SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

SHRI NIKETAN ARTS COMMERCE COLLEGE, NAGPUR

TULSIBAG (GANESH NAGAR) NAGPUR
440024
www.shriniketan.org

SSR SUBMITTED DATE: 17-12-2020

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shri Niketan Bahuuddeshiya Sanstha, Nagpur (SNBS) was established in the year 1991 by Hon. Secretary Shri. Shripad A. Gandhe. Shri Niketan Arts Commerce College was started in the year 2001. It is a grant-in-aid college affiliated to Rashtrasant Tukadoji Maharaj Nagpur University. It had a humble beginning with small number of students and has a strength of 440 students now. The college offers degree courses in Bachelor of Commerce and Bachelor of Arts. In Arts faculty, students have ample choice to choose the optional subjects. B.Com programme is available in all the three languages- Marathi, English and Hindi. B.A programme has two medium i.e. Marathi and Hindi. The institution is registered under All India Survey of Higher Education (AISHE) by MHRD and Management Information System (MIS) of the government of Maharashtra. The college takes the permission for additional admissions after regular intake in granted section. The college gives the benefit of government scholarships and freeships to the students. Recently the institution has applied for 2(f) under the UGC Act 1956.

Hon. Ravindra Bijawe and Hon. Secretary Shripad Gandhe are the guiding force of the institution. Since its establishment, the college has been offering education to economically backward classes. The college takes consistent efforts for an all-round development of the students and it is committed to the cause of quality education. All the departments of the college conducts varied programmes to equip students for the challenges of new era. To make the students self-reliant and confident, college organises different workshops, guest lectures and academic and extracurricular activities. The college encourages bright students by providing them a set of books for a year under the book bank scheme. The qualified, experienced and dedicated faculties work tirelessly to impart knowledge, values and ethics among the students and make them self-sufficient for the better future.

Vision

Vision of the Institution

- We are committed to empower the students especially the marginalised sect of the society with value based education and to bring about all round development of the students.

Mission

Mission of the Institution

- We aim to develop the students in keeping with changing scenario and empower them to be confident

and responsible citizens of the nation

- **Objectives of the college**

- To encourage the students for entrepreneurship
- Develop confidence, self-discipline and ethics among students
- To encourage the students to become responsible citizen
- To inculcate the human values
- To instil the patriotic and nationalistic fervour among students
- Develop critical and logical thinking
- To introduce them with changing technocratic era

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1.2 Strength, Weakness, Opportunity and Challenges (SWOC)

Institutional Strength

- The institution has 2 UG courses
- Both the programmes have elective

- The college is in the heart of Nagpur so students can easily get transport to reach the college.
- College gives benefits of the scholarships to SC, ST, OBC and socially backward classes.
- College has highly qualified and experienced teaching staff
- 69% of total staff are Ph.D holders
- College has NSS unit of 50 students
- Since the college has inadequate funds, faculty members share the responsibility to conduct cultural programmes and to organise NSS winter camp
- Our student stood 7th merit in the B.Com University Exams
- Personal attention to the students
- The library has many books, reference books, magazines, encyclopaedia and journals
- Career counselling and guidance cell
- Teachers regularly update themselves by attending FDP's, workshops and refresher courses.
- Bridge programmes are conducted in the beginning of the session
- The library conducts 'Wachak Bhisi' for students to enhance reading habits in the students

Institutional Weakness

Institutional Weakness

- College does not have its own building

- College has limited financial resources
- New courses cannot be started due to lack of space
- College has no playground
- No financial assistance from alumni
- Inadequate IT infrastructure
- Lack of e-governance in academic and administrative system

Institutional Opportunity

Institutional Opportunity

- To introduce the PG courses
- To start various new courses in the college
- More skill based and Add-on certificate courses can be introduced
- Increase students participation in internships, apprenticeship and field projects
- Linkages cab be signed for student-exchange and faculty exchange
- Seminars/workshops can be conducted in the coming years
- ICT teaching should be encouraged
- To set up our own computer laboratory
- Upgrade the IT facilities

Institutional Challenge

Institutional Challenges

- To build our own building
- Growing preference for professional courses
- Providing better placement opportunities
- Getting a separate ground for sports
- To set up own computer laboratory
- To organise sports events

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

CRITERIA WISE SUMMARY

Criterion I-Curricular aspects

The college is affiliated to R.T.M Nagpur University, Nagpur. The institution offers two programmes B.Com

and B.A in UG. Both the programmes are elective. Institution offers ample choice to select the subjects in B.A and B.Com programmes. The institution has a forceful mechanism for dissemination of course content. As college is affiliated to RTMNU, the institution strictly follows the curriculum, designed by the University. In the beginning of the session, action plan is prepared by the teachers for an effective curriculum delivery. All the faculty members prepare teaching plan and submit it to the principal. Teachers sternly adheres to annual, monthly and daily teaching plan.

Some of the faculty members have prominent representation on various university bodies and committees. Principal Dr. Shribala Deshpande is the member of BOS and RRC of Home Economics department in the university. Two teachers are the members of BOS in Nagpur University. Some teachers have contributed in curriculum designing of the university as well. Dr. Gulhane Head Department of Commerce held a position in the university as a senate member from 2011-2016. All the teachers contribute in evaluation and moderation process of university question papers.

Last year the institution has conducted four certificate courses (30 hrs) apart from two regular programmes. Some skill development courses of short duration are also arranged by the college. Department of Home Economics organise various workshops like mehendi course, cake and icing, phenyl making, rangoli making, bouquet making which encourages the entrepreneurial skills in students.

The institution conducts co-curricular as well as extra-curricular activities for all-round development of the students. The college has arranged various programmes to sensitize the students about different social issues. Institution integrates crosscutting issues human values and environment and sustainability with the prescribed syllabus. Students undertake the internships or subject related field projects under the guidance of concerned teachers. To improve the quality of education, the institution takes feedback from students and analyse the data to present the report to the principal.

Teaching-learning and Evaluation

Criterion II- Teaching–Learning and Evaluation

The institution mostly has the admissions of economically backward and marginalised students. The college has admissions of educationally deprived students. The average enrolment is 63.8% while average percentage of students admitted from reserved category of last five years is 81.6%. The institution has recruited 80% posts against sanctioned posts, out of which 69% staff is Ph.D holder. The student-teacher ratio of the current year is 25:38. The college has mentorship programme which enhance the existing knowledge and skills of the students. The ratio of mentor to students for the latest academic year is 25:38.

The learning levels of the students are assessed at various levels. The aggregate percentage of marks in the qualifying examination shows the learner's aptitude. Teachers identify slow learners and fast learners at the entry level. Bridge programmes are arranged to fill up the gaps. The students from different backgrounds have diverse learning levels. Slow learners are guided in the free hours while advanced learners are given home assignments to enhance their learning skilsl. The competent and qualified teachers in their respective subject employ different techniques to impart knowledge. The institution has dynamic mechanism for teaching learning process. To enhance the learning experiences, various teaching methodologies are used in the classroom teaching.

To make the learning experience joyful, the institution encourages for innovation and creativity in teaching process. Apart from conventional teaching methods 31% teachers make use of ICT for effective teaching. The institution stimulates active participation of the students by organising guest lectures, group discussions, class seminars, projects and field visits etc. Teachers attend various seminars, workshops, conferences to keep themselves updated.

To assess the growth of learners, the institution has its Continuous Internal Evaluation System (CIE). The internal evaluation method of the institution includes unit test, surprise test, midterm exams, assignments and viva-voce. Practical examination (Home Economics) is conducted as per the university guidelines. To bring about the all-round development of the students, teachers motivate them to participate in co-curricular as well as extra-curricular activities. Programme outcomes, programme specific outcomes are uploaded on the website of institution.

Research, Innovations and Extension

Criterion III- Research, Innovations and Extension

The institution doesn't received any grants from government and non-government agencies for the research projects. Recently Commerce department submitted the minor research project to the Government the approval is yet to come. Three teachers of the institution are recognised as a research supervisors. Under their eminent guidance 7 scholars have been awarded the Ph.D degrees in their relative subjects. All the teachers publish the research papers in various national or international journals. All the staff members attend conferences, workshops and seminars of their respective subjects and present the research papers in it. The faculty members have published 8 books on various subjects with ISBN. Some teachers contributed chapters in the books. Teachers have contributed in designing the prescribed university text books for UG courses. Total 23 research papers are published in the journals notified on UGC website. 129 research papers by the teachers have been published in national/ international conference proceedings and journals.

