be uniformity in the syllabus of universities of India. According to UGC's guidelines, it has given the formula; 80% + 20%. This formula guides and instructs that while changing or modifying structure of syllabus. The University instruct the authors to keep in mind the guidelines of UGC. Taking into account national aims and objectives, the university should not change the syllabus more than 80% and taking into consideration the geographical socio-economics.

It is paramount importance of implementation and enforcement of syllabus by the college with the inception of the educational session, the teaching plan of syllabus is done faculty-wise. The discussion is taken place on the matter of subject-wise syllabus, its implementation throughout the year. Time-Table and workload for teaching of subject is framed-out. Information is provided to department of library of college about the changing structure of syllabus. Department of library, with the consultation of concerned committee functions the outlet for book-purchasing. The expenditure and contingency budget is sanctioned for the required equipments; apparatus of science laboratory and the process of required needs are fulfilled as early as possible.



Taking into consideration the importance and weightage, the concerned teachers make the planning of teaching subject-wise and execute it throughout the year. Unit tests, terminal exams, surprise test, viva-voce and seminar on subject conducted by subject-wise teacher to evaluate students internally and externally in view of student's performance and progress of study. All these activities of evaluation of students are taken place under the guidance and supervision of the Principal. By the end of the educational session, the university conducts examinations as per scheduled time-table and declares results subject-wise with time-bound period of 45 days.

The college runs the add-on (job-oriented and industry-based) courses sanctioned and approved by the UGC and University to facilitate students to sustain in the corporate and industry sector. The college also runs self-funding courses by the department of Home Economics and Fashion Design. The concerned department, the coordination of the course formulates the syllabus after taking the permission of the university and executes the sanctioned and approval course throughout the year. The entire formulated course runs in 120 hrs time periods. After completion of teaching learning process of the course, the examination on the syllabus is conducted. Certificates are given away to eligible and deserved students.

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

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

**Response:** 10

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	2	2	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:** 107.76

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	5	5	5

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

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

**Response:** 100

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

Response: 04

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 100

1.2.2.1 Number of 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>

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

**Response:** 4.62

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

2016-17	2015-16	2014-15	2013-14	2012-13
120	40	40	40	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<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:

Institution integrates cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum.

Irrespective of gender, environment and sustainability, human values and professional ethics, the college has started numerous courses. The influence of socio-economic elements of the rural domain of the Karanja Taluka has been reflected in the educational life of student. Karanja taluka is well-known for the cluster of village, adjacent to each other. The institution is female dominated. The ratio of female-male is 60:40. The involvement of girls and boys is actively seen not only in curricular activities but also in extracurricular activities, such as sports and inter collegiate competition. There is spacious library equipped with all kinds of books of subjects in the college and availability of opportunities at the college level is provided. There is no discrimination of any kinds between girls and boys found in the college as gender discrimination.

Every endeavours is made and initiated by the college to inculcate the moral values not only by celebrating anniversaries of great personalities through cultural programs but also by development of NSS for example, the college organized the program on grand scale of “Nourish Girl-Save Girl”.

Guest lectures, guidance on competitive examinations, general knowledge examinations, counselling on carrier selection and placement for job are organized by the respective department of the college. The college strives best for the all-round and inclusive development of students, considering the changing needs of the markets and corporate across India/Country.

Certificate course in sericulture has helped imbibe the values of environment and sustainability of natural resources on the minds of students. It enhances the livelihood of former and poor peoples through adopting sericulture practices.

The certificate course in English helped the students to create awareness about spoken English and

comprehension. It should train the students for their better future through communication skills.

National Service Scheme (NSS) imbibes human values, professional ethics, environment and sustainability, cultural awareness among the students and rural people. College organizes a special camp through NSS to maintain the balance between eco-system and nature by implementing plantation drive, soil and water conservation in coordination with students and people. Certificate course in Home Economics and Certificate course in Fashion Design helps woman/students to raise the quality of employability.

### Environmental Studies

Global warming and climate change has been focal point at local, National and International level. In line with the guidelines and directives of UGC and RTMNU Nagpur University, the institute conducts environment examination for the second year students. If the students failed, he/she can clear the subject in third year. The exam can be passed from any colleges.

The course shall be compulsory for external and internal student, they can enrol themselves in any college for this course and can complete the same.

The theory question carries 75 marks - out of which 50 marks for objective type questions covering the syllabus and 25 marks on essay type questions. By the end of course the students would be evaluated for 100 marks – 25 marks on record, 50 marks on objective questions and 25 marks on essay. The passing marks is 40 and result would be declared in grade – grade A (61 – 75 marks), grade B (51 – 60 marks) and grade C (40 – 50 marks).

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

**Response:** 7

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

**Response:** 7

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

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

**Response:** 30.03

1.3.3.1 Number of students undertaking field projects or internships

Response: 300

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

## 1.4 Feedback System

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

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

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>

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

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

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

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

**Response:** 67.79

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

2016-17	2015-16	2014-15	2013-14	2012-13
999	1108	1178	977	832

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

2016-17	2015-16	2014-15	2013-14	2012-13
1540	1540	1540	1440	1440

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

**Response:** 60.95

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

2016-17	2015-16	2014-15	2013-14	2012-13
902	1010	1059	866	744

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

Admitted students to the institute belong to rural area. Intelligent quotient of students here is different compared to urban students due to upbringing and access to educational facilities. When students of remote and rural area take education, they face number of difficulties. Taking into consideration, bleak situation of students to bring about educational development among students, the institute makes plan and implement it meticulously. Tests, assignments and sudden surprise tests are conducted by the subject wise departments.

1. Terminal Exam. : How much taught subject or topic has been comprehended and assimilated by students and how much progress students have made to evaluate and measure the scope of knowledge, the college conducts terminal exams along-with unit test and surprise test.

With the conduction of the examinations, students take note of the nature of examination conducted by the university. In lieu of the conduction of terminal exams, it is noticed that where students stumble upon, what types of hindrances is faced and according to the level of performance in respective subjects, remedial classes are run by the college.

1. Extra Classes: Every students learning in the college is not the same and their intelligent quotient differ from student to student. By identifying such slow learners, extra classes are taken by teachers to bring them in main stream-line of education.
2. Lecture for slow learner :- From the point of intellectuality of students, every students is different and unique from one another. Teacher with their penetrative observation identify students whose performance in study is slow and lagging behind and as remedial measures teachers teach students in simple and easy way by giving easy notes and devoting extra-times.
3. Advanced Learners from the point of view of advanced students :- Today's world is called competitive world with cut throat competition. It is necessary to prepare students to sustain and survive in the competitive world. The urgent need has been seriously taken not by university but by the college also, and formulated the syllabus so as to generate highly-demanded knowledge and



skill from students. The college also take initiatives on its own to prepare students to be competent and skilled-based potential employee in future by number of ways and means.

4. Unit Test :- Throughout the year teaching-learning process is taken place, it is paramount importance to conduct unit test to recapitulate knowledge of subjects that how much extent they are able to comprehend the subject. The unit tests is divided and arranged two sessions in a year.
5. Assignments: - Recently university has included the method of assignments to evaluate students' educational progress graph internally. The ratio of assignment is 80 + 20. Eighty marks is on theoretical paper and 20 marks is on assignment. Teacher gives assignment as per the nature of subjects to students. The purpose of the assignment is to develop and foster the habit of reading and communication skills. Students are got involved with active participation in the teaching-learning process. Through these method, research outlook and nature of question-papers is realized and known by students.
6. Surprise Test :- How much understanding or knowledge of taught subjects can be retained by students, teachers conduct surprise test in the class to check and evaluate the knowledge, because, it is well-known fact that students remain bodily present in the classroom, but his/her mind get distracted by number of things. To forestall the disruptive and distractive receptive minds of students, it becomes essentially to conduct/carryout surprise test and it is beneficial to students.

Bridge Course of Teaching: - While taking education, it is essential to get insightful glimpses of students in particular subject. Bridge course ensures to provide much needed information and knowledge to students. There are number of subjects which can be proved by number of aspects and dimensions. Having only knowledge of writing and reading does not mean it is education, but the development of skill is intended. Admitted students to commerce faculty come from arts and science streams and they remain unaware about trade-commerce, financial developments, identifying the lacuna of such students, the college organize the program "Introduction to Commerce" every year. The bridge course of teaching is conducted in the department of Post Graduation also.

### 2.2.2 Student - Full time teacher ratio

**Response:** 41.63

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

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

**Response:** 0.2

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

**Response:** 2



File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional 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:

Teaching learning process is one of the most important process for student. Taking into account, student as axis and pivotal, entire process of teaching should be centralized on students. The process of teaching remains incomplete without active participation of student. To make students get involved in teaching-learning process, novel skills have to be used by teachers, so that teaching should not become parrot fashion and mugging but intended knowledge should be delivered to students with incision and accuracy.

#### 1.Application of ICT Tools

With the medium of PPT, even difficult and abstruse and complicated topic of any subjects can be made easier, amusing and knowledge able to understand. Besides PPT and audio-visual can be employed in teaching skill with method of lecture, complicated topic cannot be made simple and easy. As a consequence, students remain in the class only with body, but his mind hovers in the sky out of the classroom. So, it is imperative to carry-out teaching process with audio-visual devices. Audio-visual devices makes teaching process interesting and drawn students attention to topic. Generation of interest in the topic and among students is the process of assimilation of knowledge in students' life.

#### 2. Use of Audio visual aid

By observing the scope of topic, teaching of subjects cannot be completed with the method of lecture. In view of this, in the stipulated minimal time, most of the proportion of syllabus should be in right manner imparted to students and this skill of teaching method is fulfilled by the medium of audio-visuals.

3. Paper-solved: - It becomes also difficult on the part of students and teachers to have difficulties in understanding as well as teaching the prescribed syllabus by university. "From easy to Difficult" with this method, the topic/syllabus is taught. University also designs the question paper taking into account students' level of understanding of subjects. Students remain ignorant of nature and scope of syllabus of under graduation when they enter senior college to pursue further education after the 12th standard. Students get confused and to some extent disturbed. In such haphazard situation, students are mentally prepared to adopt to sudden changing syllabus in sync with their mental abilities. Teachers earnestly consider nature of questions, time, priority considers nature of questions, distribution of marks of examination and teachers make students very well aware of the exam.

"In particular period of time assigned by University, teachers have to teach and complete the syllabus".

How much extent, students have become successful to comprehend the subject, tests are carried out/conducted by teachers University has ascribe test to the college. In this way internal evaluation is carried out by the college.

4. Problems solved by students :- It is very important to develop and nurture the habits of self-study and self-decision among students. There is no use of reciting or mugging up the topic/subjects taught by teacher.

5. Projects :- Each and every parts of syllabus can not be comprehended by students. Some parts take students to higher and difficult level. Apart from individual all-round development, development of collective of societal values, is supposed to be prominent instrumental in the process of teaching and learning process. In view of present/on-going happenings and developments, students should become vigilant and aware, for this projects of various subjects are carried out by students. From such various types of projects, positive and negative responses regarding social, economical, practical, literature, science and practical are evoked from students.

#### 6. Teaching through practical

Teaching-learning process wants to make competent and viable, facts and factual background should be added. Education passed on bookish or recital method fails the true purpose of knowledge importation. Along with teaching of syllabus, practical and hands-on knowledge is delivered, the long-lasting impact of subject reside in the minds of students. There are some branches of subjects where in practicability knowledge must be imparted. If we consider the faculties of science and commerce, only writing on blackboard fails the real purpose of teaching and it becomes lame and one sided. How works is carried out in the domain of trade and commerce and banking sector to get understanding of the functions, we need to make the group of students and gives the visit to field work ground by the college. Students, belonging to sociology, economics and political science, get benefited directly or indirectly with the practical visits to historical places, parliament and assembly session.

7. Case study: In the activity of case study, students go to the site/place/industry to have profound insights and to grow the inquisitiveness about the subject, the educational visit helps student and students observe the ground situation with facts and figures and in such a way, they can perceive the knowledge with veracity of information.

#### 8. Seminar

Institution stresses on seminar should be held in which students actively and spontaneously participate and understands the scope, nature and depth of subject by developing his/her outlook on particular topic. The method of seminar enables and facilitates to develop all these aspects among students.

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

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 24

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:** 41.63

#### 2.3.3.1 Number of mentors

Response: 24

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Teaching learning is process where-in more than two actors are involved with the aids of innovative methods. For this process, new type of methods is used and it is necessity of current time of education system. It should be essential to impart latest information on particular topic to make students updated. Emergent stream of knowledge with the changing scenarios in techno worlds, teaching should be carried out with hands-on/practical knowledge. The processe of assimilating knowledge with self-inspired motive prove to be long-lasting inculcation of eternal values. While carrying out hand-on training, it becomes cumbersome to effort time and financial resources. Despite easily non-availability of infrastructure and financial resources, it is required to impart practical knowledge to students to discover the solution to intended problems. With the help of models, internet, new evaluation technique and some devices, it is done. Some of these, we constantly use in our college. These are as follows.

#### 1. Group Discussion :

Teaching is an integral part of teaching learning process. It should be taken place in interactive mode. That's why, it should not be one sided. Active participation of most of students directly or indirectly is the clear-cut reflection of the alive and vibrant classes. Due to this, it is imperative on the part of teachers to have active participation and involvement of majority of student to initiate various measures through a number of ways and means.

Group-discussion is one aspects of the teaching skill. When the discussion and interaction among students are invoked on particular topics, number of dimensions are derived. Group discussion enabled students to

understand the topic in easy and lucid manner. Every assigned topics to students is not easy to be comprehended and assimilated, because it is in itself profound with scope and extent. When the topic/subject is brought forward, students as per their intelligent quotient (IQ) brings responses with the help of fragmented previous knowledge, and the topic becomes easy to understand with entailed aspects of social, scientific, economic, cultural and political related topics.

