



# **SELF STUDY REPORT**

**FOR**

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

**SETH NARSINGDAS MOR COLLEGE OF ARTS AND  
COMMERCE AND SMT. G.D. SARAF SCIENCE  
COLLEGE, TUMSAR - , DIST.  
BHANDARA,(MAHARASHTRA)**

**SANT JAGNADE NAGAR, TUMSAR  
441912**

**[www.snmorcollege.org.in](http://www.snmorcollege.org.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2019**



situation.

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

### Institutional Strength

- The college is located in the heart of the town and zero pollution zone, provides conducive ambience to teaching-learning process.
- The college is located in semi-urban/rural area of the East Vidarbha region, caters education of high standard to educationally backward masses.
- The college is the only multi-faculty institute in the tahsil offering co-education at the undergraduate programmes in Arts, Commerce and Science, and Post Graduation programmes in Commerce, Pol. Science and Economics.
- The college has a proactive management with enthusiastic leadership with the strong belief in decentralized governance.
- The college has good infrastructure, well maintained library with modern and rare books on its stacks, well equipped laboratories which are timely maintained and upgraded as per the need of curriculum changes.
- The college faculty is actively engaged in research work, which is evident by extensive publication in research journals of National and International repute, book publication, research projects, participation in workshops, conferences, seminars, establishment of collaboration for research, etc. The college publishes National Journal entitled ' Social Issues and Problems', a Peer Reviewed journal UGC listed in the past bearing ISBN 2278-3199.

### Institutional Weakness

- The college is located in economically poor, remote and backward region.
- The college has initiated limited number of self financing courses and skill based courses.
- The programmes/ courses syllabi designed by the university are not professional, recent need based and job oriented.

### Institutional Opportunity

- The college has scope for further expansion of Post Graduation in Science, Arts and Commerce faculties.
- The college has scope to establish linkages and interaction with agro-based local industries.
- The college may provide courses to students on skill development, self employment generation and self financing courses/programmes.

### Institutional Challenge

- Since the college is located in semi-urban, rural area, the students are with poor financial background, qualitatively poor in communication skill and overall performance. It is a challenge to raise their standard.
- Mushrooming institutes in the vicinity pose danger to the smooth functioning of the college.
- Admissions to the Arts faculty ignoring merit may adversely affect the overall results of the college. To bring the result at par that of with the other colleges/ university is a great challenge.
- The college is unable to appoint adequate numbers of teaching, supporting and administrative staff members owing to the delay in the state government approval and ban on appointments' policy. In such a helpless situation, catering education to the needy students is a challenge.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Dr. P. P. Dehliwal, the Head of **Criterion I: Curricular Aspects** devoted much time in procuring information from different external sources such as the university and other institutions. He approached the officers of the Gondia Education Society, Gondia, and procured necessary documents, especially, the documents related to vision and mission of the Society. It is the affiliating university that frames syllabi for various academic programmes, and the institution has to follow the same. But the institution still has a quantum of contribution made by its members of staff elected to various boards of studies of the affiliating university. These members see to it that their suggestions are implemented, and thus, they play active role in revising the syllabi in accordance with the requirements of the modern trends and standard.

. He made personal visits to different stakeholders such as parents and community members from the surroundings, and sought their opinions on the different aspects and activities of the institution, particularly, how and to what extent they benefit from the institution. He collected feedback from various stakeholders such as students, parents, employees, alumni, etc., and after analyzing the data convey the suggestions/findings to the concerned for necessary action. It is heartening to note that generally, possible action is taken by the head of the institution on the suggestions made in the feedback.

### Teaching-learning and Evaluation

**Criterion II: Teaching-Learning and Evaluation** is headed by Dr. Ms. A. S. Bawankar. Efforts are made to transform the college mission and objectives through the teaching – Learning and evaluation process. Keeping in mind, the student-centric teaching – Learning and evaluation process, the entry level students are educated relating to queries like 'What is higher education?, How is it different from the higher secondary education?, What are the avenues of PG and higher level?', etc. The entry level students are made acquainted with the updated syllabi, personally by the faculty and librarian, and the syllabi are made available on the college website. While imparting teaching, weak and slow learners are identified through interaction, and an extra attention is paid to slow learners. They are provided help by providing suitable study material, and extra time other than classroom teaching. Devoted teachers try to make teaching more effective, interactive and interesting.

Most of the faculty members use power point presentation, audio-visual aids, LCD projectors, field study, quizzes, debates, laboratory demonstration and hands on experience in addition to regular blackboard teaching. The faculties have commenced ICT enabled teaching methods. They apply various teaching methods viz. subject study circles, associations, exhibitions, projects, educational tours, visits to national institutions, guest lectures, online study material/resources, groups on What's app., *et al.* Some innovative teaching methodologies like offering true experience, viewing and discussing documents, documentaries, movies, pictures/charts are widely used.

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

**Criterion III (Research, Consultancy and Extension)** is headed by Dr. Jadhao. He is also in-charge of The College Research Cell. Dr. Jadhao and the committee members collected data and related information, and compiled the same with regard to the research papers, publication, books, research projects, and extension activities carried out by different committees/associations of the college.

The college research cell plays a vital role in creating conducive ambience for research and innovation, and executing extension activities. The college infrastructure like library, laboratories, work places are accessible for the faculty members. Besides, the college technological amenities, administrative supporting staffs are readily available, if needed. The college provides support in the form of flexi-times, relaxation in workload to dynamic teaching staff for research. The college has highly qualified and academically sound faculty. Many of them are Ph. D. holders, and recognized supervisors, and are engaged in advance research work. Some departments have established interaction and links with other institutes for research purposes. Over a period of past five years total number of research papers published in national/international journals of repute with UGC recognition are 106, books are 58 and Minor Research Projects are 02 till date. The college has been publishing the UGC listed college journal on 'Social Issues & Problems' which was UGC listed bearing ISBN 2278-3199. Dr. Jagannath Vishwanath Gadpayale discovered a plant species-*Amarphophyllus shyamsalilianum* and also communicated discovery of a plant *Amarphophyllus chargavensis*, the cognizance of which was taken by International community and also by Ministry of Environment and Forest, India.

### **Infrastructure and Learning Resources**

**Criterion IV (Infrastructure and Learning Resources)** Dr. B. R. Tembhrune, the head and the members collected data. The college spreads over 4.38 acres pollution free area in Tumsar town.

The college's two-storey building is divided into Science, Arts and Commerce wings. At the entrance, there are Principal's office and two administrative offices. The college building is spacious and well ventilated, and has well furnished class rooms, seminar halls, well furnished and equipped laboratories, the library with useful books and with INFLIBNET access. The library's lending system is well managed with automated software and OPEC system. Most of the departments have computers, Internet, printer facilities. Audio-visual aids including LCD projectors are available in the departments of the college. Some teachers use CAT in teaching-learning process. The college campus has the facility of parking, water purifier machines for pure and germ free chlorinated drinking water, canteen for students and staff members as well as a girls' common room. Solar powered LED flood lights have been installed in the college premises. A diesel power generator is available for emergency in case of power failure. Games and sports department of the college has sufficient number of trainers and coaches, and the state of the art Volley Ball, Kabaddi, Cricket grounds, Badminton Court, Boxing Practice Room, etc. The college has a modern 17 station Gymnasium, which is kept free for students, alumni

and staff members. The college upgrades the facilities from time to time.

## **Student Support and Progression**

**Criterion V: Student Support and Progression** Dr. J. M. Maskey, the Head and other members collected data.

In the beginning, the college students are introduced to support services like free ships, government's scholarships, University student fund, locally available scholarships, career guidance and placement cell, NET and SET counseling cell of the college and other services. The Career Guidance & Placement Cell also organizes guest lectures, workshops and mock competitive test examination and provides study material. The college library lends study material and also, offers separate space for students. The college N.C.C. and N.S.S. units organize programmes to nurture discipline and social responsibilities among students. Many N.C.C. cadets have joined the Indian army. A student **Ms. Priyanka Sapate** represented **Republic Day Parade** in 2018-19 in New Delhi. The Women Development Cell of the college organizes gender sensitization programme by delivering guest lectures on different burning issues to educate the girl students. The college provides strong security measures through CCTVs, platforms like Anti-ragging , Grievances Redressal cell and Visakha Committee and Internal Complaint Committee .

The college had students' Representative Council. Members of the students' council played active role, until it was discontinued by the State government. Associations/committees/departments hold periodic meetings and implement suggestions, if possible. A substantial number of students progressed to higher education. Many of them cleared NET/SET examination. Some of them have been placed in jobs.

## **Governance, Leadership and Management**

**Criterion VI: Governance, Leadership and Management** Shri. V. W. Mandape, head and the committee members exerted efforts in collecting and compiling data .

Periodic internal academic and administrative audit and external account audit are in practice in order to enhance the efficiency and transparency. IQAC plays vital role in promoting quality work. Some members are on the university bodies for curriculum development. The college encourages teachers to undertake research activities, participate in conferences/ workshops and present their ideas on national and international platforms through research aptitude and gaining knowledge. The college provides welfare schemes like loan facility from the college co-operative society, flexi-timing, maternity leave, paternity leave, medical reimbursement from the government, DCPS, Teacher welfare fund from the university, GPF, GLIC, LIC, LTC, Home Town concession for staff members, and for students free ship, government scholarship, free coaching for competitive examination, annual medical check-up camp, MSRTC bus concession, Railway concession, the university student welfare fund, library book bank facility, sports kit at the concession rate to the deserving sportsmen, food allowance and travel allowance for participating in sports activities for students.

Principal takes decisions after consulting the Management and other stakeholders, and then, executes them. Periodic feedback from different stake holders is collected and analyzed. Over a period of the last five years, the college has successively enriched the facilities in the college infrastructure, library, automation in the administrative wing, Internet connectivity in most of the departments, improvement in students' support structure and development in the issues relating to the green cover in the college.

## **Institutional Values and Best Practices**

**Criterion VII: Innovative Practices,** Dr. Ms. B. D. Katekhaye, a senior lady teacher, the Head of the criterion, with criterion members looks after the collection and documentation work of the criterion.

Over 80% girl students are enrolled in the college. Hence, the college ensures safety measures through CCTV, personal monitoring, committees to prevent women's harassment and creating awareness by organizing a slew of gender sensitization programmes by involving noted workers/police officers/ honourable judges in the college. The college N.C.C., N.S.S. units and associations work for maintaining eco-friendly environment in the college through Poster exhibition, rallies, cycle expedition, holding placards, etc. The college follows green practices like efficient water harvesting, water conservation, safe disposal of laboratory waste with the help of services of municipal corporation, increasing outdoor green foliage by placing potted plants, growing plants in the college botanical garden, maintaining plastic free college premises.

The college has installed solar powered LED flood lights. Rain water is used in lieu of distilled water in the laboratories. The low power consuming lightings, that is, LED lights as well as more star rating electrical instruments have been installed. The college is located in the pollution free zone, and has almost nil high decibel sound disturbances. About 80 to 90% students walk or commute to the college on bicycles or use public transport system. The college provides facilities for differently abled students by ramps, scribes as per the rules, concessions in the examination as per the government and university norms.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SETH NARSINGDAS MOR COLLEGE OF ARTS AND COMMERCE AND SMT. G.D. SARAF SCIENCE COLLEGE, TUMSAR - , DIST. BHANDARA,(MAHARASHTRA)
Address	SANT JAGNADE NAGAR, TUMSAR
City	TUMSAR
State	Maharashtra
Pin	441912
Website	<a href="http://www.snmorcollege.org.in">www.snmorcollege.org.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	CHETANKU MAR BHIMRAO MASRAM	07183-233300	9422822727	01783-233300	snmorcollege1965@gmail.com
IQAC / CIQA coordinator	KOMALCH AND N. SAT HAWANE	07183-233870	9421709879	-	komal_1965@rediffmail.com

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

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

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

<b>Establishment Details</b>	
Date of establishment of the college	21-06-1965

**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	21-02-2011	<a href="#">View Document</a>
12B of UGC	21-02-2011	<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	SANT JAGNADE NAGAR, TUMSAR	Semi-urban	4.38	4571.33

## 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,Arts	36	H.S.C.	Hindi,Marathi	420	420
UG	BCom,Commerce	36	H.S.C.	Hindi,Marathi	240	193
UG	BSc,Science	36	H.S.C.	English	220	220
PG	MA,Arts	24	Graduation	Marathi	80	60
PG	MA,Arts	24	Graduation	Marathi	80	25
PG	MCom,Commerce	24	Graduation	Marathi	80	36

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				10				43			
Recruited	1	0	0	1	9	1	0	10	18	5	0	23
Yet to Recruit	0				0				20			
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			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				21
Recruited	8	4	0	12
Yet to Recruit				9
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				10
Recruited	2	2	0	4
Yet to Recruit				6
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			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	6	1	0	11	3	0	22
M.Phil.	0	0	0	0	0	0	3	1	0	4
PG	0	0	0	3	0	0	4	1	0	8

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		12	16	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	533	2	0	0	535
	Female	1135	0	0	0	1135
	Others	0	0	0	0	0
PG	Male	62	0	0	0	62
	Female	172	0	0	0	172
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	58	73	80	92
	Female	123	143	139	138
	Others	0	0	0	0
ST	Male	54	48	61	63
	Female	58	47	56	56
	Others	0	0	0	0
OBC	Male	361	357	382	362
	Female	649	709	828	916
	Others	0	0	0	0
General	Male	32	47	23	35
	Female	101	120	88	92
	Others	0	0	0	0
Others	Male	62	55	74	78
	Female	85	100	86	106
	Others	0	0	0	0
<b>Total</b>		<b>1583</b>	<b>1699</b>	<b>1817</b>	<b>1938</b>

### 3. Extended Profile

#### 3.1 Program

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

Response: 180

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

Number of programs offered year-wise for last five years

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

#### 3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1904	1938	1817	1699	1583

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
560	560	570	570	570

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
406	393	364	257	211

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

### 3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
32	33	31	34	34

  

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
54	54	54	54	51

  

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

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 21**

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

2018-19	2017-18	2016-17	2015-16	2014-15
56.29068	54.00179	58.56027	58.70319	52.48010

#### Number of computers

**Response: 16**

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

All the programmes / courses taught in the college are approved and prescribed by the university. The university provides framework, curriculum, syllabus, unit-wise marks, question paper pattern, the list of text books, reference books, etc.

**Academic Calendar :-** The College Academic Calendar committee prepares the Academic Calendar well in advance .

**Appointment of the staff:-** On calculating the workload, in case of deficient staff, the college reports to the governing body. The Gondia Education Society, Gondia, following the state Government's and UGC rules and regulations appoints staff members. Meanwhile, in case, if the permanent staff cannot be appointed, the college appoints contributory (CHB) staff members.

**Display of Time-Table:-** In the beginning of the session, the College Faculty-wise Time-Table Committees display the time tables on displays/ notice boards and college website.

###### Workload Distribution and Planning by the Department:-

The workload is distributed as per the norms of the UGC/ state government/ the affiliating university, and prepares the department time-table. Activities, in the academic calendar are executed. Subjects and topics are allotted to the teachers as per their interest and expertise for effective teaching and learning.

**Teaching Methodology:-** Teachers use modern teaching – learning methods like OHP, LCD projector, Interactive board, Computer aided teaching, Group discussion, Demonstrations, Models, and some use ICT enabled teaching. Some use Whats App for academic discussions and sharing of knowledge and information. Teachers plan topics in Teacher's diary, mark presence in the attendance register, conduct unit tests, give assignment questions for internal assessment and/ or award marks based on regular unit tests/ assignments/ attendance/ seminar reports/project work. In practical examination the marks are awarded based on assessment of answer-sheet , practical and viva voce by the examiners and online marks are filled in. Often, teachers engage extra classes for the completion of the syllabus, and also provide extra time for late admitted students.

###### Co-curricular and Extra –curricular Activities:-

The activities include students' seminars, guest lectures, workshops, documentary shows, movies, visits to local fields, visits to National Institutes/ Laboratories, visits to local industries, true experience learning,

visits to libraries, organizing poster exhibitions, quiz competitions, wall poster, wall magazine and sports activities.

### Role of IQAC:-

IQAC has vigilant eyes on the delivery of the curriculum and execution of activities. In the staff council meeting IQAC puts shortcomings in the teaching –learning process obtained through feedbacks, and the same is reported to the Principal, who looks into the matter, and passes on suggestions/ instructions to the concerned so that the work takes place properly with necessary improvement.

For quality culture, IQAC suggested to bring about changes in overall working like implementation of the biometric machines for staff attendance, submission of academic / teachers’ diaries, the students’ attendance registers, stock verification reports and yearly report of activities at the end of the academic session. IQAC gives valuable suggestions for optimum utilization of the infrastructure and also welcomes suggestions offered by departments/ committees/ cells/ associations/faculty/stakeholders, and if possible, the principal implements them.

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: 0

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

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

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

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 21.34

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

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

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

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b></p> <p><b>Response: 0</b></p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 00</p>	
File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

<p><b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b></p> <p><b>Response: 50</b></p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 3</p>	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>

<p><b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b></p> <p><b>Response: 3.46</b></p>	
<p>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</p>	

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	37	77	170

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

### 1.3 Curriculum Enrichment

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

##### Response:

The following chapters are included for integrating the said cross- cutting issues.

##### Chapters On Gender Sensitization

##### In curriculum:

Class	Title of the lesson	Author/ Poet
B. Sc. SemI	Parveen	S.K. Navin
SemII	<i>Stree Purush Swatantryachi Goshta</i>	Aruna Sabane
B. Com. Sem. II	Marriage Is a Private Affair	Chinua Achebe
SemIII	A Portrait of a Lady	Khushawant Singh
SemIII	River	A.K. Ramanujan
SemIII	Felling of a Banyan Tree	Dilip Chitre
B. A. Sem I	Why I want a Wife?	Judy Brady
SemV & VI	Gender Inequality	Dr. Pradeep Aglawe
SemIII	<i>Stree Purush Tulana</i>	Tarabai Shinde
Sem V	Tribal Life	Dr. Pradeep Aglawe

### **Co- curricular and Extra- curricular Activities**

Lectures on Women Empowerment like ‘Small Family- Healthy Family’ , Diet, Health-care and Its Importance for Women, Avenues of Self- Employment and a One Day Seminar on Women’s Sexual Harassment at Working Places, Debate, mono act play, skits during the Annual Day function.

### **Environment and Sustainability**

#### **Curriculum:-**

On the direction of Hon’ble Supreme Court of India and UGC , a course covering Natural Resources, Eco-system, Biodiversity and its conservation, Environment Pollution, Social Issues and Environment, and Human Population has been made compulsory.

Certain topics in Geography and B.Sc. programmes propagate the message about Environment and Sustainability. Some of them are:

Class	Title of the lesson	Author/ Poet
B. Sc, Sem. I	Ecology	A. K. Ramanujam
	Ecology	Shukla R.S. & Chandel P.S.
	<i>Vidnyan shap ki Wardan</i>	D. K. Kelkar

#### **Supporting Co-curricular and Extra-curricular Activities:-**

Essay competitions on solar energy and its uses, Poster exhibition on water conservation and biodiversity conservation, Ozone day celebration, etc. were organized. N.C.C. cadets organized Cycle expedition to spread message about tree plantation, water conservation, cleanliness, etc. through rallies.

The college organized Cleanliness & Greenery drive, Wild Life Week, discussions on Global Warming , study tours to nearby hills with natural scenery abundant in flora and fauna, dams. ‘Students should get the first- hand knowledge’ –with this objective, a visit of the geography students was organized to Meteorological Department, Kardha.

For minimizing utilization of the natural resources, the Solar Street Lights , LED lights were installed and 'rain water harvesting mechanism' was started .

## Human Value and Professional Ethics

### Curriculum

The topics/ lessons on Human Values and Professional Ethics have been included in syllabi. Some are:

Class	Title of the lesson	Author/ Poet
B. Sc. SemI	Where the Mind Is Without Fear	Rabindranath Tagore
	<i>Dhyanan</i>	P.S. Sane
SemI	Eyes Immortal	Vasudeo Nirmal
B. Sc SemII	Maintaining Democracy	Dr. B. R. Ambedkar
B. A. SemI	Where the Mind Is Without Fear	Rabindranath Tagore
SemII	The Power of Prayer	Dr. Abdul Kalam
B. A. SemI	Social Issues	Dr. Pradeep Aglawe
B.A.III	<i>Shikshak Hach Rastracha Bhagyavidhata</i>	Rastrasant Tukadoji Maharaj

### Supporting Co-curricular and Extra-co-curricular Activities

- Essay competition on 'Basic Responsibilities of Citizens as per the Constitution of India' in association with Bhandara District Court.
- Display of Preamble of the Constitution of India at the forefront.

Seminar on 'Public Awareness Drive for Vote and Importance of Voting'.

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

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

**Response: 2**

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

years

Response: 2

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

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

Response: 6.99

#### 1.3.3.1 Number of students undertaking field projects or internships

Response: 133

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

## 1.4 Feedback System

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

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<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:** C. Feedback collected and analysed

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



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 0.04

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	00	01	01	00

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

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

**Response:** 85

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

2018-19	2017-18	2016-17	2015-16	2014-15
1085	1041	929	880	872

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

2018-19	2017-18	2016-17	2015-16	2014-15
1120	1120	1140	1140	1140

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

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

**Response:** 85.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
543	521	465	440	436

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

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

**Response:**

The Institution assesses the learning level of the students after admission and organizes special programmes for advanced learners and slow learners in the following manner.

#### Slow Learners-

During class hours, teachers identify students based on their marks obtained in the previous classes, percentage, subject knowledge and participative capabilities. This helps the teachers to shortlist slow and advanced learners. Upon identification of slow learners, teachers pay special attention to them by means of asking questions, providing answer-keys repeatedly until they comprehend the topic properly, text books, sparing extra time after the scheduled classes for better assimilation of the topic as and when these students require. Teachers encourage the slow learners to read reference books. They focus on inculcating reading habits among students. They organize class unit test, provide previous years' university examination papers, and eventually, hold discussion in classes during teaching and guide on how to solve questions in the university examination. In this way, the institution tries hard to bring the slow learners to the main stream.

#### Advanced Learners-

The class room teaching- learning process takes place among the students with as per abilities, boosts up and further sharpens the talent of advanced learners. Teachers advise them to study hard and enrich the profile. They encourage such students to study reference books from the college's rich library and imbibe

knowledge through multitude of books, journals and study materials. Teachers advise them to take notes, spend more time with the subject teacher, explore online sources. Often, they issue them books from the personal collection.

Advanced students are given opportunities to participate in seminars, poster competitions , exhibitions, and intercollegiate debates for ample interaction. They are persuaded to join NGO programmes and activities. They are motivated to take part in Quiz, Elocution contests so that they get platform and opportunity to polish their talent and hone their skill at variety of avenues. Teachers aim that these advanced learners should excel in not only curricular, but also co-curricular and extra-curricular activities, bring plentiful of laurels to the college, and carve niche for themselves in the life to come.

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

### 2.2.2 Student - Full time teacher ratio

**Response:** 59.5

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

**Response:** 0.16

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

**Response:** 03

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

For enhancing learning experience of the students, we carry out various activities/ events viz. practical experiential learning, participative learning and problem solving methodology, as enlisted below.

#### Experiential Learning

- Science exhibition- Science exhibition for inculcating scientific temperament many models/ projects application in day to day life are exhibited and their workings are elucidated by students.
- Poster Exhibition- is organized in the college, in which students portray their thoughts and views. The perilous effects of AIDS, tobacco chewing and smoking and their carcinogenic results, alcohol addiction and its disastrous effects, environment conservation, increasing pollution, the need for water harvesting and conservation are underlying themes.
- The college has Forum for the English Language and Literature for creative talent, aesthetic urge and literary insight.
- Forum for study and research in Mathematical Science- The forum provides a platform for the students through which students improve and sharpen their skills in Mathematics. The forum takes initiative in organizing students' poster competitions. It publishes wall magazine. These activities help students learn much more beyond the four walls of classroom.
- Through Science Forum, students organized poster competition, seminar competition, quiz competition, science exhibition. Students get opportunity to show off latent talent and qualities, provide them chance to build up and develop their organizing skill.
- Commerce Students Study Forum- Through it, students organized essay competition, industrial visits and guest lectures.
- Mock parliament- Students of the subject Political Science organized students' mock parliament. Students get better understanding of parliament working and proceeding.
- *Vasundhara*-a wall paper by the Geography department. The students compile paper cuttings and display them. Birth Anniversaries of Noted Indians like Mahatma Gandhi, Mahatma J. Phule, Dr. B. R. Ambedkar, Chhatrapati Sahu Maharaj, Savitribai Phule, and others were celebrated. The aim of the activity is to promote national unity and integration, and inculcate value education amongst students.
- Visits to Industries, and Institutions and study tours were organized for getting live experience.

### Participative Learning

- **Book Exhibition** - Book exhibition on rare and old books imbibes reading culture.
- **Currency and Note Exhibition**- Exhibition was organized by Commerce department. The young students became acquainted with the currency used in the old time.
- *Hindi Diwas* was celebrated by Hindi department by organizing Essay Competition .
- Student Members of Arts, Commerce and Science Associations organized seminars, group discussions, quiz, debate competition, and other programmes.
- Guest lectures on different topics were organized for students' knowledge and its enrichment.
- Students' seminars were conducted by some departments.
- **Problem Solving Methodology**- During class hours extensive practice was given on in the subject Physics, Mathematics, Bio-statistics in Botany, zoology geography and economics in Science faculty. Practice on Statistics, Finance Accounts, Cost Accounting, Management Account, Taxation was given to the students. These activities help students acquire skill of real-life problem solving.
- **Question-answer method** : was widely used in the class rooms while imparting teaching. The method proved very effective for understanding the topic properly.

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

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

**Response:** 0

#### 2.3.2.1 Number of teachers using ICT

Response: 00

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

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

**Response:** 100.21

#### 2.3.3.1 Number of mentors

Response: 19

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

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Various innovative and creative methods are used to enhance and enrich teaching-learning process. Several student-centric approaches are adopted, such as-

#### **Interactive Method:-**

- The teacher encourages discussion and solves problems. A few departments evoke discussions following academic documentary and movie show as a learning tool.
- Some departments hold discussion after seminars and power point presentations.
- Demonstrations using models/ equipments during practical hours are held.
- Teachers use social media like Whats App groups for discussion, answering queries and sharing information on curriculum.

#### **Project Based Learning, :-**

- At P. G. level, the department project work is the part of the curriculum. Students write projects under the given topic.
- At P. G. level, students work on the project, submit it to the department, and thus, are awarded marks.
- The second year B. A. , B. Sc., and B. Com. Programmes have a subject 'Environment Studies'. Every Students has to work on the project under given title and submit it to the teacher concerned for the award of the grade.

### **Computer Supported Learning:-**

This approach is used in some subjects.

- Teachers use multimedia, power point presentation using LCD projector, CDs and DVDs.
- Students and teachers widely use e-books and e-journals under INFLIBNET .

### **Experiential Learning Method:-**

The techniques provide hands on experience besides, the classroom lectures.

- Students greatly benefited by workshop and group discussions conducted by some departments, as they get hands on experience.
- Students are encouraged to partake in inter college competitions.
- Through Arts, Commerce and Science associations, a large part of responsibilities like organizing, conducting and comparing are to be shared by student community. Thereby, the college tries to develop and stimulate leadership qualities among students.
- Throughout the academic session students are inspired to give expression to their creative urge and qualities through posting in wall papers, wall magazines and the college annual *Gulmohar*.
- To inculcate and infuse social values and social awareness and nurture adventurous spirit among students, several social outreach programmes such as Blood donation camp, N.S.S. camp, Cleanliness drives, Cycle expedition are regularly organized.
- Organizing a Mock Parliament and enacting in it provides students an opportunity to understand working and proceeding of the parliament. The simulation activity introduces them to the decorum and protocol to be observed in the highest house of democracy- Parliament, which, it is hoped that, eventually, will make them better and responsible citizens of our beloved nation.

### **Creative Learning:-**

The following creative based learning approaches were applied in the college by some of the departments.

- Poetry recitation Competition for students.
- Creative writing through articles and poems in the college magazines.
- *Mehandi* competition
- *Rangoli* competition
- Flower and Bouquet decoration competition
- Salad decoration competition
- Embroidery work, Knitting work, Artificial flower make up, Block painting, Flower carpet, Bridal make up competition

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

## 2.4 Teacher Profile and Quality

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

**Response:** 61.48

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

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

**Response:** 58.74

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

2018-19	2017-18	2016-17	2015-16	2014-15
22	21	19	18	16

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

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

**Response:** 17.04

#### 2.4.3.1 Total experience of full-time teachers

**Response:** 579.5

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

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 6.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	00	00	01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<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:** 2.27

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

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

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

In teaching- learning evaluation process, students' evaluation is an indispensable part of( CIE ) system. Since all the programmes taught in college are approved and prescribed by the affiliating university, the

institution has limited scope in evaluation process at the college level. Indeed, the institution has to follow the directives issued time to time by the university. The following measures are taken for the assessment of the students.

- :

The affiliating university has allowed the institution to assess and evaluate the students at the UG and PG level, through Internal Assessment and practical course work following certain norms. The university has allotted 20% marks to be assessed at college level through internal assessment based on performance in project work, students' response and active participation in interaction, participation in seminars, viva voce, home assignment, class test, field visit reports, etc. The college departments have liberty to consider one or more criteria for the assessment and allotment of the marks to the students. In Science faculty and in some subjects in the Arts faculty students are also assessed through performance in practical course, and are awarded marks accordingly. In B. A., B. Com., and B. Sc. second year, the course work in 'Environment Studies' assessment is done on the basis of field work, project work report and written test, and grades are awarded.

Assessment of students is done through an efficient C.I.E. system at the college level. In the beginning of the semester, teachers introduce the evaluation system, and provide time-table of the test, issue seminar topics, topics for the project topics for home assignment, and also tell them importance of the attendance in the class. Students are educated about the scope of the topic, details about marks awarding system, and the effective ways of presenting seminars, style and skill of drafting. Presentation/submission of project works and scope of write-up of home assignment are also taken into account while awarding marks.

After the marks so obtained by the student as per the assessing criteria, teachers hand over the mark-sheets to the head of the department for further official process. The CIE system is very robust and transparent. Marks are awarded purely on the basis of performance.

Evaluated answer sheets are handed over to the students for information and clarification, and if discrepancy found, students are guided accordingly.

#### **Extracurricular-**

The assessment of students is also made considering various essential abilities, aptitudes and capabilities like leadership, team work management, creativity, adventurous, diligent and dynamic qualities. CIE is done through many activities organized by N.S.S., Sports department, and regular day to day programmes in the college. During such events/ programmes, teachers in-charge record their performance as feedback on their performance in a diagnostic way.

**Co-curricular** : In addition to curricular activities, incentive marks are also awarded on the basis of students' best performance in any one of the activities-population education club, games and sports, NSS and NCC.

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

**Response:**

The college has transparent and robust system of continuous internal assessment ( CIA) in terms of frequency and variety. In the affiliating university's Academic Calendar, there is no space as such for internal assessment activities, however, the college has kept space for carrying out internal assessment activities in the College Academic Calendar.

**In terms of frequency:-** As far as frequency is concerned, it can be confidently asserted that the college apply all the assessing tools mentioned below during the entire session. These measures include unit test, quizzes, poster presentation, student seminars, viva voce, problem solving tasks, home assignments, field work, practical test, oral questioning during classes and surprise tests.

- In the beginning of the session, students are assessed by questioning orally, and slow learners and advanced learners are distinguished.
- During class hours teaching, frequent questioning-answering session is a routine work practised by teachers.
- After each unit is taught, a unit test is conducted on it. Thus, in all four (4) unit tests are conducted in a semester.
- Sometimes extempore tests are given, in order to check alertness and enhance alacrity of students.
- During the session, the college teachers make use of several kinds of tests such as quizzes, poster presentation, students seminars, viva voce, problem solving, home assignments, field tasks, project work, group discussion, etc. to evaluate students' competence.
- At the end of study in practical oriented subjects, practical tests are conducted.

**In terms of variety:-** The following various measures are adopted by the departments as part of Continuous Internal Assessment.

- Departments in the college adopt conventional unit test method on completion of each unit of the syllabus.
- Some non-conventional techniques are widely used in the college. These are surprise test, test on practical in practical subjects, home assignment, problem solving hours, field work, viva voce, poster display, group discussion, student seminars, project work, etc.
- As the affiliating university adopted reforms in the examination pattern, the practice of conducting University annual pattern examination was changed into the semester pattern.

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

#### **Response:**

The college has well established and efficient mechanism which deals with examination related grievances of students. In order to resolve the grievances related to examination, there is a sequential channel- First students may approach teachers, then, and others, in sequence like, HoD, college examination In-charge teacher, university examination in-charge, and finally, the principal to report their grievances. Depending

upon the gravity of the examination related grievances, Principal assigns it to the teacher/authority concerned. The aim of the mechanism is, firstly, to resolve the grievances of the students amicably, secondly, to maintain confidentiality, and thirdly, to resolve grievances in legal and impartial ways.

The college students follow the following process if s/he has grievances related to the college and university examinations, respectively:

#### **Grievances at the College Level Examination –**

- Answer sheets of unit tests are shown to the students for his/her observation.
- Practical test examination performance is discussed orally.
- If the students feel any grievances, during the Parents-Teachers meeting, they are resolved orally.

#### **Grievances at the University Level Examination –**

- In a very few cases, due to inadvertent mistakes at the university level, discrepancy in marks granted occurs in students' practical or theory marks. In such cases, the college follows the rules and instruction prescribed by the university.
- In case, students are not satisfied with the marks obtained in theory papers, the college forwards student's application for a photocopy of the valued answer book on payment of the required fees.
- After going through the received photocopy of answer- book, the college teachers guide students on whether to apply to the university revaluation/ reassessment. After revaluating the answer –book, the university sends a new mark-sheet with due corrections.
- If student's name is misprinted on the mark-sheet by the university, the principal sends a letter to the university to make necessary changes in the name on the mark-sheet.

As it is evident, the examination exercise through these channels is transparent, time-bound and efficient mechanism. The college resolves the grievances, if any, related to examination at the college level or at the university level. Students' satisfaction is ascertained.

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

##### **Response:**

Various activities like academic, co-curricular to be implemented in the college are planned well in advance in the college academic calendar. The college academic calendar is supplied to every department, is also notified on the notice board, and is also uploaded on the college website. In order to execute plans into reality, all HoDs and concerned programme/ events/ committee teachers in- charge are asked to submit annual reports of the department in the form of the annual academic diary. In order to ensure quality enhancement in academics and administration, the work of internal academic and administrative audit is undertaken once in three years by the College Internal Audit Committee. The college academic calendar committee prepares a plan and circulates it during the on-going admission process, even as the faculty time table committees provide time-tables to their concerned departments and also display them on the notice-board, publish on the college website. The plans and activities in the Academic Calendar are flexible to avoid overlapping / clashes of dates.

**The Role of HoDs:-** On receipt of the College Academic Calendar and time table, HoDs call meetings with staff members and distribute the curriculum workload with consensus, and also decide co-curricular and extra- curricular activities to be implemented. There is discussion over other matters coming up as well as evaluative measures to be applied round the year and the same is recorded in the minutes book.

**The Role of Teacher:-** Every subject teacher is engaged in curriculum delivery as per the allotted workload. Teachers plan the teaching and evaluation schedule of the allotted teaching units and fter delivery of curriculum, record in the academic diary.

**The Role of the Head of the Institution:-** After receiving the Annual Academic Diaries from teachers, the principal holds discussion in the staff council meeting on shortcomings in teaching which is reflected through the examination results. All teachers determine and vow to do better, implement the decisions.

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

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

Programme outcomes and course outcomes for all programmes offered by the college are uploaded on the college website and stated in very simple way so that if any 12th standard pass students wants to know which programme/ course will be suitable for his/her interest and develop better skills, upon going through details of the programmes, he will be able to select the best one as per his interest and aptitude, will be able to develop better in accordance with it.

All details are made available on the college website under the link as department name. A few demonstrative links as under are available for seeing details of the programme. <http://www.snmorcollege.org.in/program.html>

The college has communicated details of the programme and course offered by the institute to the teachers and students using the information cited at the following levels.

#### At University Level:-

The course outcome ( UG and PG levels) of the Commerce faculty and Home Science in the Arts faculty are available on links provided by RTMNU website- [www.nagpuruniversity.org](http://www.nagpuruniversity.org)

**At College Level:-** The programme outcomes and course outcomes are uploaded on the college website – [www.snmorcollege.org.in](http://www.snmorcollege.org.in) on links of every department. The outcomes are described elaborately for each

course/ programme offered by the college on these links. After completion of the course/ programme curriculum the skills acquired and developed by the students are described at length on these links. This information will enable the students and stake holders to choose the proper programme which will serve his purpose. During admission process teachers, by counseling also help students and parents who are in dilemma about selecting the suitable course/ programme. In addition to this, on the notice board of the college a board as CAREER GUIDANCE has been provided.

In the very beginning of the classes, teachers explain the objectives and outcomes of the subjects to the students at the undergraduate and post graduate levels.

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:

Programme/course outcomes were attained as follows:-

#### Participative role of students :

**College Academic Calendar ( CAC ) :-** Activities are mentioned in CAC.

- **Role of IQAC:-** IQAC keeps watchful eyes on activities through coordinator and vigilance committee.
- **Role of HoD:-** In the beginning, HoDs, in the meeting, instruct teachers to follow CAC and at the end ask for reports.
- **Role of Teachers:-** Teachers maintain record of teaching plan and its execution annually, in Academic Diary.
- **Role of Students:-** Students have participated actively in curriculum delivery, co-curricular and extracurricular activities and given feedback on the teachers.
- **Role of Support Services:-** Besides academic activities, NCC, NSS and other extracurricular activities organized by various committees/ associations also helped to inculcate the values like civic responsibilities, environment consciousness, patriotism, leadership, teamwork, soft skills and health consciousness to realize the programme outcomes.

#### Academic Excellence:-

- Sufficient number of students of the college are in the list of 1st class in the university results.
- Students passed with merit distinction in RTMNU examinations.
- Many students achieved progression to higher classes like M. Sc., M. Com., M. A. and B. Ed.

#### Co-curricular and Extracurricular Excellence

- The college has many colour holders in different sports events in the university.
- Many students have participated in *Indradhanushya.*, a cultural event competition organized by the affiliating university.
- Employment notices on Whats App groups and the college notice boards are displayed.
- A substantial number of students are placed through off campus placement.
- A good number of N.C. C. cadets are appointed in the Indian Army Services based on the college N. C. C. 'c' certificate.
- Many alumni have started their own businesses. Some students provide C. A. consultancy services.

#### Research and Innovations Activities:-

- The college teachers are actively engaged in research work, and 06 students have been awarded Ph. D. degree by RTMNU under the able guidance of the college teachers.
- **Avishkar**:- The college hosted *Avishkar- 2015*, a platform for students, intended to express their research and innovative talents. The college teachers mentored 08 students, and 07 students qualified for stage III level.

#### Course Outcomes:-

- The college Sociology department brought out 04 batches of certificate course in Research Methodology in the last five years. 184 students have been awarded certificates on successfully completing the said course.
- The college conducted a certificate course in Banking. 100 students have successfully completed the course organized by the Commerce Department.
- The class room teaching was supplemented by outdoor visits like, visits to National Institute, industries, forest, dams, gardens, research centers, green valley- Chandpur,etc.
- In the college, teaching-learning process is further augmented by updating library facilities including e-books, e-journals.
- C.I. E. is an integral part of the teaching –learning and evaluative process in the college.
- The college faculty-wise result analysis and academic outcomes reflect the good performance of students, as a few prove their excellence.([http://www.snmorcollege.org.in/coll\\_results.html](http://www.snmorcollege.org.in/coll_results.html))

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

#### 2.6.3 Average pass percentage of Students

**Response:** 65.82

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

Response: 258

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

Response: 392

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

## 2.7 Student Satisfaction Survey

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

Response: 3.09

NAAC

## 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: 2**

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	2.0

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

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

**Response: 34.38**

3.1.2.1 Number of teachers recognised as research guides

Response: 11

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

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

**Response: 0.03**

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

Response: 01

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

Response: 183

File Description	Document
Supporting document from Funding Agency	<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:

In order to create research atmosphere in the college and interest among the teachers, the college has established Research Promotion Cell long back.

To inculcate the research attitude and creative urge among students, the college provides platforms like – *Avishkar*, Projects, Seminar, and participation in workshops, where students express their innovative ideas and creativity before the reputed persons from the field of science.

Such activities enables the teachers and students to explore their latent talent and transfer knowledge.

The following activities have been organized for the enrichment of the teachers and students.

1. Sufficient opportunities were provided to staff members for presentation, publication of their valuable research work in academic deliberations of various kinds.
2. Internet facilities and reading material/ literature are made available throughout the year by the cell.
3. The cell helps the staff members for preparing the manuscripts and proposals for the minor/ major research projects and helps them submit to various funding agencies.
4. The cell encourages staff members for registration for Ph. D. programmes.
5. On behalf of the cell, the college acknowledges and rewards the staff members for their valuable research activities by felicitating them.
6. Often, research oriented books are made available for the researchers in addition to the text books.
7. The cell through the college Sociology Department has been publishing a national level UGC recognized in the past research journal (biannually) entitled '*Social Issues and Problems*' bearing ISSN 22783199.
8. To inculcate research interest and aptitude among students, the college organized *Avishkar- 2015*, which is a platform for developing scientific acumen among students, helping students to express their innovative

ideas through project, models, seminars, poster presentations, etc. Many students took active parts in the activities.

9. Students are encouraged for presentation through projects and seminars on various topics from the syllabus.

10. Organized workshops on Bag making, Badge making and *Rakhi* making which helped them explore their latent talents.

11. Participated in Intercollege Seminar Competitions and Poster Competition organized by other colleges.

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

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

**Response:** 0

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

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

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

### 3.3 Research Publications and Awards

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

**Response:** No

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
e- copies of the letters of awards	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0.55

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 06

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 11

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

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

**Response:** 0

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

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

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:** 2.96

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

2018-19	2017-18	2016-17	2015-16	2014-15
08	18	32	12	27

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

As a responsible pillar of society, the college on its part shoulders the social responsibilities and organizes a number of programmes.

The College Women Development Cell organized programmes for students, especially, girls, through which the members guide and sensitize students to various social issues like self-employment, stress management, women's exploitation, gender inequality, self-defense training in Karate martial art. health check-up, women's diet, etc.

Career Guidance and Placement Cell organized many programmes for students on various issues like preparation of the Competitive Examinations, Book Exhibition, College and Taluka level intercollegiate competitive examinations, Documentary- shows on UPSC, MPSC and other exams. and the toppers therein, *Vachan Prerana Din*, Workshops on Personality Development, , etc. Population Education Club did socio-economic survey of the neighbouring villages – Mangali, Bagheda, Hasara and Chandpur between the years 2014 and 2018.

NCC unit organized Blood Donation Campin association with the local Govt. Hospital, observed cleanliness drive/ *swachhata Pakhwada* at public places like Bus Stand, Govtr. Hospital and Town Railway Station in view of creating awareness about cleanliness.

To commemorate martyrs *Yad Karo Kurbani* was organized in the town by the college students. Information about *Bhim* App was given to public by chanting slogans, and also organized tree plantation programme on the college premises and outside.

The college NSS unit organized *Swachchhata Abhiyan, Vruksha Dindi, Beti Bachao- Beti Padhao* Rally, Street plays on various social issues, *Saksharata Abhiyan, Mahil* Empowerment Day during the annual camp, Voting *Abhiyan, Mudra Yojana* Campagne, *Gram Swachchhata Abhiyan* kinds of programmes were also organized by the college N.S.S. unit.

Many efforts have been made for holistic development of the students. Various activities were organized involving students with the aim of their overall development. Activities like Quiz competition, debate competition , interview skill development, involvement in mono act plays, solo and group dances, participation in seminars, etc. contribute to the overall development of students

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

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

**Response: 0**

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

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

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

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

**Response: 5**

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	1	1	1	1

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:** 14.22

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

2018-19	2017-18	2016-17	2015-16	2014-15
278	490	210	187	137

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:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

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

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 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)

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	01	01	00

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

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college is spread over 4.38 acres land comprising offices, classrooms, and other necessary amenities mentioned in the table below:

Sr. No.	The facility	Numbers	Built up area (sq. feet)	R
01	Principal's cabin	01	444	
02	Administrative Office	02	1009.54	
03	Class rooms	20	10971.93	
04	Laboratories	09	5865.13	
05	Conference Hall	01	1437.6	
06	Library	01	1856.83	
07	Reading room	02	741.84	
08	N. C. C. room	01	255.94	
09	N. S. S. room	01	177.54	
10	Canteen	01	414.9	
11	Playground	01	2 Acres + 1969.6	
12	Research cell	01	201.6	
13	Guest house	01	3105.4	
14	Medicinal garden	01	2920	
15	Girls' common room	01	436	
17	Staff rooms	10	2565.73	
16	Lavatories	08 L-4	1591.29	
18	Seminar Hall	02	2183.2	
19	Vehicle stand	01	439.83	
20	Record room	01	650	
21	Water source	Well	01	Radius- 4'.2"
		Corp. water tap	02	0.75" connections

**Classroom :-** The college has neat, clean, well-ventilated and spacious twenty (18) class rooms . The classrooms are equipped with sufficient number of fans, lighting and conventional teaching aids facilities.

**Laboratories :-** The college science laboratories viz. Botany, Zoology, Chemistry, Physics, Computer Science and the laboratories in Arts viz. Home Economics and Geography are well equipped, well-furnished and ventilated creating conducive teaching –learning ambience . Most have computers and Internet facilities.

**Audio-Visual Rooms** :- There are two audio visual rooms (Seminar Halls) with LCD projector, accommodating nearly 100 students. Teachers use these rooms for student centric programmes. The college has 01 Conference hall in the new building, for organizing workshops, symposia and conferences.

**Computing Equipment** :- The college has 34 computers with antivirus, with broadband internet. Staff members and students are free to use computer facility in the computer laboratory and library. The Computer Science Department takes care of maintenance.

**Other facilities :-**

**Medicinal Garden** :- The College Medicinal Garden is maintained by the department of Botany. Over 40 commonly used medicinal plants have been planted for study.

a) **N. C. C. Unit** :- The college N. C. C. unit houses in 336 sq. feet area, with racks, a table, chairs, a fan ,riffle stand and a wooden storage cabinet.

b) **N. S. S. Unit** :- The college N.S.S. unit houses in 340 sq. feet area having cooking and catering utensils.

c) **Sports Office** :- Games and Sports Department houses in 137.8 sq. feet area with computer, Internet connection, printer and other basic facilities and sports items and state-of-the-art Gymnasium.

d) **Research Promotion Cell** :- The college has spacious Research Promotion Cell with computer, Internet, printer and basic infrastructure.

e) **Teaching –learning Aids** :- Most departments have Computers, printers, Internet connection for teacher’s update. One (01) portable LCD projector is available.

f) **Library** :- Library has Computers with broadband Internet for accessing books for searching books, issues and other reading material and adequate number of reading rooms for students and staff.

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

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

**Response:**

The institute has all basic necessary facilities for sports and games. The Games and Sports department is equipped with a spacious own play ground, outdoor and indoor practice hall and gymnasium facilities.

- The detail of the court size are given below:

S.No.	Court	Size	User rate
1	Kabaddi(Men)	13’x10’	19.76

2	Kabaddi(Women)	11'x08'	6.25
3	Volley Ball	09'x18'	2.59
4	Badminton	44'x20'	00
5	Boxing/ Tiekando practice hall	Practice hall 21'.8"x32'.8"	5.96

- Well equipped 17 station gymnasium with 10.50 user rate.
- Students practice and participate in various cultural competitions during annual cultural meet in conference hall and give on stage final performances.

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

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

**Response: 0**

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

Response: 00

<b>File Description</b>	<b>Document</b>
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: 2.05**

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	6.00000	00	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>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The college library has a total number of 54,534 books: journals, magazines (15,666), periodicals, newspapers, books on competitive examination. The library has 04 computer systems along with printer and scanner, and are connected with broadband Internet facilities. The lending system in the library is partially computerized and is equipped with the Customized Library Automation Software upgraded with Bi-lingual Soft Lib. Version 4.0. It offers services like accession, cataloguing, searching issues and returns. The college library provides e-resources through INFLIBNET to access e-journals, e-books with Digi Soft Lib with Oracle 5.0.

Name of the ILMS Software	1. Bi-lingual Soft Lib 2. Digi Soft Lib.
Nature of Automation (Fully/ Partially)	1. Partial 2. Partial
Version	1. Version 4.0 2. Version 5.0
Year of Augmentation	1. 20.02.2004 2.18.03.2015

File Description	Document
Any additional information	<a href="#">View Document</a>
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 a collection of rare books. None is allowed to borrow rare books. However, these books are issued to be used in the reading room. The library has defined rare books: the books which are old, that is, has been printed quite earlier, the books that are out of print and only the first editions are preserved in our college library. Such 50 rare books are available with the library. The list of the rare books is appended as Table 01 which is available on college web link [http://www.snmorcollege.org.in/departments/library/rare\\_books.pdf](http://www.snmorcollege.org.in/departments/library/rare_books.pdf)

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

#### 4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

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

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 2.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.13198	1.87719	2.21364	2.77350	2.98544

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

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

**Response:** No

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

**Response:** 8.62

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

Response: 167

File Description	Document
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's computers are distributed among various departments -Computer Laboratory (16), Library (04), subject departments (08), research cell (01), IQAC office (01) and Administration office (05). Printers and Internet facility are provided at th place, wherever needed. At Computer laboratory, administrative

offices and library, scanners have been installed. To speed up day to day work and update the academic work, Broad band Internet has been made available to every computer.

**e-Library** :- The college library is linked with e-resources in which e-books, e-periodicals, e-journals and other study materials are available through INFLIBNET.

Technology Upgradation :-

The college upgrades IT facilities phase-wise as and when required. In the last five years the following softwares have been upgraded.

- College Management System Software (CMS 10.00) was installed a few years ago and is being upgraded.
- College Library Software has been upgraded by installing Digi Soft Lib with Oracle 5.0.
- Most of the computer systems are being upgraded by recent versions of anti-virus.

**IT Maintenance** :-

The college Computer Science teachers take care of maintenance of the systems. The replacement of parts/items are done out of computer science grants by purchasing from the open market.

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

#### 4.3.2 Student - Computer ratio

**Response:** 119

File Description	Document
Any additional information	<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 MBPS

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

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

**Response:** No

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

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 17.02

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

2018-19	2017-18	2016-17	2015-16	2014-15
10.73	8.89	8.08	10.98	8.96

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:**

##### Established System for Maintenance :-

1. Request letter for repairing / complaint :- The in-charge of the infrastructure lodges complaints with the principal about the job.
2. Visit of the technician :- Technician visits the site and assesses the job and submits the estimate for the said work. The work gets completed.

- 3.Payment :- On clearing bills by in-charge, the principal releases payment.
4. Annual Maintenance Contract :- The Annual Maintenance Contract for the college administration system and the college website is in practice.

**Physical Facilities :-** Gymnasium, Outdoor and Indoor Courts.

1. The College Outdoor and Indoor courts and Gymnasium are optimally used by students at morning and evening hours.
2. Badminton court and Gymnasium have free access for students and staff members.
3. Physical Director maintains physical facilities.
4. **Academic Facilities :-Utilization and Maintenance of Laboratories**

1. The laboratories are optimally utilized following the college time table.
2. Precautionary measures are taken while handling various hazardous chemicals, equipments and instruments.
3. Dead stock register is maintained and periodically updated.
4. At the end of the session, the dead stock is verified and the report is submitted to the principal's office.
5. The noticed shortcoming is brought to the knowledge of the principal.
6. HoDs submit requirements to the principal, who forwards it to the CDC. Upon approval from the CDC, principal takes action.

**Academic facilities :- Utilization and Maintenance of Computer Science Laboratory**

1. Classwise laboratory schedules are followed as per the time table.
2. HoDs and faculty members maintain computers and accessories allotted to them in consultation with the principal.
3. Demands for purchasing are processed by the principal's office.
4. Yearly stock book is maintained and dead stock is verified at end and the same is reported to the principal's office.

**Academic facilities :- Utilization and Maintenance of Class rooms**

1. Well ventilated and furnished classrooms are provided as per the students' strength.
2. Theory classes are engaged when there are no laboratory periods.
3. Teaching is regularly monitored by the faculty in charge.
4. The faculty in charge instructs the peons and regularly looks after the maintenance of class rooms.

**Academic Facility :- Utilization and Maintenance of the library**

1. Library facilities are available to students with a smart library card that is issued after 15 days of admission.
2. Students can borrow only two (02) books at a time on a library card.
3. Fine is imposed, if students fail to return the book in the stipulated period.
4. Students and staff members may browse online journals, e-books, e-study material through INFLIBNET.
5. Students may search books in the library through OPAC.
6. The college library facilities (lending and reading room) are available on working days.

7. During examinations, college library facilities (lending and reading room) are open .
8. The purchase of reference books, text books and other related reading material is done on recommendation of the HoDs and teachers.

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

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 55.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
1268	1019	889	695	1068

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

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

**Response:** 0

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

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

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

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

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

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

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<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:** 6.44

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

2018-19	2017-18	2016-17	2015-16	2014-15
613	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
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:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	0	0	0	00

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

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

**Response:** Yes

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

**5.2 Student Progression**

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

**Response:** 2.35

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

2018-19	2017-18	2016-17	2015-16	2014-15
41	2	01	01	01

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

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

**Response:** 8.62

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

Response: 35

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
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:** 12.28

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	01	01	03	02

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	13	10	13

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>
Any additional information	<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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

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:**

As per the provision of the University Act of 1997, the Students' Council – Students' Representative Council ( SRC) is constituted. The outstanding meritorious student of the class is selected as the class representative. Apart from it, one representative each from NCC, NSS, Games and Sports and Cultural activities, and two lady representatives constitute the SRC body. Generally, each caste is given proportionate representation. The body so formed elects one among them as the secretary, who in turn, is vested with power to vote to elect the President of the University Representative Council. The student council is established as per the guidelines and time table instructed by the affiliated university.

Nevertheless, from the academic year 2015-16 and onwards the students council was not constituted as per the Maharashtra Ordinance XXV of 2016. Although SRC was not formally constituted

in the years 2015-16 and 2016-17, the college had formed its own SRC body, which was active in a true sense.

At least a member from SRC body is nominated on the college committees. These members are involved in the administrative and academic working of the college. They time to time offer suggestions for improvement and to overcome lacunae, and also forward grievances of students, if any. They help in organizing NSS camps, cultural events, games and sports activities, Annual day, Blood Donation Camps and alike.

The student council representatives render their valuable services in various activities of the college in response to the national call. They contribute wholeheartedly to preparing and publishing the college magazine - *Gulmohar* and bringing out wall papers.

In checking nuisance elements, ragging and bullying in the college, these representatives play a lion's role. The college has an active Anti-ragging Cell. However, thanks to their efforts, no case of ragging menace has been noticed so far. They take initiative in the activities for alleviating apprehension about the college life in the minds of fresh students. They also extend helping hands to the students in difficulties.

In a nut shell, the Students Council, that is, its representatives play a vital role in smooth functioning of the college, and act as liaisons among stakeholders. Hopefully, these students' wholehearted participation in academic, administrative, national and social activities and their commitment to involve others will inculcate in them good ethical values and foster leadership qualities.

File Description	Document
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: 2**

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

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

File Description	Document
Report of the event	<a href="#">View Document</a>
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:

The college Alumni Association was founded in the academic session 2003-04. Under the leadership of the principal and the dedicated members of the association, the college Alumni Association helps students to excel in communication skill, connect with alumni and organize various activities.

The college is extremely proud of every member of Alumni Association and also of those, who became successful in their career. The Alumni Association provides an open platform for the former students, current students, teachers and non-teaching staff to intermingle and put forth views/ ideas on several developmental issues of the college.

Following activities are organized by the Alumni Association of the college :-

1. Alumni Association meets periodically and plans its working every year.
2. Eminent and expert Alumni deliver lectures and share their experiences/ expertise to motivate students for their bright future.
3. Alumni give feedback on the college working.
4. Alumni come forward for organizing various activities like blood donation camp, tree plantation programme, cleanliness campaign, celebration of the constitution day, etc.
5. Alumni published Alumni Directory on the eve of the Golden Jubilee year- 2015-16.
6. Alumni organized public awareness program on 'Legal Advice to People' in collaboration with the District Legal Service Committee, Tumsar (Legal Cell ).

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

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

**1 Lakh - 3 Lakhs**

**Response:** <1 Lakh

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

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

**Response:** 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	02	02	02

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

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

Seth Narsingdas Mor Arts & Commerce & Smt. Godavaridevi Saraf Science College, Tumsar is run under the auspices of the Gondia Education Society, Gondia (GES). The vision of the college is, **“To promote education for the development of personality of the individual in all its aspects – physical, intellectual and moral, and thereby, making him a useful member of society.”**

Further, the specific vision of the college is projected more vividly in the form of its ‘Logo’ that encompasses an open book with a pen writing on it and an aura of radiance around this inscription that represents the wide spread knowledge. The Sanskrit motto **Plk folk ;k foeqDr;s,β** that is, ‘Education Liberates’ is engraved below the emblem. To translate this picture into words, it could be said that, the education gained using a pen and book shall ultimately lead to liberation of the individual from the shackles of ignorance, inability, incompetence, and shall make him all-powerful to compete/ survive in any kind of adverse situation.

To transform the vision into mission, we are pledged to serve the needy, deprived and disadvantaged people in the neighbourhood.

As far as the effective leadership being in tune with the vision and mission of the institute is concerned, the college CDC, formerly known as Local Management Committee (LMC) takes care of planning, sanctioning, monitoring and evaluating academic and administrative wings’ working. The working of CDC /LMC is made more transparent and effective as representatives in it are the members from the staff and different stakeholders. Major decisions like sanctioning of budget, introducing new courses, appointment of Clock Hour Basis teachers, implementation and evaluation of teaching learning process are taken by CDC.

The head of the institution plays the major role in executing the decision taken by the CDC, with the help of IQAC of the college.

The college transformed the vision into the mission through-

- a) Perspective plan:** Long term development to be implemented in the form of Future plan of the college.
- b) Academic Quality:** To achieve academic excellence, the college put in the assessment process which ensures the enhancement in quality of academics.
- c) Students’ Participation:** Emphasis has been laid on the student centric approaches by involving more and more students in day to day activities of the college.
- d) Implementation of Government Schemes:** GOI scholarships, State Govt Scholarship, Free ship, Group Insurance are in practice for the welfare of the students.

**e) Bursaries for students:** The college staff members, the charitable trust and generous gentlemen of the town provide substantial amount as a token of love and appreciation to brilliant students to pursue future studies.

**f) Research output:** Teachers have shown their excellence in research persistently by publishing many research papers and completing research projects.

**g) Organizing co-curricular and extracurricular Activities:** Round the year students are exposed to co-curricular and extracurricular activities.

**h) Amenities and infrastructure:** Keeping pace with the increasing number of students in the college, the new material is being added to infrastructure.

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

### 6.1.2 The institution practices decentralization and participative management

**Response:**

Centralization is a one-man-up-ship. Decentralization is to respect individual participation and involvement of all in decision making process and its execution.

True to its vision and values, it believes in- to work for the welfare and betterment of the masses- the institution believes and functions in accordance with the principles of democracy. The working and governing process are decentralized and in every activity they are applied. The participative management is discerned in its true spirit. All decisions: financial, administrative and academic are deliberated over by the staff members and finalized by the CDC. After receiving the affirmative nod from the CDC, the decision is implemented.

To cite a case of an activity in the institution, the example is of organization of Sociology Conference by Dept. of Sociology.

**Process :** Organization of Sociology conference shows decentralized and participative management being practiced in the college:

**Approval:-** To the appeal made by the principal for organizing a conference, Dr. R. J. Bhagat, HoD Dept of Sociology responded positively. It was decided by consensus that Sociology Conference on National level- MULTIDISCIPLINARY NATIONAL CONFERENCE ON TRIBAL DEVELOPMENT SCHEMES AND TRIBAL DEVELOPMENT: PERSPECTIVES AND ISSUES would be organized. The IQAC forwarded the proposal to the College Development Committee (CDC) for its approval.

**Planning and Execution :** The Dept .of Sociology prepared the proposal for the financial

assistance to be sent to the funding agency namely UGC.

Dr. R. J. Bhagat, Head Department of Sociology was the convener of the conference. Committees comprising staff members from the college was formed to organize the conference. The committees such as Review, Registration, Reception and Publicity were formed. Some eminent personalities in the field from all over India were included for guidance and expertise. The convener held separate meetings with each committee frequently to monitor the arrangement of the conference. Brochure of the conference was prepared and circulated. The Research and Review Committee reviewed the research papers. Other committees made the arrangement for publicizing, stationery, conference kit and certificates.

**MULTIDISCIPLINARY NATIONAL CONFERENCE ON TRIBAL DEVELOPMENT SCHEMES AND TRIBAL DEVELOPMENT: PERSPECTIVES AND ISSUES** was held on 29 January, 2013.

**Funding** : UGC Grant:Rs. 37,500/- ; Registration: Rs. 67,700/- ; College: 10,000/- Total: Rs. 1,15,200/-

#### **Audit and Report:**

The final audited statement of expenditure and utilization certificate was submitted to the UGC and CDC.

**Outcome:** As many as 163 delegates attended the conference from all over India. Nearly 50 research papers were presented by the delegates. The souvenir of the conference was published and released. A few resolutions were passed by the conference and passed on to the Maharashtra State Sociology Committee. The combined efforts of the Management, Principal, Convener, staff members, Students Volunteers made the conference successful.

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

The Society was founded with lofty objectives and noble ideals; staff members and also community are well aware of the sublime motives of the Society and the college. The activities, plans and policies implemented in the institution centre around the vision and mission of the college. The Management, the Head of the institution and senior staff members guide all, and never let us deviate from the aims and

objectives of the Society and the institution. All activities, plans and policies of the institution are crystal clear, and are communicated and deployed at all levels so that all stakeholders contribute to the overall development of the institution to the true level of their potential.

College executed partial digitalization of administration at many levels: Admission, Fees records and accounts, examination, Library, Learning Management System (LMS) and Biometric Attendance. Each component of administrative process was partially digitalized.

### **Partial Digitalization of Administration**

**Admission :** After collecting and analysing the applications for admission, the eligible candidates fulfilling the criteria and stipulated conditions are given admission.

**Fees Records :** Fees records and disbursement of scholarship is maintained using computer.

**Maintenance of Accounts:** The entire Accounts Section of the office is fully computerised, and so is the case with the system of finance management. The finance is managed by the software from Master Software Pvt. Ltd.

**Examination :** The affiliating university accepts examination forms on line and hall tickets are distributed online.

**Library :** The world has become a global village today. The library has very good Broadband Internet facility with sufficient nodes to be put into use. The faculty, along with the students, have free access to the facility. CAL and ICT materials have become an inevitable part of teaching-learning in the modern age. The college encourages faculty to attend seminars, conferences, symposia and workshops on different subjects, and also, regularly organizes such activities in the college, in which, there is interaction on the recent development in the field.

The library is partially computerized, having facilities of accession, lending and locating books and journals using computers. With the software INFLIBNET, users may have access to e-journals and e-books.

**Biometric Attendance :** Apart from conventional attendance records like muster rolls, working hours of teaching and non-teaching staff is monitored through biometric attendance system.

**Broadband Internet connections :** The college has 03 broadband Internet connections along with 05 free broadband internet connections which have been installed in the administrative office, library, principal's office, computer and other departments.

**Website :** The-state-of-the-art college's website [www.snmorcollege.org.in](http://www.snmorcollege.org.in) provides administrative access to all the departments. Information regarding notices, announcements and achievements is updated on the website regularly.

File Description	Document
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:

**The College Development Committee:** The Administrative unit is known as the Local Management Committee, and is headed by the Chairman. The Principal of the institution functions as the Member Secretary. Some prominent citizens of the town are included as members. The other members include three senior members from the teaching staff- the Office Superintendent/ Accountant/ Head Clerk. The Principal looks after the administrative and academic units.

#### a) The administrative unit:

**i. The Library Unit:** - The Librarian, the library clerk and library attendant(s) form the library unit. With the help of the Library Committee, they prepare the list of additional books/journals required for the library, finalize the annual outlay, formulate the rules and conditions pertaining to the use of library.

#### Recruitment:

All the regular appointments are made by the Society, following stipulated procedural norms. However, the requirement based on the workload, which somewhat fluctuates every year, is communicated to the Society, following which the Society makes temporary arrangement by recruiting the qualified visiting staff.

#### ii. Promotional Policies:

The institution follows rules and regulation laid down by the UGC, Maharashtra state and the affiliating university regarding promotions in the service of staff.

#### iii. Grievance redressal mechanism:

The college has constituted a Grievance Redressal Committee(GRC). The Committee comprises staff coordinator, three faculties in-charge, the teachers in-charge of NSS and NCC, a senior non-teaching staff member and students headed by the principal. Students' complaints are registered with the principal, and duly referred to the GRC.

Any complaint pertaining to the non-teaching staff is lodged with the principal, who is the ultimate authority to pass a just amicable judgment on it. if the plaintiff feels that no proper justice is done to him,

he can make an appeal to the CDC, which extends to him a proper piece of advice. For further justice, he can appeal to the tribunal.

The Teachers' grievances, are referred to the GRC. The committee examines the complaints and tries to sort out an amicable solution. In case, the GRC is unable to grant him justice, he may approach CDC, and subsequently, the Management, the governing body. However, the ultimate appellate body is the university grievance committee that is formed and functions according to the university act.

During the past two years, the institution has not faced any noteworthy grievance from any one. Any complaints / grievances of students are resolved by the SGRC, taking into confidence the SRC (Students' Representative Council) body.

**b) The Academic Unit:** The academic unit in the college is headed by the Principal, supported by the faculty incharges, heads of departments, staff members, students, IQAC and different committees.

**i. Faculty Incharge :** Respective faculty In charge works for the delivery of curriculum, co-curricular and extra-curricular activities by offering suggestions and advice. Faculty incharges play a coupling role between the head of the institution and the staff members.

**ii. IQAC :** The cell works for planning, execution and implementation of the activities. The cell also works for enhancing quality in overall working of the institution.

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

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

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

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

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

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

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

##### **Response:**

Keeping in mind the smooth functioning of the college, every year, the head of the institution calls a joint meeting of the college staff council members and IQAC. In the meeting, with unanimous decision different committees/ cells/ bodies are formed to execute different work/ activities in the college. They are instructed to plan, implement and work, and report the same to the head of the institution for effective working.

**Working :** 1. The conveners of the committees/ cells/ bodies first notify the date of the meeting to the members.

2. In the meeting, discussions on the points in agenda are held following which planning is done for execution throughout the year.

3. After discussion, the decisions taken are recorded under different resolutions as minutes of the meeting in the minutes book.

4. At the end of the session, the conveners/ incharges of the committees/ cells prepare annual reports and submit to the principal.

**Sample :** Description of effective implementation of the **Career Guidance and Placement Cell.**

**The Cell :** A six member committee was formed under Dr. S. S. Werulkar as the convener of the Career Guidance and Placement Cell for the session 2017-18 by the Staff Council and IQAC.

**Notice :** The convener of the committee informed the members about the meeting to be held on 14.08.2017 at 2.00 pm in Arts faculty staff room.

**Decisions taken in the meeting :** On 14.08.2017 at 2.00 pm ,meeting of the Committee members was held and following decisions were taken after discussion. The following resolutions were made :

1. Resolution No. 1. – Reading and approving the minutes of the last meeting
2. Resolution No. 2. – Planning programmes in 2017-18 on Career Guidance.

3. Resolution No. 3. – No new matter came up.

**Submission of Annual Report of Cell :** Annual Report of Career Guidance and Placement Cell.

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

### 6.3 Faculty Empowerment Strategies

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

**Response:**

- 1 .The college has been running the S. N. Mor College Employees Cooperative Credit Society for the past 32 years. Loan facilities are available to the staff members from S. N. Mor College Employees Cooperative Credit Society.
2. The college is in the practice of a Group Insurance Scheme for the welfare of the employees.
3. The institution operates an optional recurring deposit scheme (RDS).
4. Leave Travel concession to visit places in Maharashtra.
5. Maternity leave for female faculty members.
6. DCPS for newly appointed staff members.
7. Teacher welfare funds are available at affiliating university for teachers.
8. GPF facility is available for staff members.
9. The college is in the practice of Life Insurance schemes for the welfare of staff members.
9. Fees concession facilities are available for the wards of non teaching staff members.
10. Medical reimbursement from the state government is in practice in the college.
11. Travel concession for home town.

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

**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: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

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>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response: 0.8**

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

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

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:** 27.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
06	10	08	08	13

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
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>

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

**Response:**

In all normal circumstances (except, in case of any emergency), the Management meets the staff on two occasions- once in the beginning of the academic year to examine the annual academic calendar, to examine the feedback, self appraisal and performance appraisal of the faculty for the previous year, and to solve the staff grievances, if there is any. The second occasion on which it meets the staff is at the end of the academic session. During this meeting the Management verifies all the requirements put forth by the various staff members regarding the equipments and other infrastructure needed to them. Even the requirements of the Library and Sports departments are also examined in this, and necessary nod is given to the allocation of finances for the genuine needs. Any discussion with regard to organizing conferences, seminars or workshops is also held in the same meeting. The Management thoroughly examines the various plans worked out by the staff, and accords approval to it.

The management also meets the staff on such occasions, in which, an emergency resolution is put to discussion and has to be passed. The members of management also participate in the Annual Social Gatherings. Any members of staff, student community or even the parents are free to meet the management. They give a patient hearing to their problems, and suggest harmonious solutions to them.

**API:** Appraisal Performance Indicator (API) is the format suggested by the UGC to be filled in annually for overall evaluation and performance of the teaching staff members. After receiving API from the staff member, the college API screening committee scrutinizes the form and submits them to the head of the institution with remarks.

**Confidential Reports:** For Teaching staff members there is no such a provision as confidential report,

however, the head of the institution puts the opinion /remarks on his/her conduct/ performance at the time of placement of the respective staff members and also does the same while forwarding APIs. **For non teaching staff members** confidential report is prepared by the head of the institution for the last five years at the time of their promotions.

**Assessment by students:** Assessment of the teacher by students is done annually. Feedback responses are compiled and analyzed. The outcome of feedback is communicated to the respective teachers with remarks and suggestion.

**Department's Assessment:** The annual report of every department reflects the overall progress/performance of the department. The university result of the particular department is an indicator to evaluate the performance of the faculties therein.

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

## 6.4 Financial Management and Resource Mobilization

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

**Response:**

The annual income and expenditure statements are regularly subjected to an internal audit and three types of external audits: The internal audit, by an auditor (a Chartered Accountant) appointed by the Gondia Education Society, Gondia, and External audits, by the Office of the Joint Director, Higher Education, then, by the Senior Auditor, Govt. of Maharashtra and finally, by the office of the Regional Auditor General, Nagpur. In both the cases, the statements are examined pin point.

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	0	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>
Any additional information	<a href="#">View Document</a>

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

##### Response:

The college LMC/CDC discusses and plans strategies for the generation of resources and optimal utilization of generated resources.

**Institutional strategies for generation of Funds :** The college generates substantial funds from various resources like :

**Fees :-** The major resource generator means is fees. During admission, the funds are collected through admission fees from grants – in- aided courses and also from self-finance courses and skill based certificate courses from students as tuition fees. While collecting fees the college sticks to the rules and regulations framed by the university and state government.

**Funding Agencies :-** The college Research Cell encourages and helps teachers to apply for the financial aids by submitting research projects to UGC, DCT, Dept. of Forest, ICSSR, New Delhi.

**University Grants Commission:-** The college shall apply to UGC for various development grants including grants for equipments, books, , organizing conferences and seminars.

**University Grants:-** The college N.C.C. unit, Examination section, convener of *Avishkar* , in-charges of zonal sports tournament shall apply for funds to university to execute various activities.

**N.C.C. Unit :-** The college N.C.C. Unit receives grants from the 4- MAH-BN. N.C.C., Nagpur to meet the refreshment and washing allowance for N.C.C. cadets.

**Maintenance and Auditing of Accounts :-** All the grants received under different heads are maintained separately in the form of Statement Accounts and audited by the internal auditor appointed by the college governing body, GES.

**Alumni Association :-** It is planned to generate funds from alumni, who are spread all over the world in many fields.

**Self-Finance Courses :-** The college has plans to start self- finance certificate courses, which will help

meet expenses to some extent.

**Funds Utilization Strategy :-** As per the directions of the principal, all HoDs and conveners/ incharges submit tentative budgets for every academic year. The budget is placed before the LMC/CDC for approval. Once the budget is sanctioned, the principal, HoDs and incharges may proceed for implementation.

**Purchase :-** The college Purchase Committee follows the norms and procedure laid down by the university regarding the purchase of items, requirements in the laboratories, items for sports department and upgrading infrastructure. The college Purchase Committee maintains transparency, quality and cost feasibility while purchasing.

**Repair and Maintenance :-** The college infrastructure's day to day repairing and maintenance is done as per the existing policies.

**Library :-** The upgrading of the library and addition of text books take place considering need and changes in curriculum.

**Organization of Activities :-** All conveners/ incharges of committees place budget for the activities to be carried out throughout the session and get it sanctioned by LMC/CDC and then head of the institution release grants for organizing activities.

**Utilization of Funds and Submission of Utilization Certificate :-** The college accounts section verifies the sanctioned funds and its expenditure and after auditing, the audited statement of Accounts and Utilization Certificates are submitted to the funding agency for final settlement of accounts.

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

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The IQAC of the college enhances quality working in academics and administration of the college. There are the college academic calendars, trouble-free admission process, timely updating of the college website, AAA, maintenance of diaries, reporting of events and departments' activities, display of timetables, implementation of the best practices, creating research ambience, organizing co-curricular and extra-curricular activities, etc.

As samples two examples are cited below:

**1. Title of the practice :** Validation of academic department and administrative units of the college through AAA.

**Goal :** 1. To assess the functioning of individual department and administrative units.

2. To bring in improvement in working and documentation.

**Context :** After second cycle of accreditation, the college started systematic working and documentation presentation. IQAC set up Academic and Administrative Audit Committee ( AAA) to review and suggest methods to bring about improvement in working and systematizing documentation process.

**Practice :-** IQAC formed AAA Committee for internal verification of academic departments and administrative units of the college once in three years. The academic departments' information and checklist of documents related to administrative units were the basis on which validation and verification were completed by AAA committee. The outcomes and findings by the AAA committee were duly informed to the principal for further action.

**Evidence of Success :-** The suggestion given by the experts of AAA committee were duly noted by the staff members, e.g., recording day to day work, updating, completing the work in time (no pending work) and maintaining records and documents.

**2. Title of Practice :-** Organizing Activities/ events through faculty Associations.

**Goal :-** 1. Overall development of students

2. To promote opportunity to organize and participate in co-curricular and extra-curricular activities.

3. To develop management skills and self-confidence for organizing an event.

4. To inculcate the sense of responsibility among students.

5. To develop a healthy, confident and self-assured personality to face the upcoming challenges in the modern era.

**Context :-** Keeping in mind the overall development of students, the college allows them to expose themselves utmost in co-curricular and extra-curricular activities in addition to the regular curricular learning. This approach enables students to explore their latent talent, which would prove helpful for them in future.

**Practice :-** The college faculty associations are formed as soon as the admission process is complete. The office bearers of the associations are students as president, vice-president, secretary, jt. Secretary, treasurer and members. The teachers, in charge work with them for providing guidance. Organization of all activities of associations like, quiz, seminar, debate, poster competition, exhibition, science week, educational tour, tree plantation, etc. is led and monitored by students. All activities-, inauguration to the valedictory function are organized by students.

**Evidence of Success :-** Students enthusiastically participated in large number in all events. A few students

have won prizes in competitions like debate, ppt presentation and others organized by other colleges.

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

### 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 College IQAC works to bring quality enhancement in teaching learning process; improvement and optimum utilization of the available resources and use of different teaching methodology and review the learning outcome, periodically.

**Review of Teaching Learning Process:** The college different committees work under the IQAC of the college. The teaching learning process is implemented through well set system namely, College Academic Calendar and Time Table. Any shortcoming or deviation in this system is brought to the notice of the individual teacher and Head of the department, orally and immediately, corrections are made ,if needed. At regular basis feedbacks on teachers are called from the students with respect to all aspects. Every department is asked to submit Annual Report where results analysis is discussed. In a meeting, a discussion is held on improvement of results. A periodic internal academic and administrative audit boost up the teaching learning process. IQAC reviews the teachers self appraisal for the use of teaching methods. To make teaching learning process more friendly and effective, IQAC emphasizes the use of modern methodologies like computer assisted teaching (CAT) , use of PPT, interactive teaching and many others which are preferred by the students for précise comprehension, in addition to conventional blackboard teaching method.

**Structure and Methodology:** The IQAC suggested to college administration to brings change in teaching learning process by using modern aids of teaching –learning process. The college installed two LCD projectors in two halls with audio-visual system which are assisted by computer and Internet. The Zoology laboratory also has a LCD projector, which disseminate the knowledge by CAT. The same LCD projector is kept free for the use for teachers, who wish to use LCD.

**Learning Outcomes:** The college teachers are using CAT, as and when required , use video for demonstrations of animal dissections. Students are trained in using PPT presentation methods in class room seminars.

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

### 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

2018-19	2017-18	2016-17	2015-16	2014-15
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>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

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

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

##### Response:

The college was subjected to two cycles of accreditations- in 2004 and 2012 respectively.

The college set up IQAC after the first cycle of accreditation. The college IQAC has incrementally implemented many possible quality enhancement issues recommended by the PEER team in its report in academic and administrative wings during the last 06 years. IQAC tried to enhance the quality in overall working of the college. IQAC reviewed the functioning of the academic and administrative units of the college through regular meetings with committee conveners, HoDs, and administrative staff.

The Following are some prominent features of IQAC :

- Well planned college academic calendar for the execution of curricular, co-curricular and extra-curricular activities.
- Submission of IQARs.
- Verification of Staff Self Appraisal forms.
- Organization of *Avishkar* – 2015.
- Feedback collection and analysis through respective committees
- Implementation of the best practices for students' welfare
- Organizing Annual Cultural and Sports Meet every year.
- Introduction of Academic and Administrative Audit (AAA) once in three years.
- Organization of conferences.
- Introduction of Self Financed courses/ skill based certificate courses.
- Introduction of Computer Assisted Learning (CAL) process.
- Introduction of decentralization policy.
- Organization of workshop on quality issues.

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

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 12

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

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

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:**

##### 1. Safety and Security-

**Compound Wall:-** The college premises is guarded by a full compound wall from all four sides leaving the college entry gates. The gates are under the CCTV coverage.

**CCTV Surveillance:-** The college campus is under CCTV surveillance. The college premise has 18 cameras fitted at different vital locations and footage is monitored by the principal's office. The footage backup is available for 15 days.

**Security staff:-** The college campus is watched by the vigilant security staff employed on permanent basis round the clock (24 x 7). The male and female security staff ensures safety of boy and girl students on the first as well as ground floor during college hours. The college administration allots duties in night to the male staff by rotation system. The teaching staff members keep vigilant watch on students' behavior/movement on the college campus. Undisciplined activities are properly handled by the disciplinary committee; if needed the matter is referred to the head of the institution for disciplinary action. No case of

serious nature has been registered so far.

**College committees:** Different committees have been constituted to take care of students' welfare on the college premises. The committees are Anti-ragging cell, Anti-sexual harassment, Vishakha cell, Discipline committee and Grievance Redressal cell. The members of Discipline committee maintain discipline by taking rounds on both floors. Students' grievances are resolved by the principal taking into account the committee's remarks. A number of programmes on gender sensitization are organized by the committee. The conducive environment ensures girl students' safety on the college premises. Hence, with passing years, the enrollment of girl students have been increasing substantially. The fact shows that girl students have full faith in the safety, security and facilities offered by the college.

## 2. Counseling:

**a. Committee:** The College has the Anti-sexual Harassment and Girls' Security Cell, which looks after emotional, family and social issues by personal counseling. The Director of Sports and Games Department looks into the matter pertaining to boys' psyche, if any.

**b. Teachers:** The college teachers help solving academic, career and personal issues. Many times students face dilemma while choosing optional courses. Teachers extend helping hands and guide them on courses even for higher studies. The college teachers provide counseling as and when asked.

**3. Common Room:** The College has provided a separate common room attached with lavatory for girl students.

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

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 0.01

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

**Response:** 2.1

7.1.3.2 Total annual power requirement (in KWH)

**Response:** 14102

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

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

**Response:** 34.26

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

Response: 2983

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 8706

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

#### 7.1.5 Waste Management steps including:

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

**Response:**

**Solid Waste Management :-** The solid waste of the college is thrown away through the *Ghanta Gadi* plied by Tumsar Municipality. Solid and liquid waste are separated in green and red bins respectively. The college canteen and the Home Economics department are strictly instructed not to use non-degradable plastic wares, and are encouraged to utilize washable plates and cups, or recyclable plastic containers.

**Liquid Waste Management :-** Chemical waste from the college Chemistry, Botany and Zoology laboratories is disposed off safely by collecting hazardous chemicals in separate container and disposed off at a distant barren land. During practical hours students are instructed to perform experiments in groups so that the least consumption and use of chemicals are ensured. However, at the time of examination, the experiments are to be performed individually.

The college maintains routine practice of checking and repairing of water taps, valves, drainage and water pipeline so that minimum loss of natural resource- water takes place.

**E-Waste Management :-** E-waste generated through computer and its accessories is safely disposed off by

selling these e-waste material to scrap purchaser for recycling purpose.

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

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

#### Response:

In the last decade the rainfall activity in Tumsar taluka was good. The Taluka received ample rain water, to be precise the Taluka recorded 1300.00 mm. Hence, there was no need for applying water harvesting measures. However, on the account of excessive use of underground water and change in climatic conditions, the Taluka has been receiving less rain water (600mm to 900mm in average) since last few years. Eventually, the region has been experiencing scarcity of water mainly during the months from February till arrival of good monsoon. In order to maintain underground water table, the college is at forefront in adopting and applying necessary measures. The college harvests rain water by draining it through pipes and collecting (it) in the wells. Moreover, the college premises have been kept cement concrete plaster free so that the rain water would percolate underground and underground water table level is retained.

**Practice :**We use rain water in lieu of distilled water in the laboratories. During rainy season, the laboratory assistants collect rain water and store it. Rain water is ion-free, and thus, is used in the laboratories, which reduces pressure/ efforts of pumping out the underground water.

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

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

The college is committed to implement green practices for the protection and conservation of environment. The college students and staff members observe eco- friendly practices; they use less number of vehicles. A survey done on the use of mode of travels to the college, viz. bicycle, two wheelers, four wheelerspublic

transport means and walking highlights the use the following eco-friendly modes of traffic.

- 1.No staff member comes by car and 57.77% use two –wheelers, while 42.22 % walk to the college.
- 2.34 % students use bicycles, 3.57 % use two-wheelers, 42.13% students attending the college travel by buses plied by MSRTC, while 2.93 % students use train as a mode of conveyance to reach the college.
- 3.The college campus is in pollution-free zone sans vehicular din and disturbances.

**Zero-plastic campus :-**

- 1.The N.S.S. and N.C.C. units organize campaign and appeal to keep the campus plastic free.
- 2.The college canteen and Home Economics departments have been instructed not to use plastic wares, and if necessary, to use degradable plastic wares, washable bone china clay dishes/ plates, tea cups and steel glasses.

**Paperless Office :**

- The college, affiliating university and the Joint Director office mostly correspond through e-mails.
- Most of the data are being sent and stored in soft copies.
- Photographs are stored in soft copies.
- Communicates notices through Whats Apps groups of teachers, staff and students.
- The used newspapers and other such items are handed over to agencies for recycling.
- Teachers have started sharing notes, diagrams, notices, employment news and any relevant details with students through Whats Apps groups.

**Green Landscaping with trees and plants :**

The college has been trying to maintain greenery in corridors and tunnels adjacent to walls by adorning them with potted plants, and in external area by planting trees and plants. However, because of the scorching and blistering heat in this tropical area in summer, a number of plants fail to grow and thrive. Notwithstanding, with undeterred spirit we have been incessantly trying to grow them and keep them alive.

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

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

**Response:** 0.64

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.470	0.452	0.242	0.393	0.230

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

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

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 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:** 0

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

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

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

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

**Response:** 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	03	00

File Description	Document
Report of the event	<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
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

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

**Response:** Yes

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

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

**Response:** 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:** 6

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

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

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:

As it is well defined in the vision of the Society and college: “To promote education for the development of personality of the individual in all respects- physical, intellectual and moral and thereby, making him a useful member of society.”

Keeping in mind the vision of the Society and the college and overall development of the students, the college has taken initiatives to inculcate the national values, human values, truthfulness, ethics and good moral habits among students and staff members. As an initiative, on national festival days, oath is given to the N.C. C. cadets for integrity, faith and maintaining democratic values of the nation. On the occasion, the head of the institution also addresses the staff members, students and people, through which he appeals to the audience to work for justice, liberty, equality, fraternity, unity and integrity of the nation, thereby, to secure sovereignty and socialistic, secular, democratic and republic structure of India.

The college celebrated remarkable days round the year, to name a few, Teachers’ Day (5th Sept.), National Science Day (28th Feb.), Ozone Layer Depletion Day (16th Sept.), International Women’s Day (8th March), International Yoga Day (21st June), World Literacy Day (24th Sept.), Constitution Day ( 26th Nov.), Rashtra Bhasha Hindi Diwas (14th Sept.), etc. On these days inspiring programmes for students are organized.

The college also remembers the great personalities of India- Mahatma Gandhi, Dr. B.R. Ambedkar, Dr. A. P. J. Abdul Kalam, Mahatma Jyotiba Fule, Savitribai Fule, Bhagat Singh, Annabhau Sathe, etc. by celebrating their birth/ death anniversaries. On the occasion, the college teachers, principal and invited guests share their views with students highlighting the invaluable social work contributed by these veterans in nation building and appeal to students to follow their footsteps, thoughts and wisdom, and become useful and responsible citizen of society, the nation and the world.

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

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

#### Response:

**Transparency in finance :** The college finance section invites requirements from all departments through HoDs. Based on the requirement, the college plans the activities of the various departments and submits them for budgetary provision to the CDC, erstwhile LMC, for recommendation and sanction. Once the recommendation and sanctions are obtained from the CDC/ LMC, the respective proposals are forwarded to the Purchasing Committee for purchasing. A set of purchasing procedure is followed. All the purchases are to be made within the financial limits sanctioned by the CDC.

**Transparency in academic :** After the college re-opens, the HoDs call meetings of the faculty, divide and distribute workload among faculty based on the students' strength in the previous year. Topics in syllabus are distributed taking into consideration specialization, expertise and interest of the faculty members. After admission procedure is complete, the final workload is handed over to the principal for further action. Meanwhile, faculty-wise timetable committees prepare time table and display it on the college notice boards. The individual's, departments and faculty-wise timetable are prepared. The faculty time table is submitted to the office. The faculty in-charge takes initiative and monitors smooth running of the classes in their respective faculties. The off periods are engaged by the other staff members to avoid disturbance to the others and loss of studies of students. The principal has entrusted responsibility to the HoDs and faculty in-charges for reporting any kind of irregularities in the delivery of teaching process. If any laxity on the part of the teacher is found, it is first brought to the notice of the faculty concerned/ HoD, and finally, to the principal.

Different committees are formed in the staff council meeting held at the end of the year for the next academic year. The curricular and extra-curricular activities organized in the year are reviewed. Every faculty member is included at least in a committee. The convener of the committee may be or may not be included in some other committee/s. The teacher has full liberty to render his services and offer expertise. While organizing curricular, co-curricular and extra-curricular activities, we try to adhere to the College Academic Calendar of the session.

**Administration :** The college administration functions under the control of the principal. It is further divided into subsections such as-

1. Admission
2. Account/ salary disbursement/ Jt. Director's office work
3. Examination/ University work
4. Scholarship
5. Dispatch section

The principal allocates duties to the sections. The clerical staff members of the section is supposed to do the allotted work and is held responsible for any kind of negligence. The college head clerk supervises and monitors overall working of the section. The principal helps staff members to acquire the required documents.

**Auxiliary Function :** The Gondia Education Society Management/ CDC always offer suggestions for smooth functioning of the college.

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

## 7.2 Best Practices

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

#### Response:

#### Best practice No.01

**1. Title of the practice:- Promotion of use of library and reading habit among the students.**

**2.Objective of the Practice:** 1 To enhance the user rate of library.

2 To inculcate the reading habit among the students.

**3. The Context :** Presently , in our region, the students come from higher secondary education system; most of *them* have no/little idea about the use and importance of library as such, since their previous schools were reluctant in /unable to providing library facility as knowledge bank..Keeping in mind, the current changing scenario around the world in the dynamic field of Information Science, a library becomes Treasure house of knowledge. In higher learning institutes, library is well established by UGC financial aids. Therefore, it is our primary necessity and duty to expose our students to such knowledge bank, secondly, the material in the library is not to be kept rotting on the shelves; its value is only when the maximum number of readers set their eyes on it. Thirdly, day by days our students have been using short cut methods to acquire knowledge. This makes them impatient and poorly knowledgeable. Reading makes man perfect, more polite. Students built up vocabulary, thereby, becoming an effective communicative medium for society. Observing this, the library decided to **the use of library and reading habits among students**, with the aim that students would keep abreast of the latest information and knowledge.

#### 4. The Practice:

- In the begging of the academic session , the students are made aware of the library. The college librarian , subject teachers and Principal of the college visit the first year classes and explain the working, use, and importance of library to the students.
- Instituting the Best Library User Award by the department of library.
- Organization of exhibition on library books and ancient literature on Dr. S. R. *Ranganathan* Birth Anniversary.
- Newly admitted students are motivated by the concern subject teacher and librarian to use library books, e-books, etc. by visiting the library.
- To inculcate reading habits among students, the library celebrates '**Wachan Prerana Diwas**' (Reading Inspiration Day).
- Competitive examinations are organized by the library department in association with Career Placement and Guidance Cell for students.
- Some needy students are allowed to explore the different books available on the library stacks.

- Librarian takes pain in purchasing good books from standard publications.
- Library provides Newspapers Clipping File on various issues.

### 5. Evidence of Success:

- There is a considerable increase in the number of students present in reading room.
- During off hours ,students are using library for reading books, reference books (as is evident from issue register)
- More number of students are taking parts in competitive classes and examinations organized by library - Career Placement and Guidance Cell together
- More students are attracted towards and fascinated by reading and using library.
- More students are involved in the Books Exhibition on the occasion of Dr. S.R. Ranganathan's Birth Anniversary Day.

### 6.Problems Encountered and Resources Required:

#### Best practice No.02

#### 1. Title of the practice:- Organization of Blood Donation Camp by N.C.C. and N.S.S. Units of the college.

2. Objective of the Practice: To create awareness amongst students for blood donation  
for the welfare of the society at large.

#### 3. The Context:

Our college is located in semi-urban/urban area in Bhandara district of Maharashtra state. This region is poorly facilitated to medical aids. NO other Govt. Hospitals other than Subhash Chandra Bose Govt. Hospital, Tumsar is providing medical aids to the local poor people of this region. In emergency cases like, caesarean operations, sickle cell anemia, blood cancer, bleeding disorder, hereditary blood abnormalities, chronic anemia etc, people are dependent on this hospital or search for another alternatives. Since, most of the people are financially poor, they are dependent on Government hospital. But due to limited availability of blood units, the government hospital can only provide limited services of blood transfusion .This results in casualties or the patients are referred to District hospital where they either get required blood donors or they have to purchase blood from private blood banks. In such situations the sufferers are in dilemma. Keeping in mind these difficulties of the local folk, college comes up with the practice of donating blood to the government hospital and the blood group directory of student donors is maintained by the N.C. C. department. The needy persons of the area contact the NCC officer for the list of blood donors. This activity, in association with the college NSS unit, has been continued since last fifteen years. In past, many of our students have donated blood or made available their blood donation card to needy persons.

#### 4. The Practice:

In the beginning of the academic session, students are enrolled in N.C.C. and N.S.S. units after following the procedure. During routine classes cadets and volunteers are made aware of the importance of the blood donation. Students are told that **blood donation is our duty and our body does not get affected if we donate blood and the body can repair the loss within few days. They are also told about the various health benefits of blood donation such as, it prevents hemochromatosis, cancer activity and maintains healthy heart, liver, and BMI and also stimulates blood cell production.** At the mid of the session, an appeal is made to the students for blood donation. On the eve of either the **Independence day** or the **Republic day** or any other suitable date given by the district blood bank unit of the government hospital. Sometimes, the college organises blood donation camp in association with the NGOs and college alumni association. The cadets, volunteers, students and the interested teachers or persons donate blood in the camp organized on the college campus.

The NCC officer prepares a list of blood donors and blood group along with their contact details in the form of blood group directory and keep it ready for needy person. Blood donation cards are also made available to the needy persons. This practice has been continued since last fifteen years. In last five years college students have donated about 157 units blood and helped many needy people either by personally donating blood or providing their blood cards.

#### 5. Evidences of the success:

- More numbers of students, teachers, members of NGOs and alumni have taken part in blood donation camp in the college.
- This practice has been continued since last fifteen years.
- Local persons approach the NCC and NSS officers for blood donors, during emergency situations.

#### 6. Problems Encountered and Resources Required:

- While organising Blood Donation Camp, the college has to depend on the dates conveyed by the Government blood bank department.
- Blood bank has limited receiving capacity, though many students are ready to donate blood.
- The college provides hall, bed, mattresses, and refreshment, etc.

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

### 7.3 Institutional Distinctiveness

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

**Response:**

The college's and Society's vision clearly states that "To promote education for the development of personality .... making him a useful member of society." In this direction the college has been performing well in the following distinctive areas.

The college is placed in an underprivileged and backward region. The college has been offering co-education since 1965. In the last few years, a substantial growth in the number of the girl students is conspicuous. This trend is definitely due to the practices adopted by the college in providing safety, security and conducive environment for girls for study on the college premises.

The practices adopted by the college are :

- Staff members are always co-operative and supportive in all respects.
- The college campus is under the surveillance of CCTV and observant eyes of the principal.
- Spacious and cozy girls' common room with attached lavatory.
- Regularly organizing programmes on women's emancipation, empowerment and self-employment.
- Quite trustworthy from the safety point of view as staff members keep keen eyes on the college campus.
- In addition to boys, girl students are also motivated to participate in various extra and co-curricular activities. As a result, girl students have shined in many fields.
- The College Career and Placement Cell organizes useful and inspiring guest lectures, provides coaching, and also organizes mock competitive examination, in such activities, more girls students are participating and benefitting a lot.
- Due to conducive atmosphere in sports department of the college, girls students have shined one by giving excellent performances in the university competitions.
- Girl students may join N.C.C

These practices generated trust and created an environment conducive for studying. The college N.C.C. unit is distinct from others in having capacity to produce a mature cadet for the Indian army. A very good number of N.C.C. cadets are serving in Indian army. The girl cadets shown their excellence by participating in R.D. parade in New Delhi, giving the message that women are equally efficient to take on any responsibility/ work. Thus, the N.C.C. unit of the college has been creating personalities useful to society. N.C.C. cadets donate blood to Govt. Hospital every year, spreading the message of social sense and responsibility.

During the curriculum delivery, the college organizes many extra and co-curricular activities. The college staff, retired teachers and well-known persons have constituted cash prizes for meritorious students, which act as an incentive for students to excel in exams and motivate them to do better.

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

## 5. CONCLUSION

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### Additional Information :

The IQAC holds a meeting in the beginning of the academic year, and in view of maintaining the internal quality, sets standard, and prepares a perspective calendar accordingly. It collects data/ reports on variety of academic and extracurricular activities conducted in the institution, compiles them, and prepares a well organized AQAR at the end of the session.

As a part of the preparation for NAAC Third cycle of Accreditation, and drafting the SSR (Self Study Report), the IQAC has constituted the Steering Committee. The composition of the Steering Committee and the Heads of the Criteria is as under:

1. Dr. C. B. Masram	:	Principal and Chairman
2. Dr. R. K. Dipte	:	Coordinator NAAC Steering Committee
3. Dr. K. N. Sathawane	:	Coordinator, IQAC
4. Dr. P. P. Dehliwal	:	Criterion I
5. Dr. Ms. A. S. Bawankar	:	Criterion II
6. Dr. M. F. Jadhao	:	Criterion III
7. Dr. B. R. Tembhone	:	Criterion IV
8. Dr J. M. Maskey	:	Criterion V
9. Shri. V. W. Mandape	:	Criterion VI
10. Dr. Ms. Katekhaye	:	Criterion VII
11. Dr. S. P. Pawar	:	Member ( a Special Invitee)

Soon after the formation of the Steering Committee, in its formal meeting, the duties were assigned to all Heads of criteria, and necessary instructions and guidelines were passed on to the respective heads regarding preparation of SSR to be submitted as early as possible. The whole machinery plunged into action at once. Accordingly, the different criterion heads have constituted their own committees to assist in the process. The heads of the criteria began collecting data from the concerned faculty/ staff, organizing them in the form as per the guidelines of NAAC.

### Concluding Remarks :

The coordinators Dr. R. K. Dipte, Coordinator NAAC Steering Committee, Dr. K. N. Sathawane, Coordinator, IQAC, and other staff members worked hard for the preparation and compilation of the SSR.

We, as the coordinators appointed to undertake this job, owe our sincere gratitude to the Principal, Dr. C.B. Masram, who had extended all types of cooperation during the process of preparing and compiling the SSR. He was a real moral inspiration to us. Similarly, our most respectable thanks are due to all the heads of criteria, who had played a prominent role in giving a final shape to this Report. Our special thanks are due to all the Members of the Management. We grope for words to convey our most sincere gratitude to Hon'ble Smt. Vasha Patel, the President, Gondia Education Society, Gondia, Shri. Rajendraji Jain, the Secretary, Gondia Education Society, Gondia, Shri. Nikhil Jain, Director, Gondia Education Society, Gondia, and the staff members of

office of Gondia Education Society, Gondia, who always stood together with us and were a real moral support to us. We cannot and do not forget the cooperation extended by the technical and non- teaching staff who, directly- indirectly helped us in bringing out this report. Our thanks are due to all those who are directly or indirectly involved in bringing out this Report. Thanks.

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.1.3	<p>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</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4</td> <td>4</td> <td>4</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>3</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1	4	4	4	3	2018-19	2017-18	2016-17	2015-16	2014-15	1	1	1	1	3																				
2018-19	2017-18	2016-17	2015-16	2014-15																																					
1	4	4	4	3																																					
2018-19	2017-18	2016-17	2015-16	2014-15																																					
1	1	1	1	3																																					
2.1.2	<p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1904</td> <td>1938</td> <td>1817</td> <td>1699</td> <td>1583</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1085</td> <td>1041</td> <td>929</td> <td>880</td> <td>872</td> </tr> </tbody> </table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2820</td> <td>2720</td> <td>2860</td> <td>2860</td> <td>2860</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1120</td> <td>1120</td> <td>1140</td> <td>1140</td> <td>1140</td> </tr> </tbody> </table> <p>Remark : 2.1.2.1 is the count of all the first year students each year. Changed the numbers accordingly as per proof provided.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	1904	1938	1817	1699	1583	2018-19	2017-18	2016-17	2015-16	2014-15	1085	1041	929	880	872	2018-19	2017-18	2016-17	2015-16	2014-15	2820	2720	2860	2860	2860	2018-19	2017-18	2016-17	2015-16	2014-15	1120	1120	1140	1140	1140
2018-19	2017-18	2016-17	2015-16	2014-15																																					
1904	1938	1817	1699	1583																																					
2018-19	2017-18	2016-17	2015-16	2014-15																																					
1085	1041	929	880	872																																					
2018-19	2017-18	2016-17	2015-16	2014-15																																					
2820	2720	2860	2860	2860																																					
2018-19	2017-18	2016-17	2015-16	2014-15																																					
1120	1120	1140	1140	1140																																					

<p>2.1.3</p>	<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 border="1" data-bbox="304 387 1046 521"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1040</td> <td>1050</td> <td>1039</td> <td>1015</td> <td>983</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 600 1046 734"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>543</td> <td>521</td> <td>465</td> <td>440</td> <td>436</td> </tr> </tbody> </table> <p>Remark : This metric is 50% of the students enrolled in the first year.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	1040	1050	1039	1015	983	2018-19	2017-18	2016-17	2015-16	2014-15	543	521	465	440	436
2018-19	2017-18	2016-17	2015-16	2014-15																	
1040	1050	1039	1015	983																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
543	521	465	440	436																	
<p>3.3.4</p>	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1093 1046 1227"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>22</td> <td>16</td> <td>09</td> <td>11</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1305 1046 1440"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : The links are not linked to the UGC CARE website.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	21	22	16	09	11	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
21	22	16	09	11																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
<p>3.3.5</p>	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1798 1046 1933"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>08</td> <td>18</td> <td>32</td> <td>12</td> <td>29</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 2011 1046 2089"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	08	18	32	12	29	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15																	
08	18	32	12	29																	
2018-19	2017-18	2016-17	2015-16	2014-15																	

08	18	32	12	27
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Remark : The books printed by Dr. P. Dhakite are before the assessment period hence cannot be considered. Also, paper by Jaishree Mahajan cannot be counted since his name doesn't reflect in the teachers list

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
04	08	06	03	04

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
01	1	1	1	1

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
278	696	1358	187	137

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
278	490	210	187	137

Remark : The number has been changed as per the reports provided. Please note that students participating in professional development have not been considered as it not a part of this metric

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

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)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10.73	8.89	8.08	10.98	8.96

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10.73	8.89	8.08	10.98	8.96

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	43	34	31	29

Answer After DVV Verification :

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

Remark : The proofs provided are scholarships from a charitable trust. The metric includes scholarships, freeships, etc. provided by the institution

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
819	659	1668	432	982

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
613	0	0	0	0

Remark : Proofs provided only for the year 2018-19.

<p>5.1.5</p>	<p>Average percentage of students benefited by Vocational Education and Training (VET) during the last five years</p> <p>5.1.5.1. Number of students attending VET year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 349 1046 483"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>152</td> <td>176</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 562 1046 696"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>0</td> <td>0</td> <td>0</td> <td>00</td> </tr> </tbody> </table> <p>Remark : Workshops will not be considered here. The VET program has to be at least 3 months long</p>	2018-19	2017-18	2016-17	2015-16	2014-15	00	152	176	00	00	2018-19	2017-18	2016-17	2015-16	2014-15	00	0	0	0	00
2018-19	2017-18	2016-17	2015-16	2014-15																	
00	152	176	00	00																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
00	0	0	0	00																	
<p>5.2.1</p>	<p>Average percentage of placement of outgoing students during the last five years</p> <p>5.2.1.1. Number of outgoing students placed year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1014 1046 1149"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>49</td> <td>15</td> <td>03</td> <td>05</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1227 1046 1361"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>41</td> <td>2</td> <td>01</td> <td>01</td> <td>01</td> </tr> </tbody> </table> <p>Remark : Students placed through campus placement drive will only be considered here. Therefore students in BSF, Indian Army, police force, central bank etc have not been included.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	49	15	03	05	01	2018-19	2017-18	2016-17	2015-16	2014-15	41	2	01	01	01
2018-19	2017-18	2016-17	2015-16	2014-15																	
49	15	03	05	01																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
41	2	01	01	01																	
<p>5.3.3</p>	<p>Average number of sports and cultural activities/ competitions organised at the institution level per year</p> <p>5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1760 1046 1895"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>21</td> <td>20</td> <td>21</td> <td>20</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1973 1046 2083"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	19	21	20	21	20	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15																	
19	21	20	21	20																	
2018-19	2017-18	2016-17	2015-16	2014-15																	

2	2	2	2	2
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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

Answer before DVV Verification : B. Any 4 of the above

Answer After DVV Verification: B. Any 4 of the above

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)

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
00	0.226	0.162	0.169	0.1552

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	0	0	0	0

Remark : No proofs provided.

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:

2018-19	2017-18	2016-17	2015-16	2014-15
466	201	131	99	53

Answer After DVV Verification :

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : The programs given do not address locational advantages and disadvantages. Programs like, world population day, national science day, yoga day cannot be considered here.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 25</p> <p>Answer after DVV Verification : 180</p>																				
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1040</td> <td>1050</td> <td>1039</td> <td>1015</td> <td>983</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>560</td> <td>560</td> <td>570</td> <td>570</td> <td>570</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1040	1050	1039	1015	983	2018-19	2017-18	2016-17	2015-16	2014-15	560	560	570	570	570
2018-19	2017-18	2016-17	2015-16	2014-15																	
1040	1050	1039	1015	983																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
560	560	570	570	570																	
2.3	<p>Number of outgoing / final year students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>406</td> <td>393</td> <td>364</td> <td>292</td> <td>224</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>406</td> <td>393</td> <td>364</td> <td>257</td> <td>211</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	406	393	364	292	224	2018-19	2017-18	2016-17	2015-16	2014-15	406	393	364	257	211
2018-19	2017-18	2016-17	2015-16	2014-15																	
406	393	364	292	224																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
406	393	364	257	211																	
3.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p>																				

Self Study Report of SETH NARSINGDAS MOR COLLEGE OF ARTS AND COMMERCE AND SMT. G.D. SARAF  
SCIENCE COLLEGE, TUMSAR - , DIST. BHANDARA,(MAHARASHTRA)

2018-19	2017-18	2016-17	2015-16	2014-15
34	35	38	38	38

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
32	33	31	34	34

NAAC