SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MAHILA ARTS, COMMERCE COLLEGE, CHANDUR RLY.

MAHILA ARTS, COMMERCE COLLEGE, NEAR HUTATMA SMARAK, CHANDUR RAILWAY DIST AMRAVATI
444904
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Vidarbha Youth Welfare Society, Amravati's directed And Sant Gadge Baba Amravati University affiliated Mahila Arts Commerce college chandur-Rly.

In our country, education was considered to be 'the third eye' of man which gave him insight and mental strength. There is a saying *"Swadesh Pujyate Raja, Vidvan Sarvatra Pujyate ytra Pujyate nari ramanti ttra devta"*. Mahila Arts Commerce College occupies a position of renown among the colleges of Chandur-Rly, established in the year 1991 College is known for its potential strength in terms of the girl students, academic achievement, research work, infrastructure and other resources. All these achievements are the outcome of the untiring efforts of teaching and non-teaching staff and the moral support of our management.

The students are admitted on the basis of first come and first selected for admission to various programs. The college adopts a transparent admission policy which is strictly in accordance with government rules and regulations. The pupils studying in this college have the affectionate bond with the teachers and non-teaching staff. While on roll in this college, they cherish the desire that they would be able to shape their future. Such feeling of security and satisfaction is of paramount importance to the institution and Management.

All stakeholders of the institution realize that it is "advisable to follow not just best practices, but to develop next practices to blaze a trail and stay ahead of the peak" as one prominent educationalist pointed out.

Vision

To empower girls and women's in rural with specific by knowledge and confidence in the rouse of globalization to define the future of India through qualitative and enriching women education.

The Vision statement of the institute is meaning **'Be Knowledge Incarnate'**. The initials of the name of the parent institute Vidarbha Youth Welfare Society, Amravati are inscribed at the centre of the logo. The name of the parent institute aptly spells out the way to realize its vision.

Mission

To enable all girl and women students to put in mind mentally, morally, socially, ethically and economically responsible for becoming good citizens endowed with positive attitude required to enrich personal and social growth.

Mission Statement:

"*To create best citizens to suit the local, national and international needs, having*

scientific temperament, moral, ethical values and multifaceted proactive personality, by providing excellent education"

Objectives:

1. Use of Information and Communication Technology (ICT) and other advanced technologies for enhancing the quality of education.

2. Supplement formal education with skill development courses.

3. Inculcate research culture among teachers and students.

4. Bring about infrastructural improvement for enhancing academic ambience in view of global competency and quest for excellence. Promote Co-curricular and Extra-curricular activities.

5. Inculcate ethical and moral values among the youth.

6. Initiate need based courses considering local, national and international needs.

The vision and mission of the institution are communicated to the students, staff members and the other stakeholders in all possible ways:

1. A mural indicating the mission statement has been displayed at the main entrance of college building.

2. The vision statement is displayed in all the classrooms and laboratories.

3. The boards bearing 'Mission Statement' are displayed at prominent places in the college premises and also on college website.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- NAAC Accredited with "C" grade.
- Underneath UGCs 2(f) 12 (B) section.
- Situated in the heart of town, Central Location
- Committed Parent institute.
- Experienced, well equipped, Dynamic and Devoted Faculty
- Cordial atmosphere in the college
- Independent specification for girls & women education.
- Decentralized administration, effective administrative policies
- Maximum number of teachers with M.Phil & PhD
- Excellent Team Work.

- Quality Education
- Use of Advanced technology in teaching
- Courses offered with modern and traditional subjects.
- Organized two career oriented programmes in 12th plan of UGC.
- Prominent alumni.
- Adoption number of best practices
- For girls & women graduate (U.G.) and post graduate (P.G.) courses in two subjects, (Marathi & Home economics)
- Research centre facility in two subjects, (Marathi & English)-PhD.
- Independent computer laboratory with wifi/ internet for college students.
- Well equipped library with E resources.
- Hostel building in college premises for residence of girls in rural area having intake capacity of sixty Students.
- Student aid service centre/amenity centre in college premises.
- Plenty of co-curricular and extra-curricular activities
- Corpus fund for poor, needy and eager for learning students by college staff.
- College building is on the main road of town which is on walking distance of bus stand & railway station.
- Experienced & competent teaching faculty.
- U.G. & P.G. students made a place of mark in merit list of university examinations many results.
- Healthy relation & proper communication in between teachers & students.
- Canteen facility in premises.
- Retired Principal for guidance and advice.

Institutional Weakness

1. Inadequate place for Play ground.

2. 75% Students came from rural area.