#### 1. Teaching with the help of Models

When the tangible and visible things put forward before the eyes, the senses of students get activated to comprehend or capitulate the hidden meaning. When the process of imparting information in sync with visible models before eyes is done, it becomes extremely easy to grasps the accuracy of understanding of the topics. With the medium of models hardest of hardest topic, can be easier and knowledgeable from the perspective of students' latent capabilities.

1. From the point of botanical students in science faculty, it is obligatory to take students to botanical garden and ask them to point out features and special characteristic of particular plants. The same can be done by visiting Zoo, and identifying animals with their special behaviours and actions, with the hands-on training of sericulture and vermicompost, practical knowledge is provided. In regard with history subject, the educational tour is organized to visit historical places to understand the era, culture, social-political and economic life of particular kings and emperors. With the help of such initiatives and measures. Teachers do their best to impart practical and hands-on knowledge, department of Commerce organizes educational tour to visit the branches of nearby bank to observe the transactions and way working in the culture of banking sector.

#### 1. Impartation of Information by Audio-Visual Devices and online digital class rooms.

Strong and concentrated mind is essential to achieve committed aim in any domain of career. Educational life of students is prime and cardinal period of his life to acquire knowledge. As the God is carved out stone by chiselling, any aim and goal can be achieved in the span of educational life. Because the span of youth life is the reservoir source of energy. With the inception of school-life, the knowledge is imparted with the assistance of audio-visuals, the long lasting positive impact can be imbibed on the students' mind, with the consideration of pleasant and care-free education. If the parrot-type boring and mugging teaching is replace with the teaching of audio-visuals, the learner can spontaneously take interest in teaching-learning process. Number of experiments of teaching with audio-visuals materials have been carried-out at the college. Most of the classrooms are equipped with computerized and digitalized resources. These digitalized classrooms are used for teaching-learning process, in which lectures of resource person, dramatization of subject-wise topics and factual and real reflection of socio-economic, cultural-environmental developments are included.

## 2.4 Teacher Profile and Quality

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

**Response:** 92.06

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

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

**Response:** 55.04

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

2016-17	2015-16	2014-15	2013-14	2012-13
16	14	12	11	11

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

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

**Response:** 13.95

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<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:** 51.72

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	1	2	3	1

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

2016-17	2015-16	2014-15	2013-14	2012-13
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:**

When student admitted to institution with the purpose of educate himself/herself, it becomes paramount importance on the part of teachers and the institution to check and evaluate whether the student has reaches desired level of educational criterion. It is not desirable students should be on the parent fashion line or mugging. Internal and external evaluation of student is first and foremost part of the institution to bring about all-round development with the help of a various test, seminars, group discussion, surprise test and assignments.

How much extents of student/learner has become successful to comprehended and knowledgeto the teaching and how much output teacher finds desired results istudents, the teacher imparts students comprehended knowledge with the help of numbers of methodologies. Test is one of the best methods of evaluation to train and introduce students to the newly paper-pattern of university.

One of the major components of the college is examinations. The entire effort put in by the teachers on teaching and the student on learning is centred on getting good results in the examinations. Several committees and commissions were constituted from time to time to suggest reforms in education in general and examinations in particular. Here, RTMNU, Nagpur syllabus and academic calendar is followed through the academic year.

Question papers are prepared by the individual faculty members, taking care of the previously repeated question papers in RTMNU, Nagpur sem-end examination. The question papers are submitted to the examination-in-charge in a closed envelope, much prior to the examination. On the day of examination, Principal reveals the question paper and the examinations are conducted under strict scrutiny of invigilator. The faculty members are asked to submit the evaluated answer sheets within 10 days of completion of examination. RTMNU, Nagpur also provides an opportunity to students, who have failed/have been absent in one paper in the final semester examinations, to write that one examination on their demand, so that they would not lose a precious year in their academic career.

Students, who are doing well in their sport career, are also encouraged to pass the examinations through re-examinations. If a student is absent for the examinations because of any sports meet, and then he/she is allowed to write the examination afterwards. He/she is given a set of question paper prepared by faculty and is asked to write an assignment on it and then a re-examination date is provided to the student. He/she is also given attendance consideration if he/she can submit the letter from the concerned sports authority; regarding his/her sports meet. Each faculty member here is considered as mentee to a group of students. A group of students from each class is handed over to the concerned faculty. The faculty should be able to guide them through proper channels and must look after their examination results. Concerned faculty is considered responsible for the attendance also. He/she can report to the student's parents, if the result is not up-to-the-mark. Year wise Group discussions/ seminars/surprise tests/project submission/ workshops/ poster or paper presentations are conducted by the college management, which helps to increase the knowledge of subject as well as creates interest in studies for the students. Here, the motto is not only to pass the examination but also to overcome the fear of education and to acquire knowledge.

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

#### **Response:**

It is necessary to involve students in teaching learning process, students have some problems in their mind, and their queries should be clarified. Each and every student has not understood the teaching and not learned subject. Students have some problems regarding their method of study and their way to understand, the subject. So, it is necessary to clarify the problems of students and solved this by understanding it at personal level. After that it is checked, at which level, student understand this, after solving the problem of students regarding subject.

Internal assessment in college is so transparent, that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The institute follows the regulations of RTMNU, Nagpur. Marks for the examinations (theory and practical) will be displayed in the department notice boards within a week time. Marks obtained in all examinations are noted down in ledger. "Slow learners are permitted to improvise their marks by rewriting the examination if they have scored low. All such modifications will be displayed in the departments notice board for student reference." Head of the departments are allowed to look at the re-examinations for the slow learners. The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year in consultation. Then, the College organizes orientation programs to acquaint themselves with the rules and regulations of the affiliating university, the college atmosphere, examinations, and evaluation process, Extra-curricular activities organized in the college. There are parent-teacher meeting conducted at the starting of every semester to acknowledge the parent regarding his ward's improvement in examinations.

Class teacher communicates with the students regarding the labs and subjects of each semester.

For Slow learners, some competition will help to increase the subject knowledge like essay competition, chart competition, reading competition and group discussion and it is our institutional yearly practice. Some digital techniques are used to increase the results of students that is online class rooms, PPTs and some websites. Seminar and group discussion are also useful part which the increased the interest of subject and helps to the increase in the results. Ultimately all these methods are used for the preparation of university exam. We also solved previous university exam papers from students. We provide specific time for this purpose. They know about their mistake, we worked hard for better results. Student's psychological problems, also taken in consideration and provide remedy on it. Students have social economic and cultural problems; we solved it by proper counselling.

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

#### **Response:**

When student comes to the institution to take examination, he/she has to go through numbers of obstacles in examination. So our College has created a mechanism for redressal of student's grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations by college or teachers etc. There are Grievance Redressal Committees at the Institute levels to deal with the grievances of the students. Mid examinations are conducted according to the academic calendar provided by the examination department of RTMNU, Nagpur. Institution prepares an examination timetable according to the academic calendar provided by RTMNU, Nagpur and examination department display it on notice board, it is completed much prior to the commencement of classes. Pattern of examination is given by faculty members in their respective classes. To increase transparency about marks in student community, marks are noted down by an office clerk in a ledger and students are allowed to see their marks. The mark sheet is also displayed on notice board. An examination grievance cell is present to look after the issues. It consists of a committee with Principal as chairman and Head of examination department as Coordinator. This committee will deal with all the Grievances directly which are related to the common problems at Institute level both academic and administrative nature. In addition, this committee will also entertain the appeal filed by the students' against the decision of the programme level committee.

1. There is a procedure for filing any grievance about examination he/she can make an application first to the Chairperson with a copy to the coordinator.
2. The Chairperson, after verifying the facts, will try to redress the grievance within a reasonable time, preferably within 2 days of the receipt of application of the student. If the student is not satisfied with the verdict or solution of the Programme, Chairperson, then the same should be placed before the committee.
3. If the student is not satisfied with the decision of committee, he/she can submit an appeal to the Principal within a week from the date of the receipt of the reply from the committee, addressing to the Principal and copy to coordinator.
4. The Principal, after verifying the facts after discussion with the Chairman of the committee, shall either



endorse the decision of the committee or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 4 days of receipt of application. While dealing with the complaint, the Committee at all levels shall observe law of natural justice and hear the complainant and concerned people. The college tries to satisfy the needs of both student and the college.

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

##### **Response:**

Our college adheres to the academic calendar followed by the RTMNU, Nagpur. A committee of academic calendar is constituted by the institution. The committee consisting of Principal and Controller of Examinations prepare the academic calendar well in advance before the commencement of the semester and year. The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members before the commencement of semester prepares the lesson plan, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students. Timetable in-charge of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester, cultural activity, NSS activity and placement Guidance cell. Time-table is uploaded on the system and displayed in the respective department notice boards. The performance of the students is assessed on a continuous basis by conducting two mid exams as per the RTMNU, Nagpur norms per semester where the average is taken of both. In addition to the tests, assignments, mini-projects and quiz are also the part of continuous Internal Evaluation. The internal evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally the Internal Assessment is carried out for 20 marks.

## **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:**

The Program Outcomes are published at:

1. Departmental files:
2. College Website: [www.macscollege.in](http://www.macscollege.in) or [www.nagpuruniversity.in](http://www.nagpuruniversity.in)
3. Lab Manual
4. Department Laboratory

##### **Biology:**

- Students will be able to define and explain major concepts in the biological sciences.
- Student will be able to correctly use biological instrumentation and proper laboratory techniques.
- Students will be able to communicate biological knowledge in oral and written form.
- Students will be able to explain and apply the scientific method including designing and conducting experiments and testing hypotheses.
- Student will be able to recognize the relationship between structure and function at all levels: molecular, cellular, and organismal.
- Student will be able to demonstrate the ability to read, understand, and critically review scientific information.
- Student will be able to demonstrate ethical conduct in scientific activities.

### **Physics:**

1. The student will demonstrate a scientific knowledge of the core physics principles in Mechanics, Electromagnetism, Modern Physics, and Optics.
2. The student will determine the appropriate level of technology for use in: a) experimental design and implementation, b) analysis of experimental data, and c) numerical and mathematical methods in problem solutions.
3. The student will effectively communicate their knowledge of physics from basic concepts to specific detailed presentations through a variety of oral, written, and computational modalities.
4. The student will demonstrate a purposeful knowledge of scientific literature and ethical issues related to physics

### **Mathematics:**

- Demonstrate basic manipulative skills in algebra, geometry, trigonometry, and beginning calculus
- Apply the underlying unifying structures of mathematics (i.e. sets, relations and functions, logical structure) and the relationships among them
- Demonstrate proficiency in writing proofs
- Investigate and apply mathematical problems and solutions in a variety of contexts related to science, technology, business and industry, and illustrate these solutions using symbolic, numeric, or graphical methods

### **Sociology:**

The study of Sociology offers students the opportunity to develop a critical understanding of social processes and structures, so as to be able to live and work in our diverse global society and to apply the tools of social analysis to a broad range of professional, academic and community situations. The methods and knowledge developed by sociologists reflect the complexity of human organization, social life, inequalities and social justice. The newly emerging patterns of social change continue to alter our life, making the effective applications of social analysis more important than ever before in solving problems of inequalities, human organization and justice at a local and global level.

**Economics:**

A degree in economics provides you with a solid foundation for a career in business, government, or with a nonprofit organization. In this program, you will study how societies, governments, businesses, households, and individuals create, use, manage and distribute resources.

Economists are vital in helping predict and study responses to changes in policy and market changes, an important skill in today's changing business environment. Economists also study, help and develop public policies like health care and education reform. Our program will equip you with the skills to make better decisions in a business environment, on public policy, and even in your personal choices.

The Bachelor of Arts in History is a broad-based program that has specific goals, including: (1) engaging the mind and imagination of those who study history; (2) introducing students to worlds, times, places, and cultures – including their own – in ways they have never before considered; and (3) promoting the acquisition of historical knowledge and critical thinking, reading, writing, and research skills. Upon successful completion of this online history degree program, students should be able to demonstrate competency in the vital skills of historical explanation, discernment, and synthesis.

**Business Management**

The Bachelor of Business Management provides a comprehensive basis for a career in business while being flexible enough to let you pursue areas that particularly interest you. It is designed to equip you with the skills and self-confidence to effectively manage and adapt to a wide range of competitive and constantly changing business environments.

The compulsory courses allow you to develop core business skills. You can then build on these by selecting one or two specialist areas including advertising, business economics, human resources, international business, marketing, real estate and development, and sustainability.

**Accounting**

The Bachelor of Commerce (Accounting) is designed for students wishing to pursue a career in accounting and/or finance, either as an accountant in private practice or employed in industry, commerce or the public sector. It allows students to major solely in Professional Accounting, or both Professional Accounting and Applied Finance and provides you with the knowledge and technical skills, you need to succeed in the accounting/finance field.

This is the degree to take you straight into the accounting profession. Students can satisfy the educational requirements for admission to the major professional accounting bodies (CA and ICWACS) by including relevant units in their program of study.

File Description	Document
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:**

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are as mentioned below: Method of assessment of POs / PSOs The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Throughout the semester the faculty records the performance of each student on each course outcome. Average attainment in direct method = University Examination (80%) + Internal assessment (20%) Indirect assessment strategies are implemented by embedding them in Student Survey, Employer Survey and Alumni Survey. Few of the POs are assessed based on relevant developed rubrics. Finally, program outcomes are assessed with above mentioned data and Program Assessment Committee concludes the POs attainment level.

The tools used for the assessment of POs/PSOs and their frequencies are given below:

**End of Session University Examination**

At the end of each session, university conducts examinations, based on the result published by university. The course outcomes are measured, based on the course attainment level fixed by the program. The Direct mode is used for the same.