Principal Dr. Deshpande is a recipient of 'Best teacher award', 'Vidarbha Bhushan Award', 'Ideal Teacher award', 'Rashtrapita Mahatma Gandhi state level deaddiction Award' and 'Bhartiya Dalit Sahitya Akademi Virangana Savitribai Phule Fellowship Award'. Three teachers of the institution are also honoured with prestigious awards in different categories

The institution focuses on social, physical and spiritual growth of the students. The institution organises various programmes in the neighbourhood community to sensitize the students about different social issues. The college organises various outreach programmes like cleanliness drives, Aids rally, gender equity programmes, sickle cell, de-addiction programme, blood donation camp, dental and eye check-up camp, breast cancer programmes etc. The institution promotes various government schemes like Digital Literacy, Swaccha Bharat, and Say no to Plastic by organising programmes. The institution has organised the workshop 'Empowerment of Girls' for girl students.

The institution has functional MOU's with Santaji Mahavidyalaya, Womens College and C P and Berar Mahavidyalaya for student exchange. The MOU with Godavari Multistate Urban Credit Cooperative Society and MCED, Maharashtra Centre for Entrepreneuship devlopment, Aurangabad (M.S) for internship and exchange of knowledge. Linkages are with Shivam Food Products for experiential learning.

Infrastructure and Learning Resources

Criterion IV- Infrastructure and Learning Resources

The college does not have its own building so it is run in the rented campus. Ganesh Nagar Kanya Vidyalaya and our college share the same building. The school is held in the afternoon shift. The college has the morning shift. There are total 9 classrooms, out of which 1 classroom is ITC enabled. Teachers make frequent use of this facility to make the teaching learning process interesting. The college has Home-Economics Laboratory, Staff room and girls Common Room. Library and administrative office is upgraded with Wi-Fi facility with high speed connectivity. The institution takes the support of computer laboratory of Ganesh Nagar Kanya Vidyalaya to provide IT facility to the students. The library is enriched with books, reference books, magazines, dictionaries, encyclopaedia and journals. The college library has total 6178 books while 32 magazines and journals have been subscribed for students and teachers. The library has a membership of N list, and LIBMAN which provides the access to e-resources. The institution has no adequate facilities for sports. But the institution has done the provision of the playground by signing MOU with Vidarbha Krida Mandal. Students do the practice in the ground of Vidarbha Krida Mandal.

Newspapers in Marathi, Hindi and English are available for the students as well as teachers. Average annual expenditure on purchase of books and journals/e- journals during the last five years is 99000/. Average library footfalls are 7 per day. Pure drinking water is provided through RO. Procedure of students admission is automated under Mastersoft ERP. Three CCTV cameras are installed in the campus to maintain security and safety. The institution hires the local agencies for maintaining physical and academic support facilities.

Student Support and Progression

Criterion V- Student support and progression

The institution has an active student support and progression mechanism. The college has Anti-ragging cell, Mahila Takrar Niwaran Samiti (womens cell), Grievance Redressal Cell and Career Guidance Cell. students' council. University representative (UR) is selected as per the guidelines of the university.

The college provides the various government scholarships to the students. **Average percentage of students benefited by scholarships and freeships provided by the Government is 30.02.** Capacity building and skill enhancement programmes are carried out by Commerce, English, Physical education department, Hindi and Marathi department. These departments have organised programmes on ICT computing skills, life skills and language and communication skills. Many students from both the programmes pursue higher studies after their graduation. Our 2 students have completed C.A while 1 student has been awarded Ph.D.

Career Counselling Cell organises various exams on the college level like pradhnya shodh, Gyanprabodhini, Gyanvruddhi spardha to enable the students to crack the competitive exams. The college library provides different books on competitive exams. Career guidance cell organises various guest lectures to guide the students regarding competitive exams and the opportunities in different sectors. The incharge of the cell guide the students for various entrance exams (MBA, B.Ed) as well. Some of the students are placed in the police force, army and in the government sector. **Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution is 27.24.** Average percentage of placement of outgoing students is 13.18

The college has active NSS unit which organises various programmes for neighbourhood community. Student's active participation in all the programmes promote their representation in all the extra-curricular and co-curricular activities. Different cultural events and intercollegiate competitions are arranged by the college every year. Many students represent the college in various intercollegiate competitions arranged by other institutions and have bagged the prizes also. These competitions definitely give an opportunity to the students to showcase their skills.

Governance, Leadership and Management

Criterion VI - Governance, Leadership and Management

Shri Niketan Arts Commerce College is established in the year 2001. The governing body of the college is keen to impart quality education to the students. The vision and mission of the college is to bring about all round development of the students. The institution takes all efforts to empower students to meet the challenges of the 21st century. The institution has participative management mechanism to accomplish its vision and mission. As per Maharashtra Universities Act 2016, college has constituted CDC in which members discuss the future plan and decides the various activities for enhancing the quality of education. The institution has decentralisation and participative management mechanism to conduct the various academic and extracurricular programme in the college under the leadership of the principal. The IQAC is functional since 2017. All the activities carried out in the college are reviewed by IQAC and gives suggestion to improvise the teaching-learning activities.

The college has many committees for good governance. The principal guides, motivates and monitors all the activities. The in charge /coordinators of different committees arrange guest lectures, different competitions. Teachers attend the faculty development programmes regularly. Average percentage of teachers undergoing online, face to face faculty development programmes is 53.46. All the teachers submit self-appraisal forms and annual reports of their department at the end of the session which states their contribution to the academic development of the students and the expansion of their department. Principal check the reports and discuss the progress of the department. The teaching learning process is constantly monitored and innovative techniques are implemented by the faculty members.

Institutional Values and Best Practices

Criterion VII – Institutional Values and Best Practices

The institution has co-education so it promote Gender Equity programs to educate girls about their rights at home, at work, and in the society. The institution has counselling cell as well as women's cell for the welfare of the students. The college shows gender sensitivity by providing common room facility to girl students. Institution has conducted workshops of BJS to empower girls. In this workshop girls are given the training of martial art. Many programmes are arranged on gender equity in last five years like Beti Bachao Beti Padhao, Pori Jara Japun. The institution has developed the system to manage solid waste and e-waste. The college takes effort to lessen the use of plastic and encourage the students to use the cloth bags. The NSS department of the college organises plantation programmes. Environment day is celebrated by doing the plantation in the nearby area.

The college takes initiatives to inculcate human values, ethics and principles of tolerance and harmony among students. 'Constitution Day' and 'Voters day' are also celebrated to make the students aware of their rights,

responsibilities and duties. The code of conduct for teachers and students are displayed on the website of the institution. The college celebrates national and international commemorative days to instil patriotism, brotherhood and humanity among students and staff members. Cultural department organises events and festivals for the all-round development of the students. The Swapna- Samidha Cell organises birth and death anniversaries of great leaders and saints to make the students aware of their deeds and ideologies. The institution has conducted rakhi making programmes in which students have made rakhis and sent for the soldiers through 'Prahar'.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHRI NIKETAN ARTS COMMERCE COLLEGE, NAGPUR
Address	Tulsibag (Ganesh Nagar) Nagpur
City	Nagpur
State	Maharashtra
Pin	440024
Website	www.shriniketan.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Shribala V. Deshpande	0712-2745162	9850395306	-	snacc_ngp@yahoo.in
IQAC / CIQA coordinator	Kanchan Joshi	-	9850683267	-	kanchandjoshi@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	18-07-2001

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	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Tulsibag (Ganesh Nagar) Nagpur	Urban	0.255	241.77

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSSC	English,Hindi,Marathi	460	236
UG	BA,Arts	36	HSSC	Hindi,Marathi	460	94

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				15
Recruited	0	0	0	0	0	0	0	0	5	8	0	13
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				1
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				1

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	6	1	0	7
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	1	0	1
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	7	0	9
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	1	1	0	2

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	196	2	0	0	198
	Female	132	0	0	0	132
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	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	72	74	52	25
	Female	47	46	35	15
	Others	0	0	0	0
ST	Male	35	34	34	16
	Female	16	19	23	15
	Others	0	0	0	0
OBC	Male	117	139	134	93
	Female	140	117	98	60
	Others	0	0	0	0
General	Male	56	53	47	32
	Female	66	59	42	21
	Others	0	0	0	0
Others	Male	45	43	33	32
	Female	30	41	36	21
	Others	0	0	0	0
Total		624	625	534	330