3. Need of departmental library.

4. To decrease Drop outs.

5. Inadequate UGC Scheme. .

6. Campus placement for general graduates

7. Space is a constraint in research laboratories

Institutional Opportunity

1. Opportunity for selection of optional subjects.

2. Guidance for competitive examinations.

3. Through National Service Scheme (N.S.S.) Opportunity to develop personality of students

4. Opportunities to offer additional courses for enhancing employability.

5. To motivate girl students towards self employment opportunity.

6. Designing activities for enriching student skill development

7. Encouragement of students through various cultural, extension & academic activities.

8. Betterment of students' communication skill and technical skill

9. Tehsil Place exposure

10. To develop collaboration with government and NGOs.

Institutional Challenge

1. To empower poor & socially backward students development.

2. Entry of average students.

3. Challenge with academically weak students

4. To increase rate of admissions from local region.

5. To decrease drop out ratio.

6. Challenges of developing entrepreneurs among student through self-employment

7. To develop global competencies among the students

8. To inculcate research culture among students

9. Encourage graduate students for post graduation & post graduate students for research work like M.Phil. & Ph.D. through research centre.

10. Fast changing technology and pedagogical innovations.

11. Keeping pace with global developments in higher education and research.

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12. Attracting competent faculty at Associate Professor and Professor level and to achieve desirable faculty cadre structure in some areas.

13. 100% paper less working at the college.

14. Creating awareness among the admission aspirants and the parents about the wide opportunities of academic programmes available at college such as P.G. Courses , PhD. Program through competitive intelligence etc.

15. To use campus residential hostel.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Mahila Arts, Commerce College, Chandur-Railway, is a single faculty college affiliated to SGBAU Amravati, has acquired the 2(f) and 12(B) status of UGC. The curriculum, admission process and the evaluation process is followed as per the rules and norms by Government of Maharashtra and the University. College offers wide variety of program options like 01 UG, 02 PG, and has two approved research centers, wherein one can undertake Ph.D. programme in English & Marathi.

The curriculum is implemented in systematic manner through carefully prepared annual timetable. The courses/teaching programmes are assigned to the teachers. The teachers prepare teaching plan for each course at the beginning of the semester/term and make sincere efforts towards effective implementation using modern methods and techniques in addition to the traditional teaching methodology. College has received funds from various funding agencies like UGC. The funds so obtained have helped the college in implementing the curriculum with better instruments, ICT tools and laboratory infrastructure.

College has introduced courses like Indian Constitution Panchyat raj Institution, Soft skills and communicative English and Cashless Transaction. Such subjects are needed of time in the teaching learning programme as a whole. Various programs are conducted by Value Education Committee to ensure holistic development of students. Institution takes all the efforts for achieving goals and objectives by organizing co-curricular activities like educational tours and visits, various workshops, competitions and skill oriented programme, etc. for the benefit of the students.

Teaching-learning and Evaluation

Policy of the college for admission is based on minimum qualification and reservation, as per the norms of SGBAU, Amravati and Government of Maharashtra. Admissions for postgraduate courses are given as per requirement of entry of the course. The information about the courses offered in the college is available in updated prospectus, both in print and e-copy forms. The notices are put up on the college website and notice boards. The admission process will gradually shifted from manual to online basis. The variety of activities and

the efforts that the college undertakes has resulted into increase in the number of admissions.

The management is trying to adopt both teacher-centric and student-centric teaching methods. Bridge courses help the academically challenged students to widen their knowledge base. Advanced learners are encouraged to study. The learning process is made more interactive and dynamic by greater participation of students. The activities like associations, such as group discussions, seminars, guest lectures, study tour, essay/poster competition and presentations have proved to be helpful to enrich the learning experience of the students

The college is very keen on faculty development through participating in workshops, conferences, seminars and advanced pedagogic methods. IQAC encouraged inculcating research culture. For effective teaching and learning, the college has made classrooms and laboratories ICT enabled. IQAC prepares academic calendar at the beginning of every academic year for effective planning of annual activities. Use of Library augments the teaching-learning process. Teaching plans are prepared and followed scrupulously.