**Assignment**

Assignments are given at the end of each chapters. The assignments are provided to students, such that students will refer the text books and good reference books to find out the answers and understand the expected objective of the given problem. It is the responsibility of the concerned subject teacher to ensure that most students are able to work out the assignments honestly. The questions asked in assignments are mostly aligned with Course Outcome of the respective subject, according to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject are conducted. The Direct mode is used for the same.

**2.6.3 Average pass percentage of Students**

**Response:** 41.46

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

Response: 68

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

Response: 164

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: 3.4

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0.1

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)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0.1	0	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

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

**Response:** 12.5

3.1.2.1 Number of teachers recognised as research guides

Response: 3

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 1.67

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

Response: 8

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Funding agency website URL	<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:

#### Sericulture Workshop

Sericulture is a viable agro-based industry and suited to the socio-economically poor and rural India. India occupies second position in the overall global silk production and stands as one of the major exporters of silk fabric all over the world. Sericulture is considered as one of the best alternative sources of self-employment generation mainly to the rural poor farmers. Sericulture also provides highest employment opportunities about 6-7 million people every year and considered as one of the best alternative sources of employment generation mainly to the rural poor having wider adaptability

Department of zoology, Narayanrao Kale Smruti Model College, Karanja (Ghadge), organized sericulture workshop. The workshop is organized at various grampanchyats in a year. Teaching staff of zoology department and students of Biology group get involved in this workshop in Karanja (Gh.) taluka. The workshop is organized for farmers. In this workshop knowledge of importance of sericulture, its scope in Maharashtra and other parts of India, process mulberry cultivation, mulberry plant disease management and insect pest control and information related to rearing of mulberry silkworm, *Bombyx mori*, its disease management and pest control is also given to the farmers. Information about various government scheme and subsidy given to the farmers for sericulture is also given. The main aim of this activity is to generate knowledge among the farmers about sericulture so as to motivate them to start sericulture industry side by side by doing farming so that they can earn additional income. In this workshop Videos films were also shown on lap top about mulberry cultivation and silkworm rearing with PPT presentation.

#### Vermicomposting

In college campus ground two bed of 4x4 feet size was constructed. In this bed different layer of organic waste material along with soil was filled. The waste material produce from college like garden plant residue, pages, plant life fall etc was used for vermicomposting as a raw material. By continuous watering on repeated days under shadow condition within three months period good quality vermicompost with fine particles was produced. About 1 quintal manure was produced from each bed.

This harvested manure is used for campus garden and plants present in pots in campus. This is highly nutritive manure for plants and crops.

The guidance was given to college student and local community for awareness and use of vermicompost. The organic manure use is important for soil health and it increases the fertility of soil. The manure is produced from vermicomposting is full with essential element like NPK and other micronutrients which is important for plant growth.

For the social awareness and increase of use vermicompost in future the vermicomposting will be done with the waste produce from local municipal corporation area. Also they are ready to provide waste of organic material for college to produce vermicompost manure.

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

**Response: 4**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	2	0	1

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

## 3.3 Research Publications and Awards

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

**Response: Yes**

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

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

**Response: Yes**



File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>
e- copies of the letters of awards	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 5**3.3.3.1 How many Ph.Ds awarded within last five years****Response:** 15

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>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 5.13**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
23	20	25	22	29

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:** 3.41**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**

2016-17	2015-16	2014-15	2013-14	2012-13
4	12	31	7	25

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:

The institution conducts and holds numbers of initiative and measures aiming at development of students in regard with sensitization of social problems, and his/her social duties to be discharged in the course of life. Student should become vigil and aware of social developments and happenings around society and nation. And to sensitize and make them aware of societal duties, the institution undertakes program in order to develop the outlook which will be contributory to the development of society. Following initiative and measures are undertaken by the institute during last five years.

##### 1. Prevention of suicide of Farmers

The institution is located in the heart of rural area in Karanja taluka of Wardha district in Vidarbha region. Vidarbha is infamous for suicide of farmers. The population is here dependent for bread and butter upon the farming. Owing to incessant debt-ridden, scanty-rain-fall, increasing cost of fertilizers, barren infertile land, meagre income from yielding crops and grain, farmers here are prompted to take extreme step of committing suicide.

And in fit of rage they take drastic step to commit suicide. To dissuade farmers not to commit suicide and to boost and encourage and morale to positively lead their lives, Dr. Sunil Pakhale has written and published anthology named the “Kastkarayan”. Dr. Sunil Pakhale along with students and teachers of institution go village to village to boost the moral of farmers with the reciting the poems from the book “Kastkarayan”.

##### 1. Blood Donation, Eye Donation and Organ Donation

Blood is part and parcel of human life. With inadequate blood supply, many people succumb to death. In the national mission of blood-bank, the institution organizes blood donation camp every year to sensitize and create awareness of significance of blood donation. In institute encourages noble works of eye donation and organ donation through number of programs and initiatives.

##### 1. Awareness of Health

Due to lack of healthcare infrastructure and proper guidance, people in rural areas fall prey to disease, varying from pandemic and endemic disease, from contaminated water to lack of healthy habits. Taking into account the social responsibility, the institute observes the week of take initiative for eradicating of AIDS under this different programs were organized such as AIDS, awareness rally, poster presentation, street play, training programs etc. With the co-operation and co-ordination of NSS and Red Ribbon Club, the institution along with students reach out door to door to create awareness and sensitize people about pulse polio, village cleanliness, avoid of excessive use of plastic and polythene etc.

### **1. Enrolment of Voters and awareness of Voting**

To enrol the maximum number of new voters in voting list department of political science under the state election commission collect the forms of students in institute. In this year 2016-17, 178 students and in year 2017-18, 126 students enrolled their names in voting list.

Most of people living in rural areas are reluctant to discharge the national duty of voting. And it is blot on our democracy despite having franchise of vote, people have apathy to vote in election. The institution strives hard to create awareness about carting votes by taking out rally, swear oath for voting. In the voting list in 2016-17, 178 students, and in 2017-18, 126 students enrolled their names at the campus of the institution.

### **1. Conservation of Plant and Water**

With the scanty rain-fall and unpredictable nature of Monsoon, shortage of water is faced by people. In a bid to make drought free area at behest of the institution the initiative is taken to plant trees in open spaces in order to maintain the balance in nature and ecology. For the present environment and climatic condition one of the major cause is deforestation. So to contribute to overcome this problem the institution has taken a initiative. The plantation is being held in various places nearby area by college along with Gram Panchayat department of social forestry each year. The institute took active participation with staff and students in 2016-17 in water-cup, Paani foundation initiative sponsored by Aamir Khan satyamev jayate Foundation to save and conserve the water in drought affected Mirzapur (Neri) village. And our contribution paid off since the village got State Award and reward of Rs. 7.5 Lakh.

### **1. Distribution of Cloths to needy**

Teaching and non-teaching staff, students and external stakeholders of the institution run the activity of collection of clothing and distribute collect of cloths to tribal people living in Melghat area in Amravati district. Department of fashion designing of the institution distribute articles of wearable newly born babies at Primary Health Centre in Karanja. Department of Home Economics takes initiative every year to make women self-reliant by providing hand-on practical training of nutritional recipes and sewing training.

### **1. Eradication of Superstition and Addiction**

In rural areas, people are mostly prone to following superstitious customs and rituals and youngsters of villages get addicted to country liquor and alcohol. The institution strives hard to eradicate social evils and blind and superstitious customs by innovative ways and means with scientific approach.

**3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years****Response: 6****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**

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	2	1	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<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: 23****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**

2016-17	2015-16	2014-15	2013-14	2012-13
10	4	3	3	3

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>

**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:** 62.31

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

2016-17	2015-16	2014-15	2013-14	2012-13
742	517	586	512	736

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>

**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:** 24

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	7	1	7	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<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:** 2

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)

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The College has adequate facilities for effective teaching and learning in order to provide the best possible education to the students. The total area of the college spreads over **5.5 acres** of land. The college has built its infrastructure every year from its existence as per need of various departments. Its campus has large one building that accommodates the administrative office, academic departments, Class rooms, Laboratories, Seminar hall and library. Grants from UGC and college management funds are used to develop infrastructure to promote a good teaching learning environment. The lecture rooms have spacious space with well furnished. The laboratories are well equipped and carefully maintained every year. There is adequate facility for the students to perform all the prescribed experiments and their works.

Apart from these, College has a multipurpose hall, girls hostel under construction process and it is on final stage, common room for girls, Gym (some instrument are their), Cycle stand and multiple play grounds. The facilities are being regularly upgraded as per the requirements of the departments.

- College has adequate infrastructure for teaching learning. Details are mentioned below:

Sr.No.	Infrastructural Facility	Quantity	
01	Classrooms	17(at times the labs are also used as classrooms)	
02	Digital Classrooms	03 ( Out of 17 classrooms)	
03	Multipurpose Seminar Halls	01	
04	Girls Common Room	01	
05	Library	01	
06	Principal cabin	01	
07	Office (Administrative)	01	
08	IQAC	01	
09	Staff room	01	

- Total Numbers of Laboratories- 07:

Sr.No.	Department	No. of laboratories	
1	Computer lab	01	
2	Physics	01	
3	Chemistry	01	
4	Zoology	01	
5	Botany	01	
6	Home Science	01	
7	Fashion Designing	01	

- Other facilities for teaching learning process:

Sr.No.	Equipments	Quantity	
01	LCD Projectors	03	
02	Number of Computers	47	
03	Digital Board	01	
04	No. of printers	08	
05	Scanner	02	
06	Laptop	04	
07	Fax Machine	01	
08	Digital Camera	01	
09	LED TV	01	
10	Xerox Machine	02	

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

##### Response:

The College has individual space (**Size: 20 X 30 sq. ft.**) for Physical Education Department for Sports and Games. The year of establishment of this department from the existence of college is 1989. The college has full time Director of physical education department and he gives excellent coaching to the players. Sports Committee to effectively organize various sports on the campus for the students and also staff. Students of all the streams (Arts, Commerce and Science) participate in various sports and games competitions organized in the college campus as well as in R.T.M. Nagpur University, Nagpur.

The college offers the following facilities to promote sports:

- Sports hall (Physical education department **size 20 X 30 sq. ft.**) for indoor games like Caroms, Chess and Table Tennis. The player frequencies or user rate for playing games approximate **50-70 per day**.
- The size of playground **3 acres** for Outdoor games like Volley Ball, Badminton, Kho-Kho and Kabaddi, Cricket and Foot Ball ground. For the practices 20 to 30 students are present, from these every year department select team for matches at the time of annual gathering or inter college competitions.
- Gym has some instrument are available in physical education department for fitness and health.
- Uniforms and sports kits are provided for all those students who participate at major events (at university level).

The college ground is open to the general public for games, morning-evening walk and yoga.

##### CULTURAL ACTIVITIES:



The Cultural Committee plays a vital role in encouraging student's talent to participate in various cultural events. College has special committee for holding cultural activities during the year. This committee guide and train the students. The committee organizes cultural activities competitions every year like Mehendi, Ragoli, Poster, Music, Dance, Debate, Teachers day, Independence Day and annual gathering etc.

The college has purchased various instruments, tape recorder, mic system, carpet, stage etc, to facilitate the cultural activities and enhance student's interest. A separate space in NSS department is allotted for keeping the instruments safely.

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

**Response:** 0

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

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

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

**Response:** 38.7

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

2016-17	2015-16	2014-15	2013-14	2012-13
6.70	6.30	7.50	7.00	40.00

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>

## 4.2 Library as a Learning Resource

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

**Response:**

The total area of the library is 198.75 square meter. There are 5 compartments for students reading space, books issue centre, computer browsing centre (IT zone), books Storage and librarian cabin. The library subscribed to many news papers and magazines for students as well as is available in staff room also.

- Total seating capacity for students: 30
- Timing on college working hours: 7.30 a.m. to 3.30 p.m.
- Timing Non-working hours: 5.00 p.m. to 7.00 p.m. (For Competitive Exam Studies)
- Timing During vacations and exam: 7.30 a.m. to 3.30 p.m.
- On holiday: Closed

A Library has total number of books is 10,584 and it has been well functioning in the college, providing books to meritorious, needy and underprivileged students.

Library conduct frequent programs like awareness programs, National Library day to inculcate reading habits among the students which is getting vanished. Library budget should be enhanced for the purchase of library books, equipments and renovations of existing infrastructure. Library services must be extended more to public. CCTV Cameras should be installed within the library and reading rooms.

ITC facilities in Library:

<b>Total no. of computers in library</b>	<b>05 (01- for Librarian, 01- for book issue, 03- for teachers and students to a</b>	
Wi-Fi	All	
Printer	01	
Xerox machine	01	
Inverter	01	
LED TV	01	
DVD Player	01	

The College has sent the subscription for the N list programs by INFLIBNET under which college library will get access to e-resources for the benefit to teachers as well as students. Feedback from the students is taken oral or in the form of suggestion box installed outside the library and new arrival books, journals etc which are informed to the students by displaying on the notice board.

**Library is automated using Integrated Library Management System (ILMS)** and its features are softcopy book attach, book cover photo attached, multi user, multi lingual, barcode, no data storage limit etc.

Sr. No.	Name of the ILMS software	Nature of automation ( fully or partially)	Version	
1.	Master Software Libman	Partially	Web based	2
2.	Master Software Libman	Partially	Web based	2
3.	Master Software Libman	Partially	Web based	2

4.	Master Software Libman	Partially	Web based	2
5.	Web based Libman	Partially	Web based	2
<b>File Description</b>		<b>Document</b>		
Link for 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 college Library has Library Advisory Committee consisting of the following members.