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
58	54	54	54	48

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	02	02	02

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
330	534	625	624	642

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
170	277	325	324	334

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
82	59	59	61	38

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
14	13	13	12	12

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	16

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 9

4.2

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

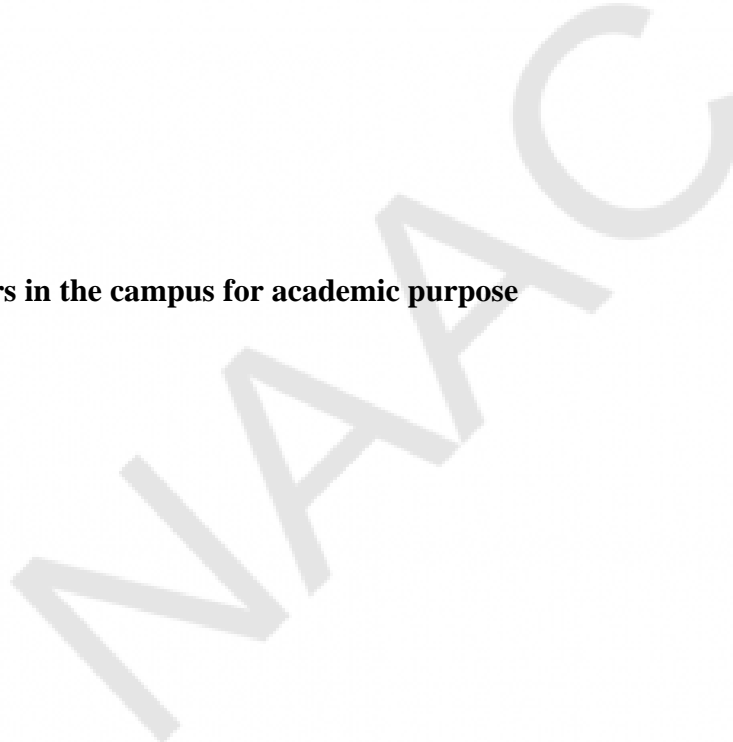| 2019-20	2018-19	2017-18	2016-17	2015-16
12.01	13.74	13.98	15.49	13.76

4.3

Number of Computers

Response: 22

4.4

Total number of computers in the campus for academic purpose

Response: 10

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college has two programmes B.Com and B.A. Both the programmes has elective. In B.A programme students have ample choice to choose the optional subjects. The college is affiliated to R.T.M. Nagpur University. The detailed study of prescribed curriculum is done in the beginning of the session by all the departments with HOD's. The curriculum is designed by the university and it is strictly followed by the college for the effective curriculum delivery. The availability of periods in proportion with the syllabus content is viewed by every subject teacher. The management of the available periods and the prescribed teaching contents are taken care while preparing a teaching plan. After the commencement of the academic session every teacher prepares the Annual Teaching Plan considering the academic calendar of the college. Annual planning comprises the syllabus which has to be taught throughout the year. Monthly planning as well as daily planning is prepared and followed. Time Table is prepared according to the norms and displayed it on the notice board. This action plan helps to engage the theory classes as well as practical periods according to the university directions. Though the faculty members strictly adhere to the planning done by them, but they have freedom of reshuffling the contents to keep the pace with the student's ability. The Head of the department allocates the subjects to the colleagues according to their specialization.

For the effective teaching, different student centric methods are adopted. Question-answer method, lecture method, group discussion, seminar methods are used for the effective teaching. Power point presentations and audio-visual aids are vital facets to survive in this technocratic world so the teachers make use of it in the class room teaching. We are committed for the all-round development of the students so, different activities are conducted in the class as well as on the college level.

Other than the above mentioned methods, college organises educational visits, guest-lectures, and varied competitions. The college library has different reference books, magazines, periodicals, dictionaries and prescribed textbooks which are easily available for the students. The book bank facility is available for the poor and meritorious students.

The college encourages the teachers to join the faculty development programmes to improve the teaching skills and upgrade their knowledge.

To assess the students' knowledge two unit tests in the each session are conducted. Model tests are taken at the end of the each academic session. To improve the quality of education, the institution takes regular feedback from students and analyse the data. The report of feedback is submitted to the principal.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

In the beginning of the academic session committee prepare an Annual Academic Calendar under the guidance of Principal. HOD of all the departments prepare the list of the events to be taken throughout the year. The academic calendar is prepared before the commencement of academic session. It is a guide line to plan the co-curricular and extra-curricular activities which is observed by all the faculty members. In the month of June, under the guidance of Principal, academic planning is done. All the teachers prepare teaching-plans individually and submit it to the principal. It comprises of syllabus contents and departmental activities. All the subject has theory for 80 marks and internal assessment carries 20 marks. Home economics has 50 marks for theory and 50 marks for practical exam.

The coordinators of extracurricular and co-curricular activities make a plan of all the programmes to be conducted throughout the year and submit it to the Principal. Academic calendar committee collects departmental planning and prepares the academic calendar of the college.

The Academic Calendar has the teaching program, holidays, and details of the extra-curricular activities, schedule of the unit tests, prelim examinations and internal evaluation. Internal evaluation is done through viva-voce, assignments, group discussion. Answer sheets are assessed and suggestions are given to the students.

Schedule of Annual gathering, National programme are also stated in the planning.

File Description	Document
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	
Details of participation of teachers in various bodies/activities provided as a response to the metric	

1.2 Academic Flexibility

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

Response: 100

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

Response: 2

File Description	Document
Institutional data in prescribed format	
Any additional information	

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 5

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
4	1	0	0	0

File Description	Document
Institutional data in prescribed format	
Brochure or any other document relating to Add on /Certificate programs	

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

Response: 8.89

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
122	40	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Institution is attentive to integrate the core values and take all efforts to inculcate the human values and ethics among students. The college has many committees to sensitize the students regarding gender issues and human values. The college has arranged different programmes to make the students aware about gender equality, domestic violence and women's rights. Through the counselling cell, teachers try to solve the personal and social problems of girl students. College has 'Women Cell' for the redressal of gender issues.

Environmental studies is a part of the prescribed syllabus for fourth semester. It is designed to create awareness among undergraduate students regarding environment and sustainability. Many programmes are arranged to promote green environment, environment protection and plantation. During the semester, students are asked to submit the project copies. The examination for environmental studies is conducted at the end of the session/semester as per the guidelines of the RTM Nagpur university.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.9

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	4	3	3

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 16.36

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 54

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: D. Any 1 of the above

File Description	Document
URL for stakeholder feedback report	[View Document]

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.Feedback collected, analysed and action taken and feedback available on website
    2.Feedback collected, analysed and action has been taken
    3.Feedback collected and analysed
    4.Feedback collected

5. Feedback not collected

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 58.93

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
330	534	625	624	642

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
920	920	942	942	942

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 157.39

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
277	445	513	502	503

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

The capability of the admitted students is assessed at various levels. The aggregate percentages of marks in the qualifying examination show the learner's aptitude. The members of the admission committee measure the ability of the students at the entry level. The subject teachers try to judge his/her performance from their last examination score in the concerned subject. At the time of admission they are instructed about the course contents and examination pattern. In the orientation programme, concerned teachers update the students regarding the programmes they have chosen. In the beginning teachers try to evaluate student's skill by engaging them in the various class activities. The faculty members employ different tools to measure the capacity of various students who have come from varied backgrounds. We have the measure flow from rural background so maximum students lagged behind in this competitive world.

The learner's potential is assessed through unit tests, group discussions, exercises and small class activities. The teachers come to know the slow learners and advanced learners from their overall performance in the college. Teachers guide the slow learner in the free hours to enhance their abilities and encourage them to put more efforts. The slow learners are given questions to practice. The advanced learners are motivated to improve overall performance by guiding them. They are given the homework and problems to solve at home. They are encouraged to attend the classes regularly and to participate in all the activities. The subject notes, question banks, useful reading material are provided to them for better performance

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

Response: 24:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

Student is the centre of the teaching learning process. To make the process pleasurable and student centric, teachers of the institution employ different techniques. To enhance the learning experiences, different methodologies are being used by the teachers of the institution which broadly promotes independence and learner autonomy.

In keeping view with the goals of education, teachers of the institution plan their teaching accordingly. In this technocratic era different teaching aids used by the teachers of the institution to impart knowledge among students effectively. Teachers work tirelessly to create conducive environment for the students. Teachers recognise the students interest, their capability to comprehend and plan their teaching by adopting different methods.

Different activities are planned wherein the learners are the main focus. Most of the time teachers play a peripheral role in most of the activities.