Research, Innovations and Extension

College has taken steps in the promoting research and has therefore established a separate 'Center for Promotion of Research', to guide, promote all research activities, to encourage interdisciplinary research projects and to initiate research projects with potential of application and with industrial collaborations. A separate 'College Research Committee' is constituted to monitor and address the issues of research in the college. College research committee is carefully facilitate and monitor research activity. It puts constant efforts, consistently motivates the researchers and creates ideal research environment and culture among the faculty and students. Under the guidance of Principal Research committee is constituted and with one coordinator and one doctorate teacher and members always inspire non-researching faculty to pursue research. College research committee try to motivate all faculty members are actively engaged in research and publishing their research work. The research activities which enhance the research culture among the students. Library, Computer Lab, College Office, IQAC and English Department, Marathi department, are connected with Internet. Motivate the eligible faculty to apply as recognized Ph.D. guides/supervisors and also for recognition of respective research centers in English and Marathi. The institute has well stacked central library with handsome number of books, periodicals, journals, M. Phil and Ph. D. Thesis as reference source. Computers with internet access are available for the researchers. Users can get the access more than 6000 Books and 30 journals. The library facility is available from 10 a.m. in the morning till 5 p.m.

Infrastructure and Learning Resources

The college provides various amenities on the campus for students and staff viz. one Seminar Hall, three Digital Classrooms, three Laboratories, Library, well equipped Examination Control Room, etc.The college has some special purpose centers like Centre for Promotion of Research, Centre for Innovations in Teaching, Learning and evaluation and Competitive Examinations Guidance Centre, etc. for the overall development of the teachers. The library contains sufficient number of books with magazines, journals and news papers. There are more than one six thousand books.

Student Support and Progression

College publishes updated prospectus in print and e-copy form. Course wise separate prospectus for few courses is also made available. The information about courses, support and promotion for pre and post admission process is also provided. College has made sufficient provision for the welfare of students by offering number of facilities and financial assistance. Financial aid in the form of scholarships and free ships is made available to the students. The focus in the teaching, learning process is student centric under which the college provides many facilities to students to nurture their overall development.

Special efforts are also made by the institution to develop entrepreneurial skills among the students and to provide counseling services and career guidance to them. The college has developed '*Centre for Promotion of* Research' and '*Carrier Guidance Cell'* to promote student research, to strengthen teaching-learning process and to guide the students to prepare for competitive examinations respectively.

Number of reputed organizations visit the campus for the placement of students .There are many welfare schemes like Insurance, Canteen, Installments or wavier in fees, endowment prizes, counseling, student aid fund and earn and learn scheme made available to the students by the college. Earn and learn scheme is helpful for economically weak and needy students. The college has the Best College Award for NSS volunteer. The college organizes various cultural programmes every year to promote the cultural activities. Various workshops are organized by the college.

Governance, Leadership and Management

The college governed by the parent body *Vidarbha youth Welfare Society*, Amravati is a very well-known and reputed educational institution. The college has well defined system, which ensures that the adequate information is available for management to review policy statements and action plans of the institution. The Information flowchart is: C.DC.-Staff council- Principal-H.O.D. Local Management Committee (LMC)from academic session 2017-18, is replaced by college development committee (CDC) The college has active IQAC cell, which takes care of teaching learning processes, Research and Development, Sports, Examinations Reforms, Evaluation System and updated Admission System. The IQAC with continuous improvement and monitoring system ensures best performance in all academic and administrative activities. It encourages teachers, students and administrative staff to achieve higher and greater targets every year.

In addition to IQAC, various committees are formed in the college for smooth conduct of academic and administrative process. Staff Welfare Scheme, student amenity centre, recreational activities, festival advances are provided to teaching as well as non-teaching staff. Health Check-up facility for staff and their family members and Group Insurance Scheme are extended to all staff members. Workshops on spirituality are held.

Institutional Values and Best Practices

Environmental consciousness:

The college has constituted Green Campus Initiative (GCI) committee to make campus eco-friendly. Some of the initiatives undertaken by Committee are: Energy Conservation, Water Harvesting, Tree Plantation, vermicomposting plant Hazardous Waste including e-waste Management, etc. Innovations: The College has introduced various innovative programmes that are successfully implemented, viz. use of e-governance in the college administration. Use of ICT Classroom, seminar hall, computer laboratory.

The Best Practices followed by the college are (i) Use of Advanced Technology in Academics and Administration (ii) Green Campus Initiative

(i) **Use of Advanced Technology in Academics and Administration:**

(ii) **Green Campus Initiative**

(iii)The college publishes Annual Magazine and that are also archived in digital form.