Dr. S. P. Dhanwate-President

Shri. V. R. Gudhade-Secretary

Dr. S. N. Pakhale-Member

Dr. U. P. Meshram-Member

Prof. S. N. Godbole-Member

Mr. Satish Chavhan, B.Sc.III-Member

Mr. Vaibhav Dhobale, B.Com.II-Member

The Committee has given various recommendations to improvement of existing infrastructure and facilities. The library has many text books, reference books, magazine and journals etc. for re-creation of knowledge.

##### • List of rare books:

Sr. No.	Name of the book	Name of the publisher	Name of the author	
1	The Hitavada, Centenary year 1911-2011,  The Front Page	The hitavada Group.(Rajendra purohit	Banwarilal Purohit,  Vijay Phanshikar,  Aasawari Shenolikar, Rahul Dixit.	

• **List of Special reports:**

Sr. No.	Name of the report	Name of the publisher	Name of the author	No. of copies
1	Regional Imbalance in Maharashtra (Dhandekar samiti report)	Govt. of Maharashtra	Prof. V. M. Dandekar	02
2	Balanced Regional Development issue in Maharashtra (Kelkar samiti report)	Govt. of Maharashtra	Dr. Vijay Kelkar	02

• **The college has text books, reference books, magazine, journals etc and their values per years:**

Sr. No.	Year	Text Book and Reference Book	Journal	Magazine		
1	2012-13	291	07	06		
	Values	75475.59	11800	2630		
2	2013-14	624	07	06		
	Values	219016	11800	2630		
3	2014-15	437	07	06		
	Values	125156	11800	2630		
4	2015-16	534	07	06		
	Values	136943	11800	2630		
5	2016-17	782	07	07		
	Values	163653	14748	4500		

Now, the college has total number of books 10,584 (Price: Rs. 28,19,525) and the college library also doing purchasing books, notes, DVD's etc. for excellent development of teaching learning method.

**4.2.3 Does the institution have the following:**

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

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

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>
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:** 1.44

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

2016-17	2015-16	2014-15	2013-14	2012-13
1.89	1.30	1.32	1.89	0.81

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>

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

**Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 17.6

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

Response: 180

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The College has sufficient IT facilities i.e. Internet connection (**Wi-Fi**), one moveable smart board, INFIBNET facility in the library, computers, printers, scanners, LCD projectors and digital classrooms with multimedia facility which the staff can utilize any time to prepare their course teaching material or lectures. Nearly every faculty member enjoys the facility of computer with internet connection. The college appoints a systems administrator for efficient maintenance of computers. Internet facility is available in our all the college premises having computer labs, library, administrative block where staff and students can access internet according to their requirements. Students are advised to make use of ICT to prepare various assignments, projects given by teachers and for participation in seminars competitions organized in the college. The faculty is encouraged to use power point presentations for delivering lectures and technical talks. In the departmental seminars delivered by students, they are encouraged to use latest methodologies for their presentations. The college is to support and facilitate the teaching evaluation, research and administrative works done by the college and updated servers for better performance and flexibility.

The college intends to upgrade IT infrastructure and associated facilities by purchasing of new hardware as well as software for library, computer lab, departments and offices. Up-gradation is done by replacing the old systems with new ones and old systems are upgraded with latest configuration whichever is possible and availability of funds. The College purchases new systems with latest technology according to the requirement.

**Wi-Fi facility:** The College has computerized all the operations of the office and extends this facility in the teaching departments. College has open Wi-Fi in the campus. The College has 04 Broadband connections of BSNL, connection type DSL, RJ 45 Ethernet LAN (Local Area Network) with speed 5 MBPS-20 MBPS and this service annually updated. All the departments are connected to Wi-Fi in addition to existing Broadband connections. The institute has recently subscribe to the service of Jio wi-fi service provided by Jio company. The Jio wi-fi facility has become functional from the session 2017-18. This facility is being used by teaching staff, administrative staff and students in the college premises.

The library with ICT facility is open to faculty and students for learning resources. Students use internet available in college and library to search study material for their relevant topics. Library provides the

subscription of N-LIST and Internet connectivity to access journals, e-learning material for teachers and students for knowledge enhancement.

#### 4.3.2 Student - Computer ratio

**Response:** 21.26

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 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

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<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:** 9.9

**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)**

2016-17	2015-16	2014-15	2013-14	2012-13
2.08	3.11	2.33	2.16	2.59

File Description	Document
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>

**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:**

The college has maintenance committee which oversees the maintenance of whole building, labs, classrooms, library, garden, ground etc. The formation of committees is in beginning of session, this committee works under the supervision of the principal of college. The maintenance committee is headed of the office superintendent and members non-teaching as well as teaching staff are also involves. The College has plans and executes the allocation and utilization of funds in a systematic and organized way. The maintenance body head conducts periodic checks to ensure the efficiency or working condition of the infrastructure. The college has big infrastructure facilities available for teachers and students. There are some employees on permanent and temporary basis who maintain the infrastructure of the College. Grants from UGC and college management funds are used to maintain physical and academic facilities.

The maintenance committee has various sub-committees like purchasing, stock verification, garden maintenance committee. The purchasing committee has to decide budget allocations are well drawn out involving management, Principal and heads of maintenance committee. The annual budget and allocation of funds and regular monitoring of utilization of funds for maintenance ensures upkeep of the infrastructure in the college, when the instrument breaks down it is repaired by the reputed professionals in their respective fields. The lab attendant under the supervision of concerned Heads regularly maintains the laboratory equipments. Regular cleaning and upkeep of the equipment is overseen by the faculty members who are the in charges of the laboratories. An electrician and computer technicians are on contract basis for maintenance and minor repairs in the computer lab and the lab assistants under the supervision of the heads maintain the efficiency of the college computers and accessories. The library keeps check on the books issued, returned, damaged or to be weeded out. Permanent staff is appointed for cleaning the College campus and the classrooms daily. The college is called the Carpenters, electricians, plumbers, technicians, cleaning of water tanks and Painters are also employed on contract basis for the maintenance of the infrastructural facilities and they are maintained hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Class rooms, Staff rooms, Seminar halls and Laboratories etc are cleaned and maintained regularly by Non-teaching staff assigned. Dustbins are placed in side of every classroom. Optimum working condition of all properties/ equipment on the campus is ensured



through annual maintenance contractor includes maintenance of Generator by Dickson's engineering Co. Pvt. Ltd, Xerox machine by Yashraj automation Nagpur, Inverter by Microtek company Nagpur, CCTV cameras and Water Purifiers. The generator is available in the college help in continuous power supply without any hindrance. The computer systems and other sensitive equipments are protecting the precision equipments by providing voltage stabilizers. Covers are provided where-ever needed to keep the sensitive equipment in dust free environment. Any repair and renovation work is also suggested by the committee and action is taken after the approval of the committee.

The annual maintenance of the equipments in all labs is done before the summer vacation every year. The director of physical education department and non-teaching staff is engaged in this activity with the heads of respective departments and they ensure that all equipments are functioning well and also seek external expertise if needed during the period. This ensures that teaching-learning process is run smoothly in all aspects throughout the year. The stock verification is also done during the same period to help in identifying the non working equipment and suggest necessary replacements.

The Environment Society along with the NSS workers are done plantation during the rainy season. The hard work of the sweepers and the creativity of the gardeners are the reason behind the well maintained lawns, garden and ground for various games. The campus maintenance is monitored through surveillance Cameras.

## 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:** 83.61

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

2016-17	2015-16	2014-15	2013-14	2012-13
826	981	1038	792	646

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

[View Document](#)

#### 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:** 0.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
8	2	0	0	0

#### File Description

#### Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

Any additional information

[View Document](#)

**5.1.3 Number of capability enhancement and development schemes –**

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<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:** 11.64

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

2016-17	2015-16	2014-15	2013-14	2012-13
447	30	0	50	47

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:** 2.76

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	119	0	30	0

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

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

**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
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:** 5.86

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

2016-17	2015-16	2014-15	2013-14	2012-13
24	9	9	7	6

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 34.15**5.2.2.1 Number of outgoing students progressing to higher education****Response:** 56

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:** 4.43**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**

2016-17	2015-16	2014-15	2013-14	2012-13
6	3	2	2	5

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

2016-17	2015-16	2014-15	2013-14	2012-13
68	77	101	134	84

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:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

**Response:**

With the maxim of “Welfare to all and Happiness to All”. The college with the co-operation of teachers, students, management body and alumni everyone strive hard to play the vital role in the development of college with every angles respectively. Through the following bodies and committees the institution offers sufficiently presence and representative of the students.

##### Students Council

As per the provisions of the Maharashtra Universities Act. No. XXXX of 1994, it is mandatory on the part of institution to constitute students council. The institute holds the election to select representative among students by students to nominate representative. So that elected representative represent students of the institute effectively. The election is conducted in true democratic spirit with fair manner.

### **Study Circle**

Being student as a focal point it is extremely important to impart the practical and relevant knowledge along with syllabus. The college has study circles as per the respective subjects and faculties with the constitution of study circles. Study circles organize lectures of resource persons, educational tour, visit to unit of industry and bank. Students representation is reflected from all classes in various committee.

### **Election Committee**

As per the Maharashtra University Act, 1991, to imbibe the values of democratic system in real sense with the intention of introduction to social and political arena, the college conducts election to choose representative of students. The selected students represent not only the students of the college but also the college at the university level. What the right bestow on Indian citizen, the reflection of them percolates up to the students, and they get matured politically at the college level.

### **National Service Scheme**

Narayanrao Kale Smruti Model College is located in the heart of rural and remote area. Where most of the problems come from villages. To make them aware of the problems of village and motivate them to redress these problems Narayanrao Kale Smruti Model College has provided the platform to serve the society through the Narayanrao Kale Smruti Model College. Students knowingly or unknowingly develop skills of leadership, punctuality, organizational skill and discipline and reflect these skills in their practical life. The NSS includes 200 students every year. It organizes seven days residential camp at village and carries out many welfare programs. Entire responsibility falls upon the shoulder of students and they organize it successfully.

### **Cultural Program**

Students have latent and dormant potential. They remain hidden unless the exposure are provided. Underlying the urgency of the need, the college organize cultural program throughout the year. The purpose of the cultural program to carve out and boost their skills before society. Students take actively participation in the programs and nurture the sense of artistic life and appreciation of arts.

### **Department of Sports**

With the dictum of 'Health is Wealth' and 'Sound mind is in Sound Body' department of sports organizes different kinds of sports with the purpose of development of athletic personality. At the level of college, internal-collegiate and university level, students of the college spontaneously take part in the sport activities under the guidance and supervision of Prof. Pramod Kale. Apart from athletic games, indoor games, carom, table-tennis, chess are organized in the college.

### **Grievances Redressal Committee**

In the context of educational and social problems of students while taking education, the college has grievances redressal committee to look into in details what holds back and distract students in receiving education. The Principal, Professor and representatives of students are appointed in the committee.

### **Sexual Preventative Committee**

When girls go out of home to take education, they have to confront number of problems. They fall prey to various discrimination, male-dominated traditions and rituals. Mostly our society is male-dominated. To prevent discrimination, exploitation and harassment of any kinds, especially related to sexual, the college has formulated the committee to check all these mal-practices and ensures that there would not be any violation of human rights irrespective of male and female. Students representation are involved in this committee.

### **IQAC Cell**

The college has established the IQAC Cell. It has been working since 2012. The main purpose of the IQAC Cell is to evaluate and measure the entire activities of educational taken place at college, so as to evaluation and measurement would help to remain updated with fast-changing time to keep the college in good stead. The IQAC Cell consists of the Principal, Co-ordinator, representative of teaching staff and non-teaching staff as well as management, alumni, and student representative.

### **Anti Ragging**

Admitted students should remain safe and secured. There should not be any mishap or untoward incidents regarding the exploitation, harassment and irritation by senior students. The college has anti-ragging committee. It makes sure vigilantly to check such incidents and punish the convicted.

### **Library Committee**

Library is integral part of the college. It ensures the intellectual development of students as well as employees staff of college. Taking into consideration needs of students, it demands the much-needed book to provide all kinds of necessary knowledge to students to make them sustain firmly in the competitive age. We have representative of student in the committee.

### **Self-Discipline**

The program of self-discipline is organized every year on the teacher-day in memory of former president Dr. Sarvapalli Radhakrishnan. On the day, entire function and activities of the college are handed over to students' bodies and carried out teaching and non-teaching works under the supervision of students.

### **Discipline Committee**

The college ensures that efficient administrative and education activities should be carried out effectively to run the college. To have surveillance whether the works are carried out in the stipulated period of time or not, the college has also formulated the discipline committee.

<b>File Description</b>	<b>Document</b>
Link for 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

2016-17	2015-16	2014-15	2013-14	2012-13
14	16	14	17	15

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:**

Man is a social animal. It is well-known universal feeling that we, as a human being, are indebted to society, be it any field. Education field is not exceptional to this indebtedness to society. The bond of student-teacher glorious relationship should be strong and unbroken. So that the process of teaching-learning should contribute relentlessly. Apart from educational activities and development in education field, it is imperative on part of teachers and students to go beyond the campus of college and express the gratitude towards society by discharging social responsibility of individual and collective level. While taking education at college level, students face or confronts numbers of hindrance and problems in the process of completion of his/her education. Having confronted and realized at his/her level, former student learn and get inspired knowingly or unknowingly that forth-coming students should not face obstacles and do actively constructive works for the welfare of colleges and students. And their works are reflected from their actions and deeds.