- Group discussions, projects, seminars, educational tours are arranged to get the empirical knowledge. These activities make the learning process interesting and easy. Students are encouraged to participate in the discussions and voice their experiences or views in such programmes.
- Educational visits, field-trips, workshops, training programmes are organised to increase the practical knowledge of the students. The institution stimulates active participation of the students in organising various programmes and competitions which develops managerial skills among them. By organising exhibitions, guest lectures and encouraging the students to participate in academic competitions teachers boost the collaborative learning.
- Interaction with the students, group discussion, doubt clearing in additional contact hours are varied strategies used for problem solving.
- Wide-ranging reference books, magazines, journals, periodicals, newspapers INFLIBNET-N-LIST (97000 e-books+7000 e-journals), English, Marathi and Hindi literature are vastly used by the students and teachers to enhance their teaching learning experience. Students make use of these resources to make presentations, charts, speeches and to write the columns in the newspapers or bulletin.
- Occasionally teaching is done with the help of LCD, slide shares, films, and video clips.
- Students are motivated to participate in intercollegiate competitions, sports events and extra-curricular activities in large numbers. Students learn interactive-skills, team spirit, by participating in varied programmes.
- Home-Economics Department of the institution organises the different workshops like- spices making, detergent making and phenyl making, Bandhani workshop and Mehendi workshop to develop the employability skills.
- To motivate the students for self- employment, institution arranges workshops, guest-lectures and training programmes for eg. File-making, Envelop making, Lantern making etc.

- Students have easy access to the teacher to get their queries solved. They can discuss the varied issues with concerned teachers freely to satisfy their problems.

File Description	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

In the 21st century there is a phenomenal growth in communication and information technology. The integration of information and communication technologies have become vital in education system. To make the teaching–learning more interesting and to reach over a wide geographic distance, teachers have started using the ICT tools in teaching-learning process. To improve teaching-learning process, and to motivate and engage learners, teachers of our institution also use ICT enabled tools in the classroom teaching. We have 1 ICT enabled classroom. The ICT tools such as PPT, Video clippings, Audio system, and online sources are used by the teachers to impart knowledge and information. The use of ICT tools definitely arouse interest and enthusiasm in the class. 31% teaching staff use the ICT tools while teaching

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 25:1

2.3.3.1 **Number of mentors**

Response: 13

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
Mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 80

File Description	Document
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 55.7

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	8	7	6	5

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 11.64

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

Response: 163

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

We have adopted the recent changes introduced by R.T.M. Nagpur University from the session 2016-17. The internal assessment and semester system has been introduced by the University in the same year. Being an affiliated college we follow the directions of the university.

The internal assessment is transparent and robust. During the induction programme students are briefed about internal assessment structure. All the faculty members give detail information about the internal assessment and practical exam. We adopt formative as well as summative assessment to evaluate teaching-learning process. The internal evaluation is done on the basis of unit tests, surprise tests, seminars, group discussion, attendance, assignments and overall academic performance. The marks obtained in the unit tests and class tests are communicated to the students to improve their performance. The faculty members do the counselling time to time to enhance their academic results. The planning of the exams has been done

well in advanced by the examination committee. The time table is displayed on the notice board before the exam and the message is communicated to the students verbally also.

All prescribed practicals (Home-Economics) are conducted regularly as per the schedule given in the university time table. It is conducted on the regular basis under the supervision of faculty member. The sufficient time and training is given to the students to prepare them for the final performance in the practical examination.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The college follows the examination norms decided by the University as our college is affiliated to R.T.M. Nagpur University. The grievances/doubts regarding the internal assessment are dealt with patience by the faculty members or examination committee. If students have any doubt about the internal marks they can meet HOD. The faculty members pay attention to resolve the queries and satisfy them. If they are not contented they are free to meet the Principal personally.

The University examinations are under the governance of University. The grievances about the University Examination are redressed with the assistance of grievance cell of the University and Examination Board.

- After the declaration of University results students can apply for verification of marks/ doubts within 12 days.
- To satisfy their doubts students can ask for the photo-copy of their assessed answer sheet from the university. After receiving the photo-copy students can seek the opinion of the concerned teachers.
- If the student is not satisfied with the preliminary evaluation then he can put it for the re-valuation by following the University directions.
- The administrative staff of the college helps them to communicate their problems with the University.
- The students and parents can meet the Principal/HOD's and discuss the problems freely to find out the solution.
- The request of re-valuation is considered by the university and verified results are declared within stipulated period.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The institution has two programmes in Arts and Commerce. Three years bachelor degree in Arts offer different optional subjects like Sociology, Political Science, History, Economics, Home Economics and Marathi Literature along with two compulsory languages. Three year degree course in Commerce offer five compulsory subjects of commerce and two languages that is compulsory English and Marathi or Hindi. Different departments of the institution work continuously to achieve programme and course outcomes by organising various programmes apart from teaching learning activity. Evaluation is carried out to assess the fulfilment of programme outcomes. The programme outcomes, programme specific outcomes and course outcomes are prepared by all the subject teachers and displayed on the institutional website. Head of the departments and teachers discuss the objectives and outcomes with the head of the institution and work on the recommended changes.

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)

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

Response:

The college has its own evaluation method to measure the all-round development of the student. The course outcome, programme outcome and programme specific outcomes are evaluated through unit tests, test exams, surprise exams, seminar and viva voce. Writing skills, communication skills, stage daring, leadership qualities are assessed through the academic and non-academic activities. The values like social responsibility, ethics and team spirit are measured through their participation in different departmental activities. The involvement in internships, field visits and job training programme shows mental, psychological growth and progress in aptitude.

2.6.3 Average pass percentage of Students during last five years

Response: 58.79

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
82	59	59	61	38

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise**

during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
84	114	126	120	81

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	10	10

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 0

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.88

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
10	4	7	2	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 10.39

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

2019-20	2018-19	2017-18	2016-17	2015-16
33	22	19	27	32

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The focus of the institution is to bring the social, physical and spiritual growth of the students. To integrate these values, institute organises various programmes which sensitize the students to numerous social issues and to the problems of neighbourhood community. To bring about holistic development, staff members work hard and arrange the activities to introduce the students to personal and social threats.

- In the session 2015-16, Department of Sociology and History have arranged the visit to the **De-Addiction and rehabilitation centre 'Sahas'** and examine the reasons, age group, locality of the addicted people. Students have collected the data and analysed it. Students have understood that the addiction has affected their body and ruined them mentally, emotionally and physically.
- According to the State Government's directions, programmes on *'Vittiya Saksharta Abhiyaan'* (Cashless India) are organised for the neighbourhood community as well as for the college students in the Session 2016-17. Guest lecture and Rally are arranged on 'Cashless India.' Teachers and students have taught the digital payments, cashless transactions to the students of Junior colleges in our nearby areas. Our students have encouraged the people and the young students to use e-payments for transparent dealings. Students have taught cashless transactions to the small shopkeepers of nearby areas. Students and teachers have explained the importance of cashless transaction to make modern India.
- The NSS Department of the institution has arranged the programme on *'Sickle Cell Anaemia'* in the session 2017-18 in collaboration with Indira Gandhi Government Medical College, Nagpur. In this drive, the team of doctors enlighten the students of our institution as well as the girl students of Ganesh Nagar Kanya Mahavidyalaya about this disease. After an introductory lecture, free check-up is carried out. The affected students are asked to come to the hospital for further investigation and for the future treatment. Affected students have taken treatment to improve their health. Teachers and students have worked hard to make it success.

- In the session 2018-19 **'Free Dental Check-up Camp'** is organised by Commerce Department for the local community. The team of doctors examine the oral health and suggested the treatment. The students of our institution, the students of Ganesh Nagar Kanya Mahavidyalaya and people from

neighbourhood area participated in it.

- Commerce and English Department have organised **'Cervical Cancer Mass Awakening Programme'** on Thursday, 17th October 2019 Dr. Pragati Khalatkar, the renowned doctor of the city has guided the audience on the occasion. She has told the symptoms, causes, preventive measures and treatment of cervical cancer to the congregated womenfolk.
- **Breast Cancer** programme has been organised in the neighbourhood community. Dr. Jaiprakash Baraskar has told the symptoms, treatment for the breast cancer.

File Description	Document
Upload any additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	1	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 7

3.3.3.1 **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**

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	2	1

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 24.23

3.3.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
198	68	47	197	60

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 5

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	1	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 13

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	4	4	3	2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college does not have its own building so it is run in the rented campus. The institution has two programmes i.e Commerce and Arts. The institute has classrooms, library, Home-Economics laboratory, Computer laboratory, Sports room, Staff room and Common room for girl students. There are 9 classrooms out of which one classroom is LCD enabled. The college library has total 6178 books while 32 magazines and journals are also available for students and teachers.To Calculate the footfalls and number of users,librarian maintain the register. One computer and printer is provided to the librarian, one computer for the library attendant and 3 computers are installed for students and teacher's access. There are 10 computers in the computer lab which are available for the students for academic purpose. 4 computers are available for teaching staff with 2 printers. 3 computers are installed in the administrative office which are in LAN and are attached to one printer. 2 xerox machines are available in the college one is in the administrative office and other one is installed in the library. Wi-Fi facility is available in the library and office. Teachers make use of their android phones to make the teaching learning activity interesting.