Special efforts are taken for needy and economically poor students to enroll in *earn and learn* scheme and also for special coaching.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHILA ARTS, COMMERCE COLLEGE, CHANDUR RLY.
Address	Mahila Arts, Commerce College, Near Hutatma Smarak, Chandur Railway Dist Amravati
City	Chandur Railway
State	Maharashtra
Pin	444904
Website	www.macccr.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajendra S. Haware	07222-254183	7222254183	91-72222541 83	macc141@sgbau.a c.in
IQAC Coordinator	Seema S. Jagtap	-	9421742513	-	jagtapeng@gmail.c om

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

Date of establishment of the college	27-08-1991

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

State	University name	Document
Maharashtra	Sant Gadge Baba Amravati University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	21-08-2006
12B of UGC	21-08-2006

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

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Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Mahila Arts, Commerce College, Near Hutatma Smarak, Chandur Railway Dist Amravati	Urban	0.617	0.494

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	BA,Ug	36	HSC	Marathi	460	367
PG	MA,Pg	24	BA	Marathi	160	57
PG	MA,Pg	24	BA	Marathi	40	37
Doctoral (Ph.D)	PhD or DPhil,Phd	60	MA	Marathi	6	1
Doctoral (Ph.D)	PhD or DPhil,Phd	60	MA	English	6	5

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				3				7
Recruited	0	0	0	0	2	1	0	3	4	3	0	7
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	7	2	0	9
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	5	4	0	9
Yet to Recruit				1
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	1	0	0	3	2	0	6
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	1	0	0	0	0	1

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
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	331	0	0	0	331
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	75	0	0	0	75
	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	0	0	0	0
	Female	94	98	96	107
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	12	13	15	19
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	240	207	217	246
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	14	17	22	20
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	101	72	57	65
	Others	0	0	0	0
Total		461	407	407	457

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3. Extended Profile

3.1 Programme

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

Response : 03

Number of self-financed Programmes offered by college

Response : 04

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

Response : 02

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
407	407	457	353	359

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

2016-17	2015-16	2014-15	2013-14	2012-13
357	331	339	382	291

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

2016-17	2015-16	2014-15	2013-14	2012-13
22	38	44	35	14

Total number of outgoing / final year students

Response : 319

3.3 Academic

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Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
09	09	09	10	10

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

2016-17	2015-16	2014-15	2013-14	2012-13
09	09	09	10	10

Number of sanctioned posts year wise during the last five years

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

Total experience of full-time teachers

Response : 219.7

Number of teachers recognized as guides during the last five years

Response : 01

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

Response : 10

3.4 Institution

Total number of classrooms and seminar halls

Response : 04

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	5.83	1	1	1

 Number of computers

Response : 17

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

Response : 0.43610

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

Response : 0.01117

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:

Curricula developed/adopted have relevance to the regional/national/global developmental needs with well-defined and informed learning objectives and outcomes at programme and course level. Structured feedback from students, alumni, employers and management industry and research through course/programme review feedback. Curriculum design is aligned with the institutional goals and objectives.

- Curriculum design and development is done through a well-defined process.

- Curricula developed/adopted to have relevance to the local/ national/regional/global developmental needs.

- Employability and entrepreneurship, pursuit of higher knowledge, overall development of students are major considerations in the design and development of the curriculum.

- Developing global competencies are envisaged in the curriculum design

- Consultation with management, alumni / other stakeholders in and outside the institution is effectively undertaken for developing the curricula.

- Leadership is provided to affiliated colleges (if applicable) for enriching the curriculum by encouraging skill development, need based programmes etc

Institution is affiliated to SGBAU Amravati and the curriculum of U.G.(01) P.G.(02) and PhD.(02) courses is prescribed by University. Up to last five years annual pattern was adopted for running courses .For deciding syllabus distribution of marks Board of Study is authentic authority. Academic session schedule is directed. In the direction of Principal the academic calendar for every year from each department and concern committees is prepared these schedule of work for each term is prepared and precise action plans are developed for effective implementation of curriculum visualizing its aim to empower rural girls and women emanating from socio-economically backward zone of society. Academic calendar with prominent

events including felicitating of college toppers, enrollment of NSS volunteers, tests, annual examination, NSS special camp co-curricular activities etc. is made available through college.

Curriculum delivery is effectively ensured through enriching and learned lectures, assisted by PowerPoint presentations, internet access, OHPs, visual charts, or even advanced e-tools and digital modern aids. Well prepared handwritten or printed notes, study material, question bank are given to students. Further

enhancement is effected through conducting group discussions, quizzes, seminars and interactive sessions. Arranging guest lectures by eminent academicians is regular practice. Every department as per its academic year planner conducts activities for sound and expected outputs. The imparting quality of education is assessed and monitored by internal quality assurance cell which is aided by collecting regular feedback from stakeholders. Valued suggestions are often turned into action plans and remedial measures are incorporated to improve upon in future. As soon as the declaration of H.S.C. (12th standard) result admission committee starts it process. Admission process was completed by partial on line process.

Affiliation with SGBAU, Amravati, it adopts framed curriculum.