Karanja(Ghadge) is located in the cluster of villages. There are very limited ways and means for livelihood and sustenance. In spite of having limited resources and avenues, the alumni provide helping hand as contribution to the development and progress of the college. Former students like Pravin Kadu, Manish Dharpure, Vilas Gurve, sitting benches of cement-concrete installed in the campus of college. Rural students should not lag behind in competitive technological era and should not develop interior complexity in the competitive exams, well-positioned and qualified Alumni Manish Dharpure and Sharad Bhasme guided students on how to successfully face competitive exam”.

Along with this, they promised to build the library as a Book-Bank of all kinds of subjects.

The society wherein we live and knowledge we receive remain intact with us. With interaction and communication the knowledge can be imparted recognizing the new dimension of knowledge, former

students in legal domain Adv. Prakash Dharpure and Adv. Ujwal Gakhare under the banner of “Legal Advice” guide the college students every year. Due to the legal awareness, college-going students become aware of fundamental tenets of constitution; Liberty, equality, fraternity.

Narayanrao Kale Smruti Model College being known for “Education to All” strives hard with the co-operation of former students to bring and make availability of every means and avenues to bring about knowledge-passed and industry based training and skill. Despite of being adverse situation of rural background, former students come together and jointly conducts mock exams of MPSC, UPSC to get students acquainted with the nature of such exams in memory of Late Amol Walgaonkar since last three years. The organization of examination is divided in three parts; Primary and Higher Primary (A group), Middle (B group), Senior College (C group). The winner student facilitate with certificate prizes and memento.

Former students come together as contribution towards welfare of society in collaboration with other organization to initiate the blood-donation camp, cleanliness drive and plantation drive in view of need of rural areas.

#### 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
Any additional information	<a href="#">View Document</a>
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:** 10

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	3	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<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:**

**Vision :**

Our vision is to develop students from rural background with knowledge and to provide better facilities of higher education with current technologies and techniques of skill development. We are also committed to encourage students in nation building through innovative practice and inculcate in them human values and sense of social responsibilities.

**Mission : “ Education To All ”**

**Goals and objectives :**

- 1.To provide better higher education facilities to economically backward students and poverty stricken classes .
- 2.To create educational, social and cultural awareness among students.
- 3.To achieve all round personality development of students.
- 4.To improve knowledge base and develop latent potential of students for employment and self employment.
- 5.To create interest in computer management and information technology among learners.
- 6.To generate awareness regarding various competitive examination among students.
- 7.To inculcate in students human values and awareness about environment.
- 8.To provide the education facilities of Post Graduation.
- 9.To impart ICT (Information and Communication Technology) Training for staff members and students.
- 10.To sensitize students about social issues in surrounding community through extension activities.

In order to accomplish the goals and objectives of the institution effective leadership plays important role. The leadership is said to be effective when it follows the principle of effective management such as planning coordination, control, decision making, delegation of authority, motivation etc. We have good leadership at the help of affairs which can be seen from discipline given below we have delegation of authority and decentralization of power which can be seen from the formation of various committee these committee work in coordination of leadership and participate in decision making and also it is helpful in motivation of staff members and boosting their moral working of committees for accomplishment of goals.

- 1.Admission Committee :- Which works for transparent admission process in accordance with rules and regulations so that objective of education to all in fulfilled.
- 2.Examination Committee :- For better evaluation of students progress and identify slow learners.
- 3.Sports Committee :- For identifying the sports qualities in students and giving exposure to students from rural area and providing them facilities.
- 4.NSS Committee :- For extension activities and inculcating human values and sensitizing students

towards issues of social and National interest.

5. Cultural Activity Committee :- For providing students opportunity for getting exposure to their hidden talents.
6. Local Managing Committee :- For taking important decisions regarding development improvement of institution and faculties.
7. Purchasing Committee :- For transparency in financial transactions.
8. College Development Council :- Participation in decision making of staff member for overall development of the institution.

Above mentioned committee participate in governance and prepares annual plan for achievement of objectives 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:

#### Introduction :

Our college, since its foundation was laid, has a cluster of ideal and exemplary precedent how the duties and responsibility with certain commanding rights should be discharged by teaching and administrative staff for the betterment of the institution and making efforts to provide and cater all educational aspects and dimensions to students.

Any kinds of organization succeeds in its aims and objectives by fulfilling dutiful responsibility by the constituting committees with certain rightful delegative authority handed over by the highest body of the organization. Each and every employees of the institution be it teaching or administrative, strives hard to pursue the quality and integrity with accountability and transparency in the assigned works.

Keeping in mind the magnitude and paramount importance of decentralization and participative involvement of the all stake-holders of the college it has been promoting and cultivating the quality culture of organizational skill. Every employees in the institution has unique traits and talents to shoulders entrusted responsibilities and duties in pursuance of achievement of Excellence in the assigned work of the institution.

#### Case Study : Digital Classrooms

1. After the second cycle of NAAC in 2012 and its accreditation with grade B (CGPA : 2.58) by the approval of NAAC Peer Committee, the faculty members came to know and realized the paramount significance of digital classrooms. With the revolutionary and paradigm shift in the information and communication technology, the faculty members raised the issue unanimously of digital classrooms in the staff meeting in the session 2012-13 before the principal of the institution. All the participated appraised the need of digital classroom for facilitating teaching-learning process

smoothly and effectively.

2. The principal, taking into the cognizance the demand of teaching staff, put forward the matter before the College Development Committee which comprises the principal, teaching and administrative members, management-administered members and external stake-holders convened/held meeting to discuss on the topic of the digital classroom in the held meeting number of pros and cons were discussed in details with the justification by participated members. The meeting arrived in consensus with all members, to the conclusion to build four digital classrooms. The committee also took feedback, suggestion and advices from the stake-holders and consulted expertises of digital classrooms.

Along with the head of Principal, College Development Committee took matter of Digital Classrooms equipped with all technological tools and devices to Local Management Committee, consisting of the President of the Institution, Secretary, Members of the Management Body and representative of teaching and administrative staff etc. In the LMC meeting, it held after seeking opinions, suggestion, feedback and advices of all participative members. The importance of the digital classrooms was brought to the notice of LMC. It discussed the incurring expenditure of the construction of digital classrooms with tentative budget and identified the space and place in the campus in consultation with teaching and non-teaching staff in the LMC meeting the Secretary of the management in consultation with President and the principal allotted/handed over the responsibility of the converting four existing class revetments of digital classrooms to by constituting various committees with the certain rights to discharge the assigned works in the stipulated time.

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:

After the second cycle of NAAC carried out at our college in 2013, and having received B+ CGPA (2.58), it was decided by the institution to do something substantial and tangible work through which the vision and mission of the institution would be reflected in sync with gradual up-gradation and modernization of institute's infrastructure as well, the peer team of NAAC in 2014 pointed out the lackness of well-equipped and well-furnished laboratories for the department of science. The institution had laboratories but it has in-adequate space. The peer team recommended and insisted that institute should have laboratories having more space and with modernized apparatus. Taking into account the team's emphasis on the well-equipped labs, the institution initiated plan of action, for the construction of labs in 2013-14. The decision had been taken unanimously in consultation with all external and internal stakeholders. The proposal was put forward by teachers of department of science in the monthly staff meeting of institution to build new laboratories of chemistry, physics, botany and zoology. The principal also took stock of the proposal meticulously by discussing every issues of labs minutely. Every faculty members of the institution took participation in the meeting held and opined and with various pros and cons. After realizing the paramount and pre-requisite need of the institution, the principal raised the matter of construction of new laboratories.

In the Local Management Committee (LMC) every issues of laboratories was discussed at length in meeting (for the institute knows if it succeeded in the its strategic plan, it would be big game-changer in the development of scientific temperament among student and laboratories would encourage the research angle in the students). Again, after the discussion on each and every aspects of laboratories, its need, finally. The LMC approved the decision of construction of new labs. The installation of four labs, i.e. Chemistry, Physics, Zoology and Botany were finalized. In the meeting of LMC, the College Development Committee was entrusted the responsibility of construction of labs. The college development committee along-with the construction committee of the institution jointly undertook the issue at war-foot and invited tender of construction of labs from authorized contractors. In view of financial expenditure and its allocation transparency and accountability was fixed on designated committee.

In 2014-15, the actual construction of Chemistry and Physics laboratories was begun. As per the plan of action, the responsible committees carried out the work, and it was done meticulously and laboriously. In the year 2015-16, the chemistry and physics laboratories come into existence and became fully function with having optimal space and pre-requisite apparatus and equipments.

In the same manner with course of time, laboratories of Botany and Zoology departments have been completed recently i.e. in the year 2016-17. In the technology era and modernized world, every educational institute strives hard to equip itself with the well-furnished and well-infrastructure laboratories because laboratories is the crown of any institute to develop and nourish scientific temperament and research outlook among students. With the same procedure and methodology, institute undertook the construction of new laboratories of Zoology and Botany. And these two laboratories have stood with great pride of the institution.

In this way and manner the strategic plan of the construction of four laboratories has reflected in the successfully activity carried out by the institution.

#### **Procedure for developing institutional plan and involvement of different units of institution.**

1. At the beginning of the new academic session still committee is called and issues regarding requirement of teaching and other facilities for the coming session are discussed with the staff members in presence of Principal of college.
2. Financial budget for the whole year is prepared and discuss on allocation of different head of expenditure is communicated to the related person.
3. Preparation of the college annual plan and calendar : College annual plan is prepared by related committees gather and discussed and then the institutional plan is prepared.

Students are not generally involved in this process but their requirements are taken into consideration while preparing the annual plan.

Different Committees constituted for the management of institutional activities

Name of the Committee	Important decision taken last two years	
College Development Council	<ol style="list-style-type: none"> <li>1. Request for construct laboratories</li> <li>2. Tree Plantation in college premises</li> <li>3. College Academic Calendar</li> <li>4. Recruitment of college staff</li> <li>5. Formation of different committee</li> </ol>	

Staff Committee	6. Performance of evaluation of staff 1. Assessment of teacher 2. Assessment of work of administrative staff 3. Research activity of teaching staff 4. Conduct college examination
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 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:

#### Procedure of recruitment and promotion of Teachers

The teachers are appointed through the following process:

1. The vacant post (as per required) subject-wise workload
2. Joint Director workload verification camp
3. As per workload camp J.D. approval for new created post
4. NOC for requirement post
5. Approval of special backward class seat reservation of fixation of post
6. Approval of special backward class commissioner for reservation of post fixation
7. After the special backward class commissioner approval for post Joint Director, Higher Education permitted for advertisement and filling of post.
8. The vacant post (as per required) is advertised in at least two National level newspaper
9. On request the University constitutes the selection committee and informed the college
10. The candidates who apply in response to the advertisement are called and interviewed
11. There after the Principal on recommendation of the University selection committee appointed the candidates subject to the approval of the University.
12. After University approval to appointment teacher Joint Director, Higher Education released salary grant to appointed teacher

#### Promotional Policies for Teaching Staff

Teacher	Sr. Grade	Selection grade	Associate Professor
PG, Ph.D.	After 4 years	After 9 years	12 years



	One orientation		03 years service of selection grade	
PG, M.Phil.	After 5 years	After 10 years	13 years	
	2 Refresher		03 year service is selection grade	
	1 Orientation			
PG,NET/SET	6 years after	After 11 years Orientation	314 years	
	1 Orientation	Refresher	03 year services selection grade	
	1 Refresher			

### Recruitment and Promotion Procedure for Non-Teaching Staff

The recruitment of the non-teaching staff which includes clerk, peons laboratory and library support staff is carried out according to guideline of the government authority and university which is enumerated below:

- The government has specific G.R. on staffing pattern for non-teaching staff. In which number of sanctioned post according to strength of the students in the college is given. The college can fill the post within the permissible strength.
- After sanctioned post the college approaches to special backward class section of Nagpur University for fixation of reservation for filling post.
- Every year camp for staffing pattern or assessment of staff is arranged at the office of Joint Director, Higher Education, Nagpur in which after taking into consideration the student strength of the college. They sanctioned posts for non-teaching staff
- Then No Objection Certificate from Joint Director, Higher Education, Nagpur is obtained
- The advertisement for the filling of post is given in two newspapers one national daily and one local newspaper.
- List from employment exchange for suitable candidates is obtained
- Interview call letter given to eligible candidate applied for the post.
- After interview suitable eligible candidates selected
- The proposal for approval of Joint Director, Higher Education is sent.

### Our college has two grievances redressal cells :

#### 1. Grievance redressal cell for staff

In every organization human works so it is inevitable that while working sometimes any member can be aggrieved unsecured and it is necessary to have some mechanism for redressing his grievances for that we have a committee consisting of staff members representing teaching and non-teaching staff one of them is coordination. If any employees feels aggrieved he submits his grievances to this committee in which after giving him suitable opportunity of being heard try to solve the problem. If that employee not satisfied with the decision. File may go to principal with his problem even after the decision of principal he is not satisfied he may represent his problem to Local Management Committee, and he is not satisfied he may go

to University Grievance Committee.

## 2. Grievance redressal cell for students

For redressing the grievance of student we have committee comprising staff members the student can submit. This complaint directly to committee or he may drop his complaint in the box. The committee after giving such student an opportunity of being heard try to solve his problem. If he is not satisfied he may go to principal for further action.

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>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<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:**

Our college is situated in Taluka place in rural area and having very good feeding students from surrounding vicinity we are catering the need of higher education as much as 120 villagers around it our college initially started with Arts and Commerce faculties but with demand of surrounding community we have started Science laboratories, in the old building of our society. In 2009-10 our society built new college building but we were using the same laboratories which with the increasing students strength become inadequate but there was demand from staff and students for labs but we have limited resources as our parent society.

The organizational structure of our college is decentralized in nature, we have different committee and bodies for better working. We have Staff Council, College Development Committee, Local Management Committee, Building Committee, Purchase Committee as well as student council.