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

Response:

The institution has a full time physical education director. But the college does not have adequate facilities for sports. The college has no play ground on which indoor or outdoor games are played. Students can not avail the facility of gymnasium or yoga centre or yoga room due to inadequate space. But the institution has taken care of university players by allowing them to do the practice on the ground of Vidarbha Krida Mandal. The institution has signed MOU with Vidarbha Krida Mandal. The students who play kho-kho, Kabbadi and Athletics go to this ground regularly for the practice under the supervision of our HOD Physical Dept. Mr. Prashant Khalatkar. Our college student Lokesh Bhandwalkar has done the practice on this ground and got selected in the kho-kho team of Maharashtra for three consecutive years 2017-18, 2018-19 and 2019-20. He won the Gold Medal in **Khelo India Khelo.** Many students have got selected in the university kho-kho team as well as for cross-country. Physical education department celebrates Sports Day every year by arranging guest lectures on games/sports and mental health. Yoga Day is also celebrated for college students and teachers in our ground. Last year yoga workshop was taken for teaching staff for 8 days. Every year college organises the cultural activities in the Annual Gathering on the college level. These activities are conducted in the rented hall where students showcase their hidden talents. Prizes are given to the winners. Utkarsha Bhasha Mandal organises intercollegiate essay competition, elocution competition which is held in the hall.

.

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 11.11

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

Response: 1

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 29.72

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
3.09	4.13	3.92	4.54	4.88

File Description	Document
Upload audited utilization statements	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

- Name of ILMS software
- Nature of automation (fully or partially)
- Version
- Year of automation

The main function of the library is to support educational programmes and help the students and teachers to locate educational resources. Library is central to all educational institutions as it imparts knowledge by providing books, journals, e-resources and periodicals. At present our library consists of 6,178 books, 32 magazines and journals, periodicals. To make the library work more accurate and to maintain the record correctly college has purchased LIBMAN software. The college has installed OPAC software with which students can search the books in the library catalogue on the basis of title, author, publisher and locate the books. Students have internet access in the library. The students have access to e-resources. They search the required material by using Wi-Fi facility.

Name of ILMS Software	LIBMAN	
Nature of automation	Partial	
Version	CCMS-11.0 (centralised campus management system)	
Year of automation	2016-17	
OPAC	3 Computer	
INFLIBNET	5 Computer	

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.99

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals**

year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.56	1.20	1.01	1.01	1.18

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]
Audited statements of accounts	[View Document]

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 2.03

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

Response: 7

File Description	Document
Details of library usage by teachers and students	[View Document]
Any additional information	[View Document]

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has IT facility including Wi-Fi. There are 3 computers for the administrative staff which are connected to the 1 printers all the computers are in LAN. There is one Xerox machine and a scanner which scans 15 copies at a time.There are 4 computers and 2 printers in the staff room. All the work on these computers as per the requirement. Teachers also use their own laptops but they can avail internet facility from the college. 2 computers with 1 printer is installed in the library for the librarian and library attendant. Other 3 computers are attached in LAN for students. One Xerox machine is installed in the library. In the computer laboratory total 10 computers are installed for the students. this laboratory is used with ganesh nagar Kanya vidyalaya. Administrative office has purchased software mastersoft ERP for the admission and support.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 33:1

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 32.16

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

2019-20	2018-19	2017-18	2016-17	2015-16
4.35	4.51	4.07	4.73	4.42

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institution does not have any established system at present for maintaining physical, academic and support facilities. But college has simple mechanism to handle the loopholes in the support facilities. The college hires the local agencies for the maintenance of the IT set-up. For the maintenance of the electrical works and appliances, local technicians are hired. For the maintenance of RO the institute engage local

people. There is a cleanliness committee to maintain the hygiene in the campus. Committee monitors the cleanliness of the campus and submit regular reports to the Principal. Committee keeps the record and gives the suggestion to improve the conditions. Toilets are kept cleaned and maintained regularly by the institution. The classrooms, office are maintained by peons. Library and Home-economics laboratory are kept cleaned by the attendant.

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 last five years

Response: 30.02

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

2019-20	2018-19	2017-18	2016-17	2015-16
95	185	221	157	168

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills
    2.Language and communication skills
    3.Life skills (Yoga, physical fitness, health and hygiene)

4.ICT/computing skills

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 27.24

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

2019-20	2018-19	2017-18	2016-17	2015-16
97	158	189	189	107

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

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

Response: 13.58

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	12	5	5

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 85.37

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 70

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The institution is Government recognised and affiliated to R.T.M. Nagpur University. As per the direction of Maharashtra University Act of 1994 Student Council is formed in the college. Student Council consists total 11 students. Out of which Principal has to nominate one student from each class who is outstanding in academics. One active student from Sports, NSS, and Cultural activities are nominated. Two lady students

are nominated by the Principal. These representatives elect the Secretary of the Council who represents the college in the University as a UR. Members of the Students council help the teachers to arrange various programmes in the college or in the class. They actively participate in NSS, Cultural programmes and sports. Students play significant roles in organising various activities under NSS like anchoring, participating in blood donation camp, cleanliness drive and awareness rallies. There is no formation of Students' Council in 2015-16 and 2018-19 as we have not received any directions from the university. In the year 2019-20 students' representative of NSS Mr. Sonukumar Sharma was selected as tobacco control leader for NGO and NSS candidate Mr.Harsh Mandale was selected as a social media leader. These students have worked hard in NSS camp and made it successful. The college development committee has one student representative who attends the CDC meetings regularly. He expresses his opinion on various academic issues as well as tells the problems of students in the meeting.

File Description	Document
Upload any additional information	[View Document]

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 7.4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	9	13	6

File Description	Document
Report of the event	[View Document]
Institutional data in prescribed format	[View Document]

5.4 Alumni Engagement

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

Response:

The college has Alumni Association but it is not registered. The alumni contributes to the development of the institution by extending help in the form of providing taxi's in a reasonable rates for the industrial visits. Some students donate blood in blood donation camp organised by NSS. Our students have business

of sound system. They provide sound system and DJ in cultural programmes in concessional rates. The college has arranged one meeting in 2017-18 with alumni and briefed them about the progress of college and its requirement.

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision of the Institution

- We are committed to empower the students especially the marginalised section of the society with value based education and to bring about all round development of the students.

Mission of the Institution

- We aim to develop the students in keeping with changing scenario and empower them to be confident and responsible citizens of the nation.

Objectives of the college

- To encourage the students for entrepreneurship
- Develop confidence, self-discipline and ethics among students
- To encourage the students to become responsible citizen
- To inculcate the human values
- To instil the patriotic and nationalistic fervour among students
- Develop critical and logical thinking
- To introduce them with changing technocratic era
- To make them aware about the demands of globalisation

Shri Niketan Bahuuddeshiya Sanstha Nagpur's Shri Niketan Arts Commerce College is established in the year 2001. In the governing body of the college, president is at the top level. The administrative body comprises of vice-president, secretary, treasurer, three members, principal and the representatives of the teaching and non-teaching staff.

According to the Maharashtra Universities Act 1994, institution had constituted Local Management Committee (LMC). In the statutory body, apart from the governing structure, there were three teacher representatives elected by the staff members and one member was elected from non-teaching staff. It helped to take the major decisions for the successful functioning of the college.

In the year 2016 College Development Committee has been introduced by the university. As per Maharashtra Universities Act 2016, college has constituted CDC which has a President and Secretary at the top. The four members from education, industry, social work and a member from alumni have been taken in the CDC. The committee consists one Head of the department who is nominated by principal, IQAC Coordinator, three teacher representatives who are elected by staff members and one member is elected from non-teaching staff. The principal works as the member secretary of the governing body. In the CDC meeting, members discuss the future plan and decides the various activities for enhancing the quality of education.

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

Response:

Case study

Examination Committee: To conduct the Internal Examinations

Objectives:

- To Evaluate the progress of students
- To encourage the students to study regularly
- Practice of writing skills, time management, paper solving
- To give away the exam phobia

Procedure: In the beginning of the session, Examination Committee prepares the calendar of exams to be conducted throughout the year. Committee in-charge with its members discuss the plan with principal and staff members in the formal meeting. The number of exams to be conducted and its tentative dates, viva voce schedule have been discussed and decided in the meeting. The nature of 4 Unit test and 2 Test exams have been decided in the meetings only. The in-charge gives budget for conducting the exams. The First and Second Unit Tests are conducted in the first semester while Third and Fourth Unit Tests are conducted in the second semester. Notices and time tables are displayed time to time on the notice board for the students as well as for the teachers. Two terminal exams are conducted at the end of the semesters. Teachers of the respective subjects submit the question papers to the exam department before 15 days of its commencement. Teachers help and cooperate exam department by following its duty chart. Teachers collect their answer sheets from the exam department for the assessment and distribute the corrected answer sheets to the students.

Intended outcome: Exam department execute its plan successfully with the participation of teachers, non-teaching staff members. Decentralisation and participative management is the key to make the event successful as one cannot work in isolation.

Impact: The institution conduct all the exams on time. Students are benefitted by attempting the college exams as they come to know the pattern of university exam and question papers. students are required to study regularly as they have to appear in the college exams. These exams boost their morale and confidence. Many students get distinction and high scores in the University exams.

In this way institution practises the decentralisation and participative management to conduct the various programmes and activities successfully.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Activity: Gandhi Vichar Sanskar Pariksha

Objectives:

- To inculcate human values like universal brotherhood, integrity and humility
- To instil the ethics like truth, non-violence, swadeshi, and peace among students
- To introduce them to the lifestyle of Mahatma Gandhi o
- To promote Gandhian ideology

Procedure:

The college wants to instil human values among students. Gandhi Vichar Sanskar Pariksha is conducted to inculcate among the young generation the art of non-violence and truth in daily life. We conduct this exam every year. To organise any activity college has to do the planning. After receiving a letter from Gandhi Research Foundation Jalgaon to conduct Gandhi Vichar Sanskar Pariksha, Co-ordinator of GVP takes the permission from the Principal to conduct the exam. It is decided to conduct the exam in the college keeping in view of existing violence in society. Notice is put up for the students and message is conveyed orally also. Examination fees is collected as per the direction of Gandhi Research Foundation. After collecting the amount it is sent to the centre. GRF send the books, question papers and model answer sheets as per the requirement within ten days. The books are distributed to the students who have registered themselves for the exam. The students are guided for the written exam.

Intended outcome:

- Students learn the ideology of Gandhiji
- Students have read the books about gandhiji and his philosophy
- They have understood the importance of non-violence and truth in daily life

Impact: Students subsequently participated in GVP in large numbers. Our students Shyam Khushwah, (B.A III) and Milind Ahirwar (B.Com III) bagged gold medal for two consecutive years 2015-16, 2016-17

File Description	Document
Upload any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

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

Response:

Management Body is working at the top level which gives suggestion to the principal of the college. College development committee (CDC) is crucial as it reviews the progress of the college. In the meetings of the CDC the members discuss the new strategic plans which are beneficial to teaching learning progress. It examines teachers' academic progress and gives suggestions and encourage the staff members to improve the standards. The principal communicate the directions of government and management to the staff members. The various committees, HOD's, Librarian, NSS officer and sports teacher together work to implement the directions of principal. The in-charge of various cells organise the variety of programmes to bring the all-round development of the students.

File Description	Document
Link to Organogram of the Institution webpage	[View Document]

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces	[View Document]
Institutional data in prescribed format(Data template)	[View Document]
ERP (Enterprise Resource Planning) Document	[View Document]

6.3 Faculty Empowerment Strategies

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

Response:

The management and principal are concerned about the welfare of employees/teachers:

- Leave facility is given as per the government norms
- Medical leave facility is provided

- ○ Child care leave is given
- ○ All the teaching and non teaching staff is benefitted by Group insurance
- ○ The permission is granted to the staff members to attend the orientation, refresher course and short term courses to upgrade their knowledge.
- ○ Gives permission to join the higher education courses
- ○ Encourage to pursue higher education
- ○ Purified drinking water is available
- ○

File Description	Document
Upload any additional information	[View Document](#)

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**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 52.49

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	04	01	09

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Teachers play very important role in teaching learning process. Teachers work very hard to impart knowledge. Any work should be assessed for further improvement. Institution has performance appraisal system to evaluate the teaching learning process. All the teachers have to submit annual reports of their department at the end of the session which states their contribution to the academic development of the students and the expansion of their department. The college has many committees to organise various programmes. The coordinators of various committees have to submit the reports of their work at the end of the session. In the staff meeting the review is taken by the principal and suggestions are given. The University API forms are also submitted at the end of the academic year. The API forms are reviewed by the screening committee and suggests the changes as per the requirement.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal audit is carried out every year by the CA firm with the consent of the management, we prepare financial accounts, as per accounting standards so as to comply going concern consistency and accrual basis which are the basic of accounting. Further auditor verifies all the expenses and books of all the income and verifies all the vouchers when the audit is conducted. If any audit objections are pointed out by the CA the same is   settled with proper explanation as to show true and fair view of financial statements.External audit of Salary grant and Non salary grant is carried out by the Joint Director, Higher Education, Nagpur. The same audit is further verified by the Senior Auditor, Accounts, Higher Education Nagpur. Assessment report is provided by the Agency. If any query arises by the concerned agency the same is fulfilled by the clerical Dept. of the College. But from the year 2011-12 no external audit is done by the Agency i.e. Joint Director. External Audit is also done by the Accounts General - II office. Team of AG office has visited to College in the year 2014.

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The college is a grant-in aid college having affiliation of RTM Nagpur University. The institution receives salary grant for both the programmes B.A and B.Com.We are not registered with UGC under 2f and 12B, so we do not get any other UGC grants under various schemes. The fees regulating authority has formed certain norms and regulations beyond which institute cannot charge anything. All the departments submit their budget to carry out the programmes throughout the year. In the college CDC, budget is discussed and according to financial requirement of each department, budget is allocated to it.   The college generate funds from fees during admission. While collecting it college strictly sticks to the rules and regulations framed by the university and state government.

6.5 Internal Quality Assurance System

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

Response:

The institution strives hard to improve the teaching learning process. IQAC works to bring the innovation in the present system. This is our first cycle but the institution has constituted the IQAC in 2015 -16 to improve the standard of teaching learning methodologies and the quality assurance policies.

- Under IQAC, screening committee has assessed API forms of all the teachers.
- IQAC has guided to fill the API forms
- Suggested the different programmes to be organised
- Communicated the emergency and importance of NAAC Accreditation
- Motivated to work on the criterions of NAAC
- Motivated the teachers and students to participate in different activities
- Encouraged and suggested different programmes/activites to be organised
- Encouraged to conduct certificate courses
- Guided to work for the local community and arrange the extension activities
- IQAC has arranged the guest lecture on Professional Ethics for teaching and administrative staff.
- Encouraged use of ICT

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

 IQAC recognises the need of innovative teaching and novel teaching learning strategies to impart knowledge powerfully. IQAC initiated the use of LCD projector in the classroom teaching. IQAC has encouraged the teachers to use audio-visual aids and e-resources for the effective delivery. IQAC has suggested to do the field projects with the students to increase research culture among pupils. IQAC initiated the departments to sign MOU's and linkages with industry and institutions for experiential knowledge. IQAC has suggested to conduct certificate courses, intercollegiate competitions and cultural activities for all round development of students.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**

   3.Participation in NIRF
   4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The college has an active Counselling Cell since 2010-2011. It has been established as per the directions of RTM Nagpur University for the welfare of the students. The purpose behind founding this cell is to provide psychological guidance and to empower girl students. Through the counselling cell teachers try to solve personal and emotional problems of the girl students. Counselling cell try to understand the difficulties and worries of the students and guides them accordingly. College has Mahila Takrar Niwaran Samiti, where students can approach and discuss the problems regarding gender based favouritism and pressures.

In the year 2014-15, Counselling Cell arranged the training programme of 'martial art' to empower the students for self-defence. It also helps in spiritual and physical development of human body. In the same session three days workshop was organised on "Empowerment of Girls to face the Social Challenges of 21st Century," It aimed at equipping girls to accept the challenges and should be able to protect themselves. Total 13 students participated in it. In this session elocution competition was also organised on 'Gender Equity to spread the awareness about it. In the session 2015-16, the programme 'Pori Jara Japun' by Dr. Vijaya Marotakar was arranged. She guided the students about the misuse of mobile phone and advised the future brides. She talked about the behaviour, dressing and values required in girls to face social challenges. Under 'Mahila Takrar Niwaran Samiti' many programmes were arranged to create gender sensitivity. It ensures the personal, social and academic counselling to the girl students. Mahila Takrar Niwaran Samiti consists of female teachers, doctor and lawyer as members. In the session 2016-17 various programmes were organised on 'Beti Bachao Beti padhao'. Under this banner poster competition on female foeticide was organised. Street Play was performed on the streets in Nagpur as well as in the NSS camp held in the village called Bahadura.

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

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid

4. Sensor-based energy conservation

5. Use of LED bulbs/ power efficient equipment

Response: E. None of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The institution has developed the system to manage solid waste and e-waste. All the teachers encourage the students to keep the campus clean by disposing solid waste in the dustbins placed in the campus. Students are made aware about the importance of cleanliness and all types of waste management. Swacchata Abhiyan is organised under the banner of NSS in which NSS students clean the campus and dispose the garbage in the dustbins. Students do Gram Swacchata in NSS camp.

Big garbage bins are placed everywhere in the campus. The old newspapers are sold regularly to dispose of the solid garbage. In the year 2019 old newspapers of two years were donated to Research and Development Association of India, Nagpur.This organisation sell out old newspapers and uses that amount for the eduction of orphened children. Kitchen waste of Home-Economics laboratory is collected regularly and disposed of into the Municipality garbage bins. Certain things are burnt to dispose the garbage. E-waste is managed by selling it out. As we dont have science faculty no hazardous chemicals are produced.

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting

2. Borewell /Open well recharge

3. Construction of tanks and bunds

4. Waste water recycling

5. Maintenance of water bodies and distribution system in the campus

Response: E. None of the above

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: D. 1 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: E. None of the above

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

India is a country of diverse cultures, religion and ethics. Here people of different religions speak different

languages, eat variety of food, celebrate different festivals. It is a land of unity in diversity and that makes our land famous. The people of secular India live together happily by sharing different tastes, food and faith. Being an Indian, students should understand their responsibilities to retain this feature. Thus to inculcate tolerance and harmony among students, institution celebrates every year Birth Anniversary of Gandhiji on 2nd October with enthusiasm. The main motive behind organising this programme is to make the students aware about the ideology of nonviolence and tolerance and to inculcate human values and ethics among students.

Hiroshima Day is also celebrated by the History Department in remembrance of the bombing attack on Hiroshima and Nagasaki by the United States during World War II in 1945. Hiroshima day celebration aims to raise awareness about the threats of nuclear weapons and the dangers of nuclear energy. History Department celebrates Hiroshima Day on 6th August to make the students aware of devastating aftermath of the World War II in Japan. It also shows the importance of peace and harmony in the world which is much needed to live peacefully.

'Hindi Pakhawada' and Marathi 'Pandharwada' are celebrated in the college Different programmes and competitions are arranged on this occasion. The main aim behind organising these programmes are to make the students aware about regional language its, usage and importance. Secondly to preserve traditional local languages and preserve heritage is the purpose behind it. It is told to the students that regional languages help people to communicate and to keep harmony in the society.

Institution has a special cell 'Swapna Samidha' to organise birth and death Anniversaries of the great personalities throughout the year. The coordinator of Swapna Samidha decides these programmes along with Principal and organise it to commemorate the occasion with the help of students. These programmes are organised to instil the ethical and human values and to inculcate humanity among them.

File Description	Document
Any other relevant information.	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

- Birth Anniversary of Dr. Sarvapalli Radhakrishnan
- Birth Anniversary of Savitri Bai Fule
- Voters Day
- Constitutional Day

'Swapna Samidha' cell of the college organises Birth and Death Anniversaries of the great personalities and national heroes. The convenor of the committee organises different programmes on the occasion. In the beginning, photograph of the great leaders/saints is garlanded and paid homage by introducing their work rendered to the society. Students also participate in the programmes and some of them voice their opinions on the occasion. The main motive behind organising 'Birth Anniversary of Dr. Sarvapalli Radhakrishnan' and 'Birth Anniversary of Savitri Bai Fule' are to make the students and teachers realise

their duties and responsibilities and rights as well.

'Voters Day' is celebrated on 25th January in the college. Political Science department organises the programme to make the students aware about their rights and responsibilities. The programme is to encourage more young voters to take part in the political process and celebrate democracy.

Political Science Department also celebrates 'Constitution Day' on 26th November every year. The main aim of celebration of this day is to know not only the rights and privileges granted by the constitution, but also the obligations of its citizens.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

National and international commemorative days are celebrated in the college with zeal and enthusiasm. Yoga Day is celebrated to make the students aware about the importance of physical and mental health. Physical education teacher takes yoga and makes the students and teachers to do the yoga poses. National Sports Day is celebrated on August 29, to commemorate the birth anniversary of hockey wizard Dhyan Chand. Every year on this occasion sports department orgnises guest lectures on sports or importance of

sports. World Environment Day is celebratyed on 5 June for encouraging awareness and action for the protection of the environment. On the occasion environment day plantation campaign is taken. Plantation of saplings are done in the nearby areas with the help of the students. Raasgarba is organised on the occasion of Navaratri from 2016 to bring the harmony among different cultures. 15th August as an independent day is also celebrated with enthusiasm to inculcate sense of patriotism, humanity and brotherhood. On this occasion students talks about the hardships and sacrifices of the brave Indian freedom fighters. 26th January as a Republic Day is also celebrated with grandeur. Womens day is also celebrated on 8th March on this occasion guest lecture was arranged.

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice - I

1. Title of the practice:

Celebration of Birth or Death Anniversaries of Great personalities.

2. Objectives of the practice:

- To inculcate human values and ethics
- To instil humanity and social values
- To make the students aware of the service of great personalities towards society
- To inculcate patriotism, feeling of brotherhood
- To encourage the students to work for community
- To inspire the students from distinguished life of great leaders and saints
- To Awaken the positive attitude about the Indian culture and tradition

Practice:

Youth is the backbone of our country. Our country comprises of 60% youth so it is our duty to make our young generation wise, responsible and thoughtful. The Principal and staff members strive hard to inculcate human, social and professional ethics among students by arranging such programmes.

Our college organises the programme to commemorate the birth and death anniversaries of great personalities throughout the year under the banner of 'Swapna Samidha'. The main motives behind organising these programmes are to introduce great socialist, freedom fighters, philosophers, political leaders to the students and their contribution to the nation and society. These programmes are arranged regularly in the college premises with the help of the students. The college celebrates these programmes with zeal and traditional gaiety. Students are encouraged to speak about their work and life on the occasion. In the year 2016-17, on the occasion of birth anniversaries of great leaders, students have written the information about their work and that informative articles are displayed on the board for the students. According to our mission, institution is committed to inculcate the life values among the students which will enable them to become responsible citizens of democratic India. Institution encourage students to get inspiration from the lives of these personalities and contribute to the society positively.

3. Problems encountered:

- In the globalised world young generation has many diversions.
- Students are more interested in mobile and videos.
- Students are hesitant to come forward and deliver a talk on this occasion.

4. Problems overcome:

- Students are encouraged to speak on these occasion
- Teachers motivate them to attend the programmes in large numbers
- Teachers have given the responsibility of arranging programmes to the students

5. Evidence of success:

- Parents appreciate the attempt of imparting value education
-
- A sense of responsibility and evolvement is developed through this practice.
- Students have become confident
- Students have started taking keen interest in organising such programmes.
- Students willingly speaks about the great heroes in the programmes.

Best Practice-II

1. **Title of the Practice:**

Rakhi Making for the soldiers on the border

1. **Objectives:**

- To instil patriotic and nationalistic fervour among students
- To understand the dedication and devotion of the front line soldiers
- To make an attempt to show gratitude and respect towards their dedication and a sense of responsibility
- To develop the artistic skill

- To encourage the students for self-employment

In the world of technology everyone is busy with their gadgets. Especially young generation is captivated by new inventions of modern world. When we enjoy in leisure time or celebrate our festivals, our soldiers protect our borders in harsh weather. To make our students aware about soldiers sacrifice and to pay respect for their work we have planned this activity. Every year we plan this activity in the month of July on the occasion of Rakhi pournima. The Head of the Home Economics Department with the students plan the activity. After drafting an action plan the permission of the principal is taken and the message of the activity is communicated to the students and staff through the notice. The students of Home Economics department collect the donation from peer students and staff members to make Rakhis. The Head of the Department and the students select the material and purchase it. The schedule of preparing Rakhis is displayed on the board. Students prepare almost 1000 rakhis which are sent for the soldiers on the border through 'Prahar Military School' Ravinagar Nagpur. All the staff members participate in the activity happily and help the Head of Home-Economics department.

1. **Problems encountered:**

- Many students are not good in craft or making artistic things
- Fund raising becomes difficult.
- Purchasing material becomes difficult.

Some students don participate in the activity

1. **Problems overcome:**

- Students initiated the help for noble cause.
- Students have asked their friends to participate in the programme.
- Teachers motivate students to participate
- Teachers have to encourage and motivate them to be a part of project

1. **Evidence of success:**

- Students participate in the Rakhi making drive enthusiastically.
- They enjoy the activity and support for the noble cause.
- Students have become aware of the sacrifice of soldiers

Impact: The institution has received the appreciation and thanks letter for rakhis from Major Lalit Jain and Col. M.K. Sharma. We have also received appreciation certificate for this noble gesture.

Best Practice -I

1. Title of the practice:

Celebration of Birth or Death Anniversaries of Great personalities.

2. Objectives of the practice:

- To inculcate human values and ethics
- To instil humanity and social values
- To make the students aware of the service of great personalities towards society
- To inculcate patriotism, feeling of brotherhood
- To encourage the students to work for community
- To inspire the students from distinguished life of great leaders and saints
- To Awaken the positive attitude about the Indian culture and tradition

Practice:

Youth is the backbone of our country. Our country comprises of 60% youth so it is our duty to make our young generation wise, responsible and thoughtful. The Principal and staff members strive hard to inculcate human, social and professional ethics among students by arranging such programmes.

Our college organises the programme to commemorate the birth and death anniversaries of great personalities throughout the year under the banner of 'Swapna Samidha'. The main motives behind organising these programmes are to introduce great socialist, freedom fighters, philosophers, political leaders to the students and their contribution to the nation and society. These programmes are arranged regularly in the college premises with the help of the students. The college celebrates these programmes with zeal and traditional gaiety. Students are encouraged to speak about their work and life on the occasion. In the year 2016-17, on the occasion of birth anniversaries of great leaders, students have written the information about their work and that informative articles are displayed on the board for the students. According to our mission, institution is committed to inculcate the life values among the students which will enable them to become responsible citizens of democratic India. Institution encourage students to get inspiration from the lives of these personalities and contribute to the society positively.

3. Problems encountered:

- In the globalised world young generation has many diversions.
- Students are more interested in mobile and videos.
- Students are hesitant to come forward and deliver a talk on this occasion.

4. Problems overcome:

- Students are encouraged to speak on these occasion
- Teachers motivate them to attend the programmes in large numbers
- Teachers have given the responsibility of arranging programmes to the students

5. Evidence of success:

- Parents appreciate the attempt of imparting value education
- Students have started talking about the humanistic approach
- A sense of responsibility and evolvement is developed through this practice.
- Students have become confident
- Students have started taking keen interest in organising such programmes.
- Students willingly speaks about the great heroes in the programmes.

Best Practice-II

1. **Title of the Practice:**

Rakhi Making for the soldiers on the border

1. **Objectives:**

- To instil patriotic and nationalistic fervour among students
- To understand the dedication and devotion of the front line soldiers
- To make an attempt to show gratitude and respect towards their dedication and a sense of responsibility
- To develop the artistic skill
- To encourage the students for self-employment

In the world of technology everyone is busy with their gadgets. Especially young generation is captivated by new inventions of modern world. When we enjoy in leisure time or celebrate our festivals, our soldiers protect our borders in harsh weather. To make our students aware about soldiers sacrifice and to pay respect for their work we have planned this activity. Every year we plan this activity in the month of July on the occasion of Rakhi pournima. The Head of the Home Economics Department with the students plan the activity. After drafting an action plan the permission of the principal is taken and the message of the activity is communicated to the students and staff through the notice. The students of Home Economics department collect the donation from peer students and staff members to make Rakhis. The Head of the Department and the students select the material and purchase it. The schedule of preparing Rakhis is displayed on the board. Students prepare almost 1000 rakhis which are sent for the soldiers on the border through 'Prahar Military School' Ravinagar Nagpur. All the staff members participate in the activity happily and help the Head of Home-Economics department.

1. **Problems encountered:**

- Many students are not good in craft or making artistic things
- Fund raising becomes difficult.
- Purchasing material becomes difficult.

Some students don participate in the activity

1. **Problems overcome:**

- Students initiated the help for noble cause.
- Students have asked their friends to participate in the programme.
- Teachers motivate students to participate
- Teachers have to encourage and motivate them to be a part of project

1. **Evidence of success:**

- Students participate in the Rakhi making drive enthusiastically.
- They enjoy the activity and support for the noble cause.
- Students have become aware of the sacrifice of soldiers

Impact: The institution has received the appreciation and thanks letter for rakhis from Major Lalit Jain and Col. M.K. Sharma. We have also received appreciation certificate for this noble gesture.

File Description	Document
Any other relevant information	[View Document](#)
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Education is the basic and fundamental requirement for the progress and development of overall society. Gender disparities in education reflect the unequal position of women in highly gender biased social order. As per the mission of our college we are bound to empower the weaker section of the society. The institution is committed to bring all round development of the students and help them to become responsible citizen of democratic India. The girls and women coming from a Muslim background are disadvantaged in the educational sphere. Women are the backbone of a society. They are equally important as men are.

Considering all these things, the institution has planned the admission policy for enabling the Minority (Muslim) women/girls. We make preferential admissions of Muslim girls in both the programmes ie. B.Com and B.A According to the research Muslim minority community is apprehensive to educate the girls. Gender equality is one of our objective so we try to reach the Muslim parents and convince them to send their daughters for the graduation. At the time of admission staff members do the counselling of the parents and tell them to encourage their daughters for teaching learning activity. During their graduation programme, our teachers do their counselling and help them to fight against societal and family pressures regarding marriage and education. The teachers make them realise their strengths, enlighten them about the value of education and equality or rights of the women in independent India. Many a time they get dishearten because of the parent and communal pressure and lose the interest. Teachers motivate them by guiding and counselling them. Teachers try to establish good bonding with them.

Muslim girl students get married in between the session but all the teachers motivate them to continue their studies. Sometimes staff members talk with their husbands and request them to educate their wives. Teachers show their readiness to reach the parents to solve the problems. Staff members give them the opportunities for their all-round development.

Objective:

- To empower Muslim girls
- Girls must be educated for happy and healthy life
- To make them self-confident and independent
- To make them aware of power of education

Problems encounter:

- The parents are orthodox and old fashioned
- Unwilling to educate their daughters
- Parents want to get rid of the responsibility as early as possible
- Reluctant to go against the social pressure
- A Muslim woman/girl is not permitted to go out without escort

Evidence of success:

- Most of the students graduated
- Many students have participated in co-curricular and extra-curricular activities.
- Developed the love for education
- They have become aware of values, ethics and morals
- Some students have started working in schools and tuition classes
- Our Muslim student (B.Com) has secured the 7th position in the university merit list.

File Description	Document
Appropriate web in the Institutional website	[View Document]()
Any other relevant information	[View Document]()

5. CONCLUSION

Additional Information :

Other Additional Information

College has committees to organise many advantageous programmes for the welfare of the students. Personality development programmes are regularly conducted in the college. Many guest lectures on SWOT analysis, goal setting, communication skills, follow your dreams, techniques to improve memory and mental health have organised in last five years.

In the session 2014-15, the project *'Sanvedana,'* was carried out to extend the monetary help to *flood affected area in Kashmir*. The volunteer students with Dr. Rekha Gulhane collected the money from students, staff members and people from neighbourhood community. The collected amount of Rs. 11,510/ was handed over to the collector to help the Kashmir. All the teachers and students work hard to make the project successful. All the teaching staff and students collected the clothes, blankets and bedsheets for the people of flood affected area in Kolhapur in the year 2019-20. This help was sent to Kolhapur through NSS department of RTM Nagpur University. Our student Sonukumar Sharma joined in this camp and served for the well-being of the people in Kolhapur. 'Nirmalya Sankalan' programme was carried out from 2010 to 2015 during Ganesh festival. All the teachers and students used to collect the nirmalya at Sakkardara Lake during Ganesh idol immersion. Library department organised book exhibition for rural people and school children of Temsana during NSS camp. Total 34 students of our college had selected in the various games at RTM Nagpur Unioversity for national level. Mr. Suyash Jadiye received gold medal in best physic intercollegiate competition organised by RTM Nagpur University, Nagpur. Women kabbadi team of Shri Niketan Arts Commerce College won gold medal for two consecutive years (2012, 2013).

Concluding Remarks :

Conclusion

The college is a small institute with two programmes. Though college has many weaknesses, its teaching staff works hard for the progress of the institution. Due to the scarcity of the space the college cannot start any other programmes or run extra certificate courses. The library is enriched with books, reference books, magazines, encyclopaedia and journals. The institution has good mechanism to promote learners autonomy. The institution conducts many programmes for the students to bring about their social, mental and physical development. College consistently take efforts to empower the students to face the challenges of new technocratic world.