University plans the academic & examination time table and publishes class wise syllabus booklets, which informs specific duration of academic sessions, annual, commencing and ending dates, related rules & regulation theory and practical courses, practical examination pattern. These are made available to concern colleges and if any changes newly included are conveyed in much advance to faculties and students.

File Description	Document
Any additional information	View Document

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

Response: 3

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

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

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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

Response: 21.28

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

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

File Description	Document
Any additional information	[View Document](#)
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 100

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

Response: 03

File Description	Document
Details of the new courses introduced	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Any additional information	[View Document](#)

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

Response: 2.99

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	20	20	20	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

In order to integrate the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, college has imbibed different types of courses in the curriculum, some enhance professional competencies while others aim to inculcate general competencies like social & ethical values, human values, environment sensitivity etc., thereby leading to the holistic development of students. The courses on Ethics, Human Values and Environmental Studies are embedded in the curriculum of all UG programmes. The students undertake a number of activities to inculcate these values.

1. **Gender Sensitivity:**

At college, gender sensitivity and gender sensitization is accomplished through amalgamation of theory and practice. Education, Gender psychology, Gender & Social work, Gender and Development. Through counseling students are apprised about conceptual, theoretical and analytical understanding about gender as a social construction and various approaches to work towards gender equity with in India and from a cross-cultural perspective. There are many platforms for hands-on experiences related to gender sensitivity which enable students to interface with real life situations such as field work, community outreach, gender sensitization activities under Human Values celebrations, seminars, conferences, guest lectures, events such as photo exhibition in collaboration with local activists, street plays were performed.

2. Human Values and Professional Ethics

Open elective to all the students to take at least once during the programme of study. The HVCO activities range from working and visiting in old age homes centre, organizing blood donation camps, health check-up camps, hygiene and health workshops, environment awareness camps, river cleanliness drive, workshops on social issues, public health, gender issues etc. All the activities of HVCO are monitored by faculty in-charge at each institution/campus.

As an integral part of student engagement in social activities during their programme of study, it aims at

inculcating values, ethics and socially responsible qualities. Students organize street plays, awareness campaigns, debates etc. Human values activities by students are being conducted since inception of the academic year. In order to ensure professional ethics and code of conduct, college also organize by lecturers experts, spiritual gurus and luminaries to inculcate social, moral and ethical values in the students.

3. Environment studies course of 4 credits is included in B.A.II year of all UG programmes. In order to sensitize students about the environment and sustainability issues, a number of activities such as seminars, workshops, guest lectures, industry visits and field excursions are organized for students of all programmes. Environment Day, Earth Day, international sparrow day, international wild life conservation day, Water Day, international climate day, international ozone day, are celebrated every year, where students actively participate. Workshops and seminars on various aspects of environment sustainability are organized periodically. Students have been engaged in planning and conducting programmes.

File Description	Document
Any Additional Information	[View Document]

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

Response: 3

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

Response: 03

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document]
Any additional information	[View Document]

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

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

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.05

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

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

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 60.09

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

2016-17	2015-16	2014-15	2013-14	2012-13
407	407	457	353	359

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

2016-17	2015-16	2014-15	2013-14	2012-13
660	660	660	660	660

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

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

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
357	331	339	382	291

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

2.2 Catering to Student Diversity

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

Response:

The college assesses the achievement, satisfaction, and the extent to which the academic environment supports student learning. The purpose is to identify the extent of students learning; assesses their preparation, needs, and experiences; and use the data to improve student achievement in curricular, co curricular and scholarly work. College organizes various special programmes to support advanced and slow learners, such as:

1. Proficiency test is conducted for all the students after the admission, prior to the commencement of the course at the beginning of programme to assess the learning levels of the students.

2. Bridge course - Based on performance in the proficiency test, **bridge course** is conducted in various courses wherever student has shown weakness. The purpose is to bring them at par with the rest of the students of the class., English is offered as bridge courses for all the students.

3. Guided Self Study Course - The student who fails in any course undergoes **Guided Self Study Courses (GSSC)** to overcome the weakness, develop better understanding of course and clear the back paper.

4. Special coaching Courses – College also offers remedial courses in which extra time is given to students who learn slowly in class by scheduling separate sessions. Additional assignments are given to them to strength then their concepts and understanding in a course.Faculty mentors and programme leaders regularly review academic progress and counsel students to improve performance and ensure academic

growth. Special measures are taken to support advanced as

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Self Study Report of MAHILA ARTS, COMMERCE COLLEGE, CHANDUR RLY.

well as slow learners,.