The subject of creating new science laboratories which was essential was first discussed in staff council which consists of science faculty staff they put forward the demand for laboratories as they one finding it difficult to carry out practical due to small space in this meeting it has been decided that this matter be placed before college development council for taking appropriate action. The resolution to this effect passed in staff council meeting.

Then this subject is placed in college development councils meeting on dated in which it was decided vide resolution no. that the demand is appropriate and may be placed in local management committee.

Therefore, it is placed in Local Management Committee meeting dated vide subject no. in which it was decided vide resolution no. that the new science lab be created in the existing college building using the classrooms and the requirement of classroom be fulfilled by constructing new classrooms. It was also decided that Principal, Dr. Dhanwate be given all the authority for creating new laboratories and the management will provide some financial aid and some part of the resources be generated by college from the self financing courses and other funding agencies. And then Principal in coordination with the staff committee started work of new laboratories in 2015-16 all laboratories were shifted in its new place.

In this way, we can say that due to effectiveness of various committee and bodies the task of creating new laboratories in the college has been complied smoothly.

### 6.3 Faculty Empowerment Strategies

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

##### Response:

##### Staff Welfare Scheme

The college has different welfare schemes for college regular employees.

##### 1. Leave facility

1. Earn Leaves : Non-Teaching Staff except Laboratory staff gets earned leave of 30 days which is credited to his account half yearly. Laboratory staff who worked in University Examination work

during vacation credited with one third leaves of work done in their account.

2. Medical Leaves : Every employee is credited with 10 days (or 20 half days) every year.

## 2. Loan facility

1. The employee who takes loan from banks the college makes deduction out of their salary on behalf of these lending institution.

2. We have our credit co-operative path sanstha at our society level

## 3. Medical Reimbursement

We have medical reimbursement facility. Few of our employee got benefit of this facility.

### 1. Concession of fees to the ward of Non-Teaching employee

The government does not give concession of fees to the ward of Non-Teaching staff employee but at college level. We have given concession to one of our employee.

### 2. Free Medical Check-up Camp

Every year college arranges free medical check-up camp for employee. Doctor from PHC, Karanja (Ghadge), and Dr. Kalambe who is also our CDC, member help us in this camp. Also Cardiac Disease and Diabetes check-up camp organized Madhavbag Multi-Disciplinary Care and Hospital, Kondhali, Nagpur.

### 3. Prizes

Our society gives prizes to ward of staff for achieving good marks at examination.

1. Advance against Salary to Employee contract basis

2. Annual get together of the family of the employee

3. Leave Travel Concession

## 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:** 3.56

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	3	1

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:** 1.8

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	1	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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:** 35.55

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	10	12	8

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### Response:

Every institution formed by individuals and the quality of the performance of the institution is based on the quality and performance of the individuals working. The performance many vary from individual to individual. The skill of the effective leader is to extract optimum performance from the staff members for that purpose the motivation is important therefore the performance appraisal is necessary tool.

We have different performance appraisal system for teaching as well as administrative staff which is described below:

#### 1. Performance Appraisal system for teaching staff

##### 1. Performance appraisal as per UGC guideline

As per the UGC guideline every year college teacher has to fill up their API forms in which concerning teachers fill up the information regarding conference, seminar attended, orientation and refresher programs completed. Paper presented in seminar and conference as well as various journals, books published, research projects, short term course attended etc. For this purpose college encourage the staff members they are given special duty leave some time financial assistance given upon filling this information in the API form at documentary evidences are placed before API Scrutiny Committee. The committee scrutinising the format and documentary evidences appraised forms.

The teachers are awarded time bound promotions on the basis of these forms. The scheme for time bound promotion is as under.

	First Promotion	Second Promotion	Associate Professor
1. Teacher with Ph.D.	04 Years	09 Years	12 Years
2. Teacher with M.Phil.	05 Years	10 Years	13 Years
3. NET/SET	06 Years	11 Years	14 Years

##### 1. Performance appraisal by college through different feedback

The performance of the teachers is also appraised through the students feedback every year the feedback forms from the students are taken on different parameters they are analyzed and appropriate steps are taken to improve performance.

The work of staff members are also observed by Principal while working in different committees and job assignment to staff members.

Also confidential report of the teachers are prepared through which the performance can be assessed.

#### 1. Performance appraisal System for Non-Teaching Staff

Performance of Non-Teaching Staff is appraised through confidential report taken from staff members in which they have to describe the work assigned and work accomplished throughout year. These forms are submitted to Principal if the work of the staff is not found satisfactory appropriate remark is given. These remarks are taken in to consideration while awarding annual increments.

Also the student feedback is also taken for working of non-teaching staff and suitable action is taken.

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

#### Internal Control and Internal Check

We do not have internal audit system but, we have developed internal control and internal check system. The distribution of work is done in such a manner that all the transactions which involve cash is automatically checked by immediate superior in the process of work. As for as bank transaction is concerned the accountant opens the note sheet, superintendent puts remarks on it, than it is placed before principal than cheque is prepared and sends to secretary of the society for authorization.

#### Types of Audit

We do not have Internal Audit System but following audit is done:

1. **Statutory Audit** :- The annual audit work is carried on by statutory auditor appointed by parent society who is chartered accountant. The audit work is done by M/s. Bajaj and Co., Chartered Accountant, Nagpur, who submits audit report to society.
2. **Audit by Senior Auditor** :- The audit of the salary and non-salary grant release to college is done by senior auditor, Higher Education every year for the previous assessment year.
3. **Audit by Auditor General** :- The audit of grants is done by auditor general office periodically

**Assessment of salary by Joint Director, Higher Education Office** :- Assessment of salary and non-salary grant payable to college is done by the office of the Joint Director, Higher Education, Nagpur every year.

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

#### 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:** 0.66

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.16	0.50	0	0	0

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

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

**Response:**

Our college situated in rural area and have three faculties normally Arts, Commerce and Science out of which under graduate Arts and Commerce faculty receives grant-in-aid for salary and non-salary the science faculty get grant from government for salary only which means salary component of the expenditure is met by grant from government up to under graduate. We have post graduation in Arts faculty for which we did not receive any grant form government all expenses met by self financing.

For running college in rural area we require to make many expenditure for maintaining the quality of education and catering the need of students for that we require good college campus building having adequate classrooms, laboratories, lab equipments, sports facility, good library, computers software and other ICT equipments, other support facilities and other infrastructure these expenses one capital nature.

Also we have to make many recurring expenditure on day to day basis academic expenses and administrative expenses such as repairs and maintenance of building, ICT equipments stationary, power, water facility, training programs, organization of seminars, conferences, guest lectures, sports expenses, cultural programs, extension activities and internal college exam. exps etc.

As we are getting government grants for salary of staff for under graduate level we have limited financial resources namely.



1. Salary and non-salary grant from government
2. Tution fees and other fees from students
3. Funds from UGC under various schemes
4. Other income such as Bank interest and college fine
5. Advances from management
6. Reimbursement of fees from government
7. Staff contribution for extension activities

#### Utilization of funds

But these resources are limited. So, we have financial constraints therefore the resources are limited and the demand is more in order to cope up with this problem we have to make strategy for optimum utilization of available resources which is enumerated below.

##### 1. Budgeting of funds

We prepare financial budget in advance for sources of funds and its utilization every year for that we take in to consideration the funds requirement from various faculty coordination, sports director, librarian and administrative head then evaluating there proposal in the light of availability of fund is done. In every budget of previous budgeted figure and actual are also taken and the variance is observed and new budget is prepared.

##### 1. Formation of various committees

We have different committees such as purchase committee, building committee, sports committee, library committee these committee see that the expenditure is made on the purpose which is of most important so that the resources can be utilized where they are more necessary that way un meaningful expenses avoided.

##### 1. Internal Check System

We have internal check system in which administrative section sees that the expenditure is made observing rules such as quotations, tenders and also try to check the wastages.

In such way utilization of funds is made.

## 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:

Internal quality assurance cell is itself responsible for maintenance of quality standard of administration and teaching learning process. Since the establishment of IQAC, it has initiated at the highest priorities number of strategies in line with the institution's mission and vision.

1. It has brought about infrastructure development with course of time since the establishment of the institution. Sport facilities, precious ground for outdoor games and internal games are available. IQAC makes strongly recommendation of inclusion of world class sports facilities every year.
2. IQAC always stresses on the continuous improvement in teaching learning process because it knows very well how it is important to have modern education facilities for making teaching learning process effective. It converted four simple classrooms into digital class rooms, equipped based on information communication technology (ICT) devices and gadgets.
3. At the insistence of IQAC, four digital classrooms have come into being with pursuance of qualitative education and its percolation to students. IQAC has always insisted on organizing guest lectures on number of topics, burning issues and social cases by resources person, expertise and visiting faculty. Now, holding conference, seminar, and workshop and training program has become the ideal tradition of the institution.
4. IQAC has strived hard to develop research outlook and scientific temperament among students because it is aware of the fact the more scientific progress, the more country is enriched and developed in every aspect for the progress of nation. Following the precept, it has built and constructed four specious new laboratories with all modern apparatus, gadget scientific instrument and devices. It has got full functional and operational, and as a result of the well constructed laboratories, IQAC has institutionalized the glorious tradition of imparting education to students at its best.
5. IQAC always monitors and observes the administrative transparency and accountability the point of view student's, internal stakeholders and external stakeholders to function and operate effectively administrative activities regarding admission process and scholarship process of students. IQAC has brought and purchased new software and applications to smoothly work. Master software, College management of system, salary management system, account power pack, library management system and new Xerox machine has now functional. Because of all these modernization, the motion of administration works has increased with multifold with effective delivery.
6. IQAC has had realization that library is the temple of any institution. In the digital and internet era, identifying the need of percolation of knowledge with every ways and means, IQAC has installed free Wi-Fi connectivity to explore new-generated knowledge. It has also installed the DTH for watching IGNOUs broadcasting programs and equipped the institution of library with every subject of books and reference books.
7. IQAC has always ensured that student should learn and acquire knowledge, skill and life-essential aspects in free and fair, safe and secured atmosphere. IQAC ensures student-enteric security has placed in order in the campus and in the classrooms through installation of CCTV cameras, strong and permanent fencing around the institute and appointment of security guards 24x7 in institutes.
8. IQAC is vigilant that there should be no discrimination on the basis of caste, religion and gender. It has formulated and institutionalized guidelines with certain do's and don'ts. Due to strictly implementation rules and observance of IQAC, not single incidents of ragging and sexual harassment took place in the institution. IQAC has always maintained and implemented guidelines of UGC and university to prevent malpractices of ragging and gender-based discrimination. It makes sure that through anniversaries of great personality's inculcation of moral values, national values, communal harmony and national integrity should be instilled among students.
9. IQAC has realized the significance of continuous and periodic evaluation of student's progress and development with the aspect of overall development of students. IQAC has instructed all faculty-members to adopt methodologies of unit-test, surprise test, questionnaire, annual test, group discussion, seminar and PPT and teaching with the medium of audio-video devices. With the assistance of all these methods, IQAC has succeeded in bringing about academic growth as well as

skill growth among the students.

10. The denial of ICT tools is the denial of effective teaching. IQAC has brought the significance of ICT tools to the notice of LMC and purchasing committee so as to make teaching-learning process more long-lasting and qualitative. Through the purchasing committee number of ICT tools have brought to the institutions.
11. The progress and development of any institution lies in the introspection of the performance in the forms of feedback. IQAC has been seeking feedback forms not only from internal but also from external stakeholders to evaluate ongoing teaching learning activities, administrative function and students' educational growth at the desired level. IQAC values and embraces the positive opinions, constructive view-points, suggestions and recommendation after thoroughly analyzing the feedback forms received from students, employees, alumni is and teachers.

Action is taken with full consideration and consensus to improvise the present condition to make it more effective.

#### **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:**

The institute through the IQAC had been keeping in touch with changing scenarios and passage of time in the education changes. Number of revolutionaries developments and happenings in education domain makes every educational institutions adapt to constructive changes in order to make teaching learning process effective and results oriented. following these, IQAC of the institution strives hard to maintain the impartation of knowledge with effective process technique and methodologies.

The IQAC in line with the academic calendar of university and teaching plan of the individual teachers strictly follows the implementation of teaching learning program throughout the year. IQAC monitors whether teaching plan is student- centre or not, whether it is implemented in true spirit or not.

With the introduction and adoption of digital class-rooms and ICT based tools and traditional methodologies of teaching learning IQAC ensured that outcome of all these methodologies, in combination with model teachings and ICT, should be resulted up to the expectation of external and internal stakeholders of the society in the form of academic growth of the students. In the process of teaching learning if the slow learner is found, the special remedial classed are held so that he/she should not lag behind in the education. For advanced and precocious student the advanced classed are run.

IQAC has initiated the classes of personality development, soft skill program and English speaking class in order to sustain students in the cut throat competition so that he /she should not become hesitant and meek to lead advance and happy life with course of time. IQAC seeks feedback forms from students to take into their views, opinion about teachers' way of teaching, teachers' conduct and behaviour in the classroom. Through the feedback forms every grievance of students are redressed through the well established mechanism.

Through the number of innovative ways and means, IQAC has ensured that admitted student to the institution should be developed educationally, physically, intellectually to develop ideal citizen who will

contribute his/her share in the development of nation.

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

### 6.5.4 Quality assurance initiatives of the institution include:

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** B. Any 3 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>
Any additional information	<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:

#### Post accreditation quality initiatives

Our first cycle, in the year 2005 with grade of C++ and we have completed our second cycle in 2013 with B grade and CGPA 2.58. This is our third cycle of accreditation from the description it is seen that we are improving every cycle and we are continuously striving for better quality of our institution. Since then we have taken so many new and quality initiatives which can be elaborated below:

1. We have added more class rooms as the our student strength is increasing and new course has started in college.
2. Laboratories for Physics, Chemistry, Botany and Zoology are newly created during this period.
3. More science equipments added to arrangement the need of syllabus.
4. Teaching aids and models added for innovative teaching.
5. Four classrooms are converted in digital classrooms or e-classroom with all ICT facilities.
6. The whole college campus is now wi-fi campus with the help of Jio company.
7. Computer facility is provided to all departments.
8. The student facilities are enhanced such as Xerox facility, library books facility, sanitary napkin, vending machine for girls.
9. Started new career oriented courses namely.
10. The library of the college is strengthen with updated software and more books and online journals.
11. We have started Research Center for Ph.D. in Economics.
12. We have organized mainly skill oriented course such as PM Skill oriented courses in stock market many students participated in the course.
13. We frequently organized guest lectures of expert on competitive examination.
14. We offered the opportunity to study and use our library books to students and other aspirant students from near vicinity by keeping our library open in the evening.
15. Our career guidance cell has organized many programs of expert on personality development, interview skills, and exam preparation.
16. Eleven members of our faculty has completed minor research project funded by UGC.
17. Almost all the faculty members publishing and presenting their research papers in journals, seminar and conference.
18. We have organized seminars on current topics such as seminar on demonetization, workshop on GST.
19. Keeping in view the social responsibility of our institution we have organized blood donation camps, eye donation seminar.
20. We have started new best practices such as
  1. Vermicompost
  2. Mentor Mentee scheme for students
  3. Student Teacher guardianship
  4. Kisan Manobal Yojana for farmers
1. For conservation of energy we started using LED bulbs, solar bulbs.

2. Water harvesting scheme to recharge the bore well through rain water is undertaken with very good result.

New additional sections on no grant basis is added.

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

NAAC

## 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:** 16

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	3	2	2	2

File Description	Document
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

**a) Safety and Security:-**

- i.** The institution is under CCTV camera surveillance.
- ii.** The institution having 24 hrs security guard for security of students.
- iii.** The college is covered with fencing all around the gate and premises for security purpose.
- iv.** Identity card and dress code is strictly compulsory for students without which the students are not allowed inside the college premises.
- v.** Our institute provide information about a spray for girl protection purpose (supply from Dr. Dhananjay Bhoyar solution Architect, Global coe-Active global support SAP AG Dietmar-Hopp – Allee 16 69190 walldorf, Germany [ghananjay\\_bhoyar@sap.com](mailto:ghananjay_bhoyar@sap.com)).

vi. Road safety day, traffic awareness program is run by the institution.

1. The institute has fire extinguisher facility in office area and scientific Laboratories for precaution purpose.

**b) Counselling:-**

i. The institution has Sexual Harassment Committee to prevent sexual discrimination and harassment. The committee takes the follow up of any complaints if there every month.

ii. The institution has organized various programs related with domestic violence and sexual harassment in co-ordination with the lawyers of Karanja (Ghadge) tahsil.

iii. The institution also has Anti- Ragging Committee which is active throughout the session to solve the various problems of the students.

iv. In our institution the ladies teaching faculty counsel the girls students to listen and to solve their medical problems.

v. The Home Science (Fashion designing) Department also has sanitary napkin vending machine available for girls.

**c) Common Room:-**

1. The institution also has a separate common room for girls.
2. The girl common room is well equipped with required facilities.

**7.1.3 Alternate Energy initiatives such as:**

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

**Response:** 2.88

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

**Response:** 14.40

**7.1.3.2 Total annual power requirement (in KWH)**

**Response:** 500

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



**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 89.17**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)****Response:** 107**7.1.4.2 Annual lighting power requirement (in KWH)****Response:** 120

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

**7.1.5 Waste Management steps including:**

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

**Response:****Waste Management:-**

Waste management is collection, transportation and disposal of garbage, sewage and other waste product. The terms normally relates to all kinds of waste. It is about how garbage can be used as a valuable resource waste management or waste disposal is all the activities and actions required to manage waste from its inception to its final disposal.

In our institute we run waste management activity for environment consciousness and sustainability. Our institute has campus gardening committee who work for cleanliness, manage waste material from the campus. The liquid waste from laboratory and others also managed properly through sockets.

In this way our institute manages solid and liquid waste properly. It is recycled, reused and beneficial for society.

**Solid Waste Management:-**

1. The institution has Dust-bin at each corner, where all the solid waste are collected which include, paper waste, plastic waste, food waste and other waste materials. All the collected waste are disposed off with proper management.
2. Eradication of weeding activity is carried out frequently in our institution which includes, harvesting of grown up unnecessary grasses and plants, which are collected in a vermicompost tank where all the waste are converted into vermicompost.
3. Vermicompost activity runs in our college for waste management and collected vermicompost is

sold to the local farmers in reasonable rates.

### **Liquid Waste Management:-**

The institute has various science laboratory. Each laboratory waste and college waste was managed by properly through socket and outlets towards soakpit.

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

#### **Response:**

#### **Rain water harvesting:-**

Water scarcity is the global problem due to pollution, less rain fall and other environmental reasons. Rain water harvesting is the accumulation and deposition of rainwater for reuse on site, rather than allowing into runoff. It is a simple method by which rainfall is collected for future usage. Rainwater can be collected from rivers or roofs and in many places, the water collected is redirected to a deep pit (well, shaft or borehole), a reservoir with percolation or collected from dew or for with nets or other tools.

Rain water harvesting is a cheap and reliable source of clean water. Even in periods of low rainfall enough water is collected for crops to grow. It is an effective method in water scarce times. The collected rainwater may be stored, utilized in different ways or directly used for recharge purposes. With depleting groundwater levels and fluctuating climate conditions, rainwater harvesting can go a long way to help mitigate these effects. Ground water resource gets naturally recharged through percolation.

Our institute runs rain water harvesting activity. In our area there is a water scarcity problem. In this activity we conserve rain water from roof and drained through pipes and outlets near the bore well where a big pit is dug out around the bore well.

1. **To conserve water runoff during monsoon**
2. **To percolate water for increasing water level**

Five years ago GSDA digged out bore well in campus but it got drained, and abandoned eventually. The institute with adoption of rain harvesting collected water from roof-tops of institute as well as girl hostel brought collected water by pipeline to the pits digged around the borewell. As drop by drop, reservoir of water was resulted around the bore well now the borewell is replete with profuse water and is used to water plants trees and other purposes with adoption of water harvesting initiative the dysfunctional got new lease-of life

In water Scarcity time, it is used for various purpose

### **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:-**

Green practices pursue knowledge and practices that can lead to more environmentally, friendly and ecologically responsible decisions and lifestyles, which can help protect the environment and sustain its natural resources for current and future generation. In our institute we run various activities in which environmental awareness and sustainability is one. With this concept we have green practice activity in which we started efforts towards pollution free environment, green activity, cleanliness etc.

All these activities run in the institute under N.S.S., Campus gardening committee, Dept. of Continuing and Adult Education, all faculty students, office staff, teaching and non teaching staff etc. We also arranged various guidance program, cleanliness program, plantation program, environmental awareness programmes ozone day exhibition and guidance etc.

So running this activity we try to develop environmental sustainability, pollution free campus and awareness.

- **Students, staff using**

**1. Bicycles:-**

1. Maximum students strength of our institution belongs to rural area and their home village is nearest from our college, therefore students generally prefer bicycles for transport purposes.
2. In our institution in a week we strictly follow “No Vehicle Day” for staff and students as a environmental awareness program.

**1. Public Transport:-**

Our institute is located near to NH. No .06 and joined to 121 villages near to Karanja (Gh.) Tahsil. Students Commute using public transport means which are convenient to students coming from these villages. Local students walking to reach up to institute. We demand and started S.T. Buses at college timing. It is convenient to all High School, Junior and Senior college.

- **Plastic free campus:-**

In our institution we frequently carry out plastic eradication activity once in a week with the help of NSS and Campus Gardening Committee. In this activity our teaching faculty also get involved regularly.

- **Paperless Office:-**

1. Now-a-days maximum work of our University and State Government has become Online, students

admission forms, scholarship forms and also the staff payments has become online, therefore there is less utilization of paper.

2. Our staff also prefers to use one-sided used papers for official work to make the work paperless.

• **Green landscaping with trees and plants:-**

1. Our institution is already fenced with trees. We regularly carryout plantation activity during rainy season.

2. Ornamented plants are planted in garden and campus, cutting of on excessive growth of trees, plants, grasses developed a well specious campus.

3. We have small botanical garden.

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

**Response:** 0.98

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)

2016-17	2015-16	2014-15	2013-14	2012-13
0.27	0.35	0.17	0.23	0.18

**File Description**

**Document**

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

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

**1. Physical facilities**

**2. Provision for lift**

**3. Ramp / Rails**

**4. Braille Software/facilities**

**5. Rest Rooms**

**6. Scribes for examination**

**7. Special skill development for differently abled students**

**8. Any other similar facility (Specify)**

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<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:** 35

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

2016-17	2015-16	2014-15	2013-14	2012-13
11	7	4	5	8

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

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

**Response:** 9

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	2	4	2

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<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
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>

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

**Response:** No

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

**Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<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:** 89

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:**

The institute has placed the code of conduct on the highest priority to be strictly followed by internal and external stakeholders of the institute. In the code of conduct there are certain do's and don'ts in behavioural approach to be imitated and adopted in public and private life. It is expected that the code of conduct, which is placed in highest order, is made available in the front gate of the institute as well as on website i.e. <http://macscollege.in>. The set of code of conduct is also introduced to newly admitted students, newly recruited employees and other stakeholders.

Every year in the overall –inclusive plan, the institute takes number of drives and initiatives through various ways to sensitize, inculcate and nourish social harmony, national integrity, patriotism, religious tolerance, dignity of work and awareness about constitutional rights and duties. The institute holds, organises workshops, training programs and seminars intended to instill moral values among students and employees of the institute.

Human-values are close to aims and objectives of the institute. Through cultural activities, voluntarily activities prompted by occasional birth and death anniversaries of great personalities, the institute deliberately inculcate the requisite human values and professional ethics through various programs conducted in the institute directed by RTMNU, Nagpur, PMO, UGC and these are thoroughly implemented in true spirit.

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

**Response:**

The institution is fully aware about its discharging duties related to continuous development of students, faculty and society. These three components are interlinked and inseparable parts of the institute by which entire system, activity and procedure of the institute move around. The institution keeping in mind its core values since its inception, knows students are linchpin of the institution and faculty is just instrumental in playing the constructive role of bring about positive changes in society.

Moral values recently caught attention of the entire nation as we see deterioration of moral values and its devastating impact on family, society and country. By celebrating and observing birth and death anniversary of great leaders and personalities, the institution makes every possible efforts to imbibe and inculcate moral values not only among students but faculty also, so that while living in society moral values should be reflected in through the ideal conduct, behavior and treatment of internal stalk holders of society. The committee of cultural chalks out plan to get assimilated and absorb the core moral values taught by our ancient sages, saints and great thinkers in consistent with the constitutional values. The ultimate aim is to create ideal law abiding and civilized students.

Professional ethics are inculcated among students and faculty as macro component of conducting workshops, seminar, programmes and number of initiatives to realize the magnitude importance of honesty, probity, dignity of works, propriety etc. The institute knows that basic tenets of professionalism and moral values have great impact for the creation of ideal and developed society. That's why each and every activity of the institute is aimed at inculcation manners, etiquettes and values so that every students and faculty members in his private and public life would bring about positive and constructive changes in society as contribution.

**7.2 Best Practices****7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:****1. Vermicompost****Objectives of the practice are:**

1. To do constructive for suicide-stricken farmers of the Karanja taluka.
2. To dispose of waste material viz, paper materials, dried leaves, various kinds of residues in very effective manner to produce manure.
3. To adopt eco-friendly and sustainable-driven measures to have our little share to maintain balance in our nearby ecology and nature.
4. To preserve and conserve the uniqueness and novelty of the biodiversity with maximum use of organic manure.
5. To increase the productivity and germination power of the soil with the use vermicompost.
6. To encourage nearby farmers to adopt vermicompost measure to increase the degree of fertility with hand on training.
7. To provide affordable measure generated by the institute to students, staff and nearby residents in affordable rate.



8. To recycle solid organic, waste material, bio-degradable garbage, various types of residues with optimal utilization for the creation of vermicompost manure.

### **The Context**

Karanja taluka is known for the barren and rocky land. Here the fertility of soil is very low and as result farmers have to use increasingly chemical fertilizers. If we glance at prizes of chemical manures life sulphate, urea, insecticide etc. They have skyrocketed beyond the capacity of farmers. As a result to purchase costly fertilizers, farmers here have to take loan from greedy money lenders by mortgaging jewellery and piece of agricultural lands. And in this way, they fall into the vicious trap of debt designed by cunning money lenders. With the increasing debt-ridden plight, farmers are prompted to take drastic step of committing suicide.

Being in the heart of cluster of villages in Karanja taluka, the institute has taken note of aggrieved and deplorable situation of farmers and decided to start the practice of vermicompost in the year 2014-15.

Vermicompost is the product of the composting process using various species of worms to create heterogeneous mixture of manure by decomposing materials like plant residues, vegetables, goods waste, bedding materials. In this way the constructive drive of the institute to some extent has succeeded to create awareness about the benefits and advantages of eco friendly vermicompost which has formidable potential to improve the quality of soil for long term.

### **The Practice**

Most of the institute, providing higher education located at the taluka and district level. And the students learning from such institute are from remote and rural area, and their bread and butter mostly is dependent on the farming. Since last decade it is upward trends of committing suicide by farmers when they get caught in the vicious circle of low production of crops, grains compared to increased prices of fertilizers, seeds, insecticides and pesticides. When a farmer commit suicide, the whole family becomes helpless and feel stranded or left in desert. The impact of plight is very detrimental and inimical to educational growth of the family members. And such picture has become prevalent and pervasive everywhere in India, be it any state of India.

Many educationalists have expressed that apart from teaching traditional and technical syllabus, emphasis should be given to include agri-based teaching and its hands-on training. In this way students can be sensitized to have long-lasting impact about the sustainable and far-reaching benefits of adoption of such measures.

From the perspective of Indian Higher Education, vermicompost measure can be applied and started at every educational institute to beautify their campuses with plantation drive. For the maintenance of the botanical garden, medicinal plants, or any trees within the campus place, it is required to water and given manure them for better development of campus garden so, it should be voluntarily to initiate the vermicompost drive at every institute. And to start it does not require highly expensive infrastructure and costly resource it requires only minimum space at the corner of the campus and resources can be generated from waste material, biodegradable materials, residues of paper or dried leaves etc. All these disposable waste materials can be garnered from the institute and can be used as resources for the vermicompost plant. The production of fertilizer as generated from vermicompost drive can be used for the different purpose or it can be sold at affordable prices to staff members and students also. In this way financial resources can be

generated from such tangible projects. Our vermicompost plant generates manure 10-15 kg every month.

Vermicompost helps to improve the texture and quality of soil. The drive is eco-friendly and helps to check in global warming and climate change.

### **Constraints/Limitation**

When we started the vermicompost project, in the initial stage we confronted with space where availability of water should be ample to maintain the humidity in the place. But we countered it with effective planning and techniques.

With the availability of ample space and waste material we succeeded with production of enough manure.

### **Evidence of success**

1. We produce each year vermicompost manure.
2. Use for local campus plantation. The plants show positive growth and condition.
3. Knowledge of vermicompost is given to the neighbored society and students they started vermicomposting practices.

### **Problems encountered and resources required**

1. Due to highly temp the vermicomposting bed should require shadow it needed required shade facility.
2. Required water facility to vermicompost bed.
3. Required permanent manpower labour to run the vermicomposting at college.

Our institute runs this activity on primary level to introduce students, farmers/villagers about this activity and low cost compost is available to them for better crop yield.

#### **1. Teacher Guardian Scheme**

1. To develop social responsibility among staff of the institute.
2. To play a vital role in the educational development of economically backward students who don't avail the scholarship given by central and state government.
3. To make sure student should not be deprived of education due to economic and financial problems.
4. To build the rapport and robust relationship between students and internal stakeholders of the institute.
5. To remain in tune with aims and objective of the institute and strictly adhere to its maxim/motto "Education to All".

### **The Context :**

The institute is located in the heart of rural area in Karanja (Ghadge), Wardha district. It is the only sole institute which imparts B.A., B.Com. and B.Sc. (UG courses). The Karanja taluka is prone to committing suicide by farmers.

Most of the students belong to agriculturist family. Their bread and butter is solely dependent on farming.

The institute, they are not able to complete their education due to financial crisis. As resultant, the drop-out rate to financial crisis. Taking into account and from the point of humanitarian and social responsibility view, it was decided that entire staff of the institute has to voluntarily donate certain amount from the salary and deposit them in account of teacher-guardian scheme. The best practice of teacher guardian scheme has come into existence since 2015-16 and it is in full pledged functional. With the introduction of the scheme number of students got benefitted and succeeded to pursue their higher education with individual attention provided by the college.

### **Practice**

Taking in to consideration our social responsibility and staff members has decided to initiate this scheme for which all the staff members contributed and created a campus. Students from the economically weak background and not getting financial assistance from any government scheme these beneficiaries are identified at the time entry to higher education i.e. admission in the first year through publishing notice and inviting forms from them notification to such effect then the after scrutiny of the forms and also committee visits their home to know the real condition of the student and validate the facts mentioned in the forms then the real beneficiary are identified.

Under this scheme the students are offered various facilities such as cost of uniform, examination fees, college fees, cost study material and if the student commuting from other places the amount of his bus pass also his academic progress is also observed and time to time appropriate guidance is offered to him. Since inception of this scheme 10 student availed this scheme. And we feel very proud that with this tiny efforts we are able to fulfil the dream of deprived students of acquiring higher education.

### **Constraints/Limitation**

While implementing the practice, we had to propagate this scheme with its aims and objectives to all stakeholders of the institute. In the initial phase, we had to face difficulty in identifying economically backward student. After identifying such students, they were resultant to enrol themselves in this scheme.

But after making realize them, its advantages and benefits for their educational growth, they agreed. Hesitation and few hiccups on the part of students made them slow to enrol their names.

### **Evidence of success**

Since, the scheme has come into being in 2015-16, we have received its positive fruitful results in the form of educational growth of students. The scheme proved to be fill up to career of beneficial students. With its aims and objectives, it may be not 100% resultant in desired expectations, but elicited overwhelming response from students who don't have access to scholarship of GOI.

Since the year, the practice was implemented, the educational growth of beneficiaries students boosted. As the educational expenditures is met through the scheme, students pursue their study in free frank mind with confident and positive approach.

We are satisfied and proud full of the practice, as the results are positive and over whelming enthusiastic.

### **Problems encountered and resources required**

When the institute introduced the practice as teacher-guardian scheme, there of course were certain problems in regard with collection of funds, students response and their active participation, identification of needy students, disbursement of financial aids to deserved and genuine beneficiaries.

‘Well begun is half done’ as per this maxim, we went ahead with determined and concerted efforts to implement the scheme. We technically and confidently encountered all the problems. The principal Dr. Sanjay P. Dhanwate took into confidence all the administrative and teaching staff and emphasized on the social responsibility as everyone’s bit and share. All employees overwhelmingly took actively participation. Then we came across formulation of criteria. Teachers working in social domain setup/formulated criteria for the identification of needy students.

As a whole the problems of funds and criteria was solved. Initially students were reluctant to enrol names because they felt hesitant to come into limelight of availing the scheme. But after pursuance and proper follow-up, hesitation and confusion among students have disappeared and they agreed.

### 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:

##### “Kisan Manobal Vrudhi Yojana”.

Our college situated in Karanja (Ghadge) Taluka is in rural area having population of around 20,000 mostly dependent on agriculture also the feeding of college is from all around 20 villages surrounding this place. Our college is the only institute catering the need of higher education which is main mission of our institution and in order to accomplish our mission we set several goals and objectives before us. One of our goals and priorities is to provide students, from this agrarian society, higher education and inculcate in them human values by sensitizing social issues of the society.

As we all aware that farmers suicide is very serious problem in the entire country specially in our Vidharbha region. This has become cause of worry for every one as responsible citizen of India and we cannot keep ourselves away from it . So it is our moral responsibility to take this issue as it is one of our priority to address the social issue in surrounding society.

Our college has started special drive named “People Awareness Program for Prevention of Farmers Suicide” (Kisan Manobal Vrudhi Abhiyan). We have created a group of college faculties along with students of college and analyzed the causes of suicide. They have to bear high cost of input such as Fertilizers, Insecticide, Seed and Labour, Rain fed agriculture depending on injurious of monsoon, Lack of irrigation facility .Borrowing money from money lenders at exorbitant rate of interest, addiction, poverty and social superstitious tradition, lack of knowledge and absence of government schemes are main causes which have of advanced farming prompted farmers to take extreme steps to commit suicide.

Hence, we have decided to address these issues and undertaken special drive under in-charge-ship of Dr. Pakhale who also published his collection of poems “Kastakarayan” on the farmers plight. In this drive Dr.

Pakhale along with other staff members and students visits the surrounding villages and organizes program and counselling them for morale boosting. They also distribute booklets containing various government schemes for the betterment of farmers life. In this process the Sarpanch and renowned people of village are got included and they also assist actively.

We are happy and satisfied with our constructive drive as spontaneous and overwhelming positive response and feedback has started receiving from farmers since the inception of the drive. The drive of the institute has got fruitful results because graph of suicide of farmers scaled down by boosting morale of them. The Institute is fully aware of its social responsibility along with catering higher educational purpose, and it has to great extent succeeded in its drive to check and control suicide of farmers with the optimal use of resources the Institute has.

The Institute is confident enough the drive in future also continuously brings about the complete control over the disastrous growth of suicide and it would initiate every possible step to fulfill its social responsibility.

## 5. CONCLUSION

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### Additional Information :

We are pleased to submit additional information about our institution that may give you panoramic view of our college.

1. We have introduced Research Center for Ph.D. in economics for research.
2. Student Welfare Activities
  1. Student Guardianship Program
  2. Students Mentorship Scheme
1. Organizing Seminar, Workshop on Current Economic, Social issues of National Importance
2. Undertaken project through students about words and idioms in local vernacular presented in book 'Shabdsanchay'.
3. Visit of students to winter session of State Assembly at Nagpur to observe the working of State Assembly.
4. Taking into consideration the problems faced by the girl students. The college has undertaken the construction of girl hostel.
5. Free wi-fi facility for whole college campus.
6. Our college publishes college magazine namely 'Sanwad'.
7. We have consultancy run by Dr. R. N. Sontakke on income tax and investment free of cost.
8. For addressing social issues such as 'Kisan Manobal Vridhi Abhiyan' for boosting the moral of farmers.
9. Well prepared botanical garden.
10. For energy conservation we are using LED bulbs and solar lamps.
11. In order to spreading awareness about environment in students, we keep bird nest, water pot and feeding for birds.
12. We successfully carried out water harvesting project at our college we collected rain water from roof top and through pipe line.
13. We organised eye donation/organ donation camp.
14. We have installed sanitary napkin vending machine for girls.

### Concluding Remarks :

Our institution striving hard for imparting higher education to children of economically backward people from rural area. Initially we were functioning in school building 60 students and few classrooms now our college grow with passage of time with more students opting for higher education now we have more than 1000 students. In our first cycle of accreditation we got C++. In 2013, we went ahead for reaccreditation and obtained 'B' grade (CGPA 2.58). Now we have initiated our third cycle of accreditation.

Our college functions smoothly under able leadership of Principal, Dr. S. P. Dhanwate following the vision, mission and goals of the institution. We have well qualified and hard working faculties, about 75% of the faculty members having completed Ph.D. and some are pursuing Ph.D. Teachers actively participate in all academic activities of the college. also participate in research work, research papers presentation in journals and

conferences.

They are adopting to modern teaching techniques, ICT tools for teaching, learning and evaluation. We prepare perspective plan at the beginning of the year which is presented in committee

The other important function is administration which is soul of any institution and success of which depends on smooth functioning of administration. We have educated, experienced and dedicated non-teaching staff. Prepare annual plan for academic year for different work to be done within deadlines.

With this positive note we are submitting our SSR to NAAC.

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>999</td><td>1108</td><td>1178</td><td>977</td><td>832</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>902</td><td>1010</td><td>1059</td><td>866</td><td>744</td></tr></table> <p>Remark : As per uploaded sheet.</p>	2016-17	2015-16	2014-15	2013-14	2012-13	999	1108	1178	977	832	2016-17	2015-16	2014-15	2013-14	2012-13	902	1010	1059	866	744
2016-17	2015-16	2014-15	2013-14	2012-13																	
999	1108	1178	977	832																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
902	1010	1059	866	744																	
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>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</p> <p>Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>6</td><td>1</td><td>2</td><td>5</td><td>1</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>5</td><td>1</td><td>2</td><td>3</td><td>1</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	6	1	2	5	1	2016-17	2015-16	2014-15	2013-14	2012-13	5	1	2	3	1
2016-17	2015-16	2014-15	2013-14	2012-13																	
6	1	2	5	1																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
5	1	2	3	1																	
2.6.3	<p>Average pass percentage of Students</p> <p>2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 464 Answer after DVV Verification: 68</p> <p>2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 1021 Answer after DVV Verification: 164</p>																				



3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>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</p> <p>Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>3</td><td>3</td><td>4</td><td>4</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>1</td><td>1</td><td>2</td><td>1</td><td>1</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	3	3	4	4	3	2016-17	2015-16	2014-15	2013-14	2012-13	1	1	2	1	1
2016-17	2015-16	2014-15	2013-14	2012-13																	
3	3	4	4	3																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
1	1	2	1	1																	
4.1.3	<p>Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities</p> <p>Answer before DVV Verification : 4</p> <p>Answer after DVV Verification: 0</p> <p>Remark : Geotagged photos are not uploaded.</p>																				
4.2.6	<p>Percentage per day usage of library by teachers and students</p> <p>4.2.6.1. Average number of teachers and students using library per day over last one year</p> <p>Answer before DVV Verification : 339</p> <p>Answer after DVV Verification: 180</p> <p>Remark : 155(students as per uploaded sheet)+25(Teachers)=180</p>																				
5.2.3	<p>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)</p> <p>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</p> <p>Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>8</td><td>3</td><td>2</td><td>2</td><td>5</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	8	3	2	2	5	2016-17	2015-16	2014-15	2013-14	2012-13					
2016-17	2015-16	2014-15	2013-14	2012-13																	
8	3	2	2	5																	
2016-17	2015-16	2014-15	2013-14	2012-13																	

6	3	2	2	5
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5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
68	77	101	134	84

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
68	77	101	134	84

Remark : only 6 certificates uploaded.

5.3.3

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
416	467	434	469	456

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
14	16	14	17	15

5.4.2

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

Answer before DVV Verification : 1 Lakh - 3 Lakhs

Answer After DVV Verification: <1 Lakh

Remark : Uploaded certificate is not valid. Charity Commissioner registration certificate is required.

6.5.3

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
8	6	5	4	5

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : IQAC initiatives are required. Link is not working.

7.1.11

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
10	6	4	4	6

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	2	4	2

Remark : from uploaded document.

## 2.Extended Profile Deviations

Extended Profile Deviations
No Deviations