Slow Learners - Adequate Support is provided to slow learners to overcome academic difficulties by: Organizing Extra Classes during the semester Organizing bridge course at the beginning of semester Giving practice assignments Organizing Guided Self Study Courses classes Providing extra reading material to improve basic understanding of subject Engaging in social activities/class activities/institution activities to develop social skills

ii. Advanced learners - In order to support the fast learners, it is ensured that:

They are given additional/challenging assignments. They are encouraged to participate in various symposiums like quiz, poster presentation, conferences, inter institution competition etc.

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

2.2.2 Student - Full time teacher ratio

Response: 45.22

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

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.25

2.2.3.1 Number of differently abled students on rolls

Response: 1

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

The academic philosophy of college is student centric. Various methods of experiential and participatory learning are adopted to ensure that students are active participants than remaining passive listeners in the teaching-learning process.

1. **The participatory learning activities** adopted by the faculty that develop an application based outlook of student are:

(a) Group discussions

(b) Case Analysis

(c) Role plays

(e) Designs Projects

(f) Presentations

(g) Term Papers / Seminar

(h) Home Assignments

(i) Minor Project/ Dissertation

(j) Self-Work (SW)

(k) Field work

(l) Behavioral Science (BS)

2. College gives high importance to holistic development of students beyond classroom through

Cocurricular, extra-curricular and field based activities. In order to pursue the interest in their area of specialization, students committees are functional. Some of the committees are Cultural committee Sports Committee, Cafeteria and, Alumni Committee, carrier counseling committee, and Debate Committee.

3. Inter-Institutional sports meet is organized annually at the time of college gathering . Students'

participate in sports competitions to exhibit talent in variety of games to foster spirit of togetherness and leadership.

4. Students are encouraged to participate in inter-university competitions, technical competitions,

Sports competitions, corporate competitions

5. Outdoor Activities Based Courses are offered to develop human values and leadership qualities among students such as:i. Human Values and Community Outreach

ii Entrepreneurship Awareness Camps

iii Yoga classes for mental and physical wellbeing.

iv) World peace day

6. Human Values Celebration during the year - Students organize activities like blood donation camp, visit to old age homes, orphanages etc. to inculcate values, ethics and social responsibility

7. College gathering is an event organized every year comprises of multifarious events and activities to develop skills such as

(i) Event planning, scheduling, promotion and conduct

(iii)Resource mobilization

(iv) Financial planning,

(v) Team building, interpersonal relations and fostering healthy bonds

(vi) Time management

(viii) PR & media management

8. **Imbibe college Graduate Attributes** which focus on discipline knowledge, IT literacy, entrepreneurial abilities, Research & Enquiry, values & ethics, sense of responsibility & discipline, understanding of socio economic environment and effective communication.

9. Skill Enhancement Courses - To support students' personal and professional development, college also offers Skill enhancement courses specific to the discipline of study.

10. Guest lecture, seminars, conferences, industry visits and many such activities are organized to enhance students' learning experience by providing industry orientation

11. To enhance student's learning- All course curricula, session plan, time table, reading material etc

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

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

Response: 60

2.3.2.1 Number of teachers using ICT

Response: 09

File Description	Document
Any additional information	View Document
List of teachers (using ICT for teaching)	View Document

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

Response: 65.86

2.3.3.1 Number of mentors

Response: 7

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Institution nurtures critical thinking, creativity and scientific temper among the students by providing them the platform in different ways. Ex. poster exhibition, poster competitions, and scientific model competitions – this helps to promote creativity among the students.

- 'Committee *for Innovations in Teaching, Learning and Evaluation*' is for promoting innovative teaching practices.

- Quiz competitions, essay competition, PowerPoint presentation competitions, reference book reviews, research journal reviews help to promote critical thinking among the students.

- Group discussions, writing skill workshops, workshops on music, dance and acting, various academic exhibitions organized by Different Association, study Circle, e further add to promotion of creativity and development of scientific temper of the students.

- College promotes creativity amongst students through activities like Wall Magazine, and encourage to contribute in college annual magazine. Students are involved in organizing activities related to their subjects. Such activities with students own ideas and contribution inculcates lifelong skills among them, which are reflected in the life and reported by number of Alumni of the college.

- In NSS Student's role as organizer and volunteer plays vital training in her life. The college arranges a variety of community programs on the subjects like voting campaign, traffic rules awareness, literacy awareness, save girl campaign, anti-dowry, clean environment, waste management, financial literacy campaign etc., which nurture critical thinking and creativity.

Institution insists that its faculty members should use modern teaching aids and tools and adopt modern techniques so that the students have effective learning experiences. College library and all other departments have been provided with computers having internet connection. . Teachers make use of audiovisual aids like TV, LCD, OHP, with image analysis system, etc. Besides the conventional lecture method, i.e. chalk-duster method, teachers are keen to adopt case-study method, group discussion, quizzes, seminars, projects, dramatics, wall posters and charts in their teaching to make their teaching interactive. Teachers are encouraged to participate in trainings and seminars to keep themselves in touch with the latest trends in innovative teaching methods. College also organizes lectures and training on use of IT techniques and tools for its staff. Faculty members who participate in such seminars and trainings share their knowledge and experience with students and other faculty. This shows a positive and favorable impact on students learning and students take deep interest in subject, acquire searching and scientific skills, and stage daring and communication skills.

File Description	Document
Any additional information	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: 94

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
Any additional information	View Document
List of the faculty members authenticated by the Head of HEI	View Document

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

Response: 51.56

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

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

File Description	Document
Any additional information	View Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 24.41

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document
Any additional information	View Document

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

Response: 21.28

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

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

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

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

Response: 0

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

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

Major evaluation reforms of the University that are successfully adopted by the college, in last five years are:

1. Online Question Paper Delivery System (2017-18, first semester)

Institution/College Reforms

1. Annual pattern of exam was adopted as per university rules. UG and P.G. examination

3, The 'College Examination Officer' (CEO).senior lecturer are appointed as Internal Senior Supervisors.

4. Along with External Senior Supervisor, they ensure that examination reforms are properly implemented.

5. The institution has constituted Unfair Means Committee to probe/ investigate the cases of

misconduct in the examination, if any.

If there are any changes in the examination and evaluation procedure, these members communicate the same to the fellow faculty members. The university also circulates the notification of such changes to the affiliated colleges and Principal in turn circulates it within concerned departments. So the faculty members always keep themselves aware of the latest evaluation pattern. Students are given instructions regarding evaluation of theory and practical examination as well as their internal assessment. Teachers also give

elementary outline of examination pattern, nature of questionnaire, internal assessment marks to the students. Time table of the class-tests, practical examinations, projects, seminars, quiz, and group discussions etc. along with marks distribution is displayed on the notice board. The institution makes all possible arrangements to communicate and implement the rules and criterion of evaluation process laid down by the university.

During last three to four years, S.G.B. Amravati University has adopted reforms in the evaluation

procedure viz.

1. Introduction of internal assessment system based on unit tests, assignments, seminar, projects,

study tours, institutional/industrial visits, etc.

2. Introduction of objective questions in question paper.

3. Introduction of semester pattern in the science stream replacing annual pattern.

4. Putting more weight age to practical examination scores.

The institution has adopted all above recently introduced reforms. Besides,

1. Same pattern of question paper is followed in college examinations.

2. Internal assessment marks of every student are displayed.

3. Doubts/objections of students regarding their internal assessment are made clear.

Some reforms are also initiated by the institution on its own:

1. Verbal or oral evaluation of students through group discussion, quiz and various innovative

programmes as MOC interviews, etc.

2. Some of the departments hold journal reading test to evaluate reading aptitude.

Faculty members are always keenly interested in practicing such innovative skills for making evaluation process more interesting and beneficial for students.

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

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

Response:

Online Examination Forms

From year 2017-18, university has adopted online submission of examination forms for the

university examinations. The faculty members and the office staff provide assistance, if required.

Online Question Paper Delivery System

From year 2017-18, university has adopted online question paper delivery system.

The examination control room has been made spacious and better equipped to download the

question papers and to maintain necessary confidentiality.

Barcode systems

College has adopted Bar Code System of answer books for the affiliated colleges from year

2017-18.The examination process for the first year students i.e. preparing admit cards, marks entry, results, revaluation, etc. is carried out through '*software*' software. The verification, photocopy and revaluation process of first year examination is followed at college as per university rules and process and ensures smooth conduct examination.

Senior supervisors: senior lecturers are given the responsibility as supervisors during examination.

Unfair Means Investigation Committee: This committee conducts the investigation sessions of students involved in misconduct during examination. Parents are also invited for such sessions. The cases are resolved as per the norms of university.

Central Assessment Programmes (CAP) College level: The evaluation of answer books of First Year

the evaluation process was done at SGBAU, Amravati centre of valuation. All lecturers had done the work of valuation at valuation centre of SGBAU, Amravati.

B.A. examination is done at college as exam centre, under the custodianship and guidance of of principal. Such decentralization has increased the efficiency and effectiveness of evaluation process in 2017-18.

Mechanism for continuous internal assessment of the students in theory and practical sessions is evolved: The evaluation methods such as group discussion, oral examinations, Power Point presentation, open book test, surprise tests, seminars, home assignments, reference book review, small projects, research paper review, practical assignments, quiz, etc. have been newly introduced. The infrastructural facilities and technical support are provided.

Internal tests are conducted for both UG and PG courses and their marks are revealed to the

students. For subjective examinations, the students can apply for photocopy of answer sheet.

Weightage for behavioral aspect: Twenty percent weightage is allotted for attendance, sincerity

and participation of the students (UG and PG) in the interactive sessions and group discussions.

Written test and/or mid-term test (not more than one or two for each course)

1. Term End Paper

2. Journal/Lecture/Library notes

3. Seminar

4. Power point presentation

5. Group Discussion

6. Short Quizzes

7. Home Assignments

8. Extension work

9. An open book test (where the concerned teacher decides which books are to be allowed for this purpose)

10. Mini research project by individual student or group of P.G. students For the internal examinations of objective type, the model answers sheets/answer keys, are

displayed on the notice board after the examination, so that students can verify their answers with model answers. Best Student Trophy is awarded by the institution, to meritorious students. The students' curricular as well as extracurricular activities are considered for the same.

An equal opportunity is given to all students by distributing merit.

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

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

Response:

The University as well as college has made a provision for redressal of grievances w.r.t. evaluation. The detailed process is given on the university and college website.

Revaluation and Photocopy: The students can apply for rechecking, revaluation and photocopy of answer

books, for college as well as university examinations.

Unfair Means Investigation Committee: The College has constituted a committee to look into the matters of unfair means during examinations.

Counseling: The students are encouraged to consult the respective subject teachers for their queries in the photocopy of the answer books. The grievances of the students pertaining to the question papers of examination and the matters arising out of the university examinations are forwarded to the concern university authorities for the necessary further action. The University is also having grievance and redressal cell. The university examinations are under the governance of university. The college follows directives of the university. Students' grievances if any are communicated by Principal to controller of examinations and concern university authority. There is also a provision by university to avail Xerox copy of answer sheet to students and revaluation process on their request and after charging prescribed fees within some stipulated span of time. Students seek Xerox copy of answer sheet with concern teachers' consultations for further procedure. If some confusion arose regarding mistake in inclusion of practical marks/internal marks by university, the respective departments of college maintains record of practical marks/internal marks for referring and making proper corrections, after following concern procedure. The co-ordination between Registrar of university and examination board assists students' redressal regarding evaluation and final results.

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

Response:

- *Planning and organization of teaching schedule by teacher's diary, teaching plans, weekly worksheets and academic calendar.*

- *Establishment of a 'Committee for Innovations in Teaching, Learning and Evaluation' to promote use of experiential learning, participative learning, problem solving methodologies, student centered pedagogic methods for enhancing learning experiences.*

- *Latest technologies (Digital Classrooms, Digital Laboratory, and use of ICT in classrooms) are used by the faculty for effective teaching. (E-learning resources,..)*

- *Class Advisor system to meet the academic and personal needs of student through mentor-mentee relationship.*

- *Recognition to innovation and creative contributions of faculty and students by felicitation and appreciation certificate*

- *Feedback on the evaluation to improve the quality of teaching-learning process.*

Before the commencement of the new academic session, various committees viz. sports committee, tour

committee, academic plan committee, college examination committee, etc. are formed by the Principal. The coordinator of these committees prepares their annual plan of activities excluding holidays and examination span showing probable dates and events and submits the same to main academic plan committee. Heads of various departments, discussing with the faculty make syllabus and work-load distribution and prepare their academic plan at the departmental level. Going through these plans and taking into consideration the suggestions, guidelines provided by the management, local management committee of the college prepares its final plan which includes academic activities like student seminars, assignments, and group discussions, co-curricular activities like NSS camp, annual gathering and sports

debate competitions, extension activities, etc. This academic calendar is provided to all departments and students by prospectus and website. A copy of the same is displayed on notice board. All the departments function according to this schedule. The principal and committee heads take follow up of these activities and programmes regularly.

As far as evaluation of students is concerned unit tests are conducted at departmental

levels as well as all students have to face a common preliminary examination conducted by college before the university examinations as per academic plan.

Academic Calendar:

- The college IQAC prepares academic calendar by taking into account the dates of commencement and conclusion of the terms, teaching schedule, internal examination schedule, declaration of the results at the first year level, conferences/workshops to be organized, celebration of national days, annual social gathering, extra-curricular, co-curricular activities etc.

- Based on the Institutional academic calendar, every department prepares academic calendar for lectures, practical examinations and extra-curricular activities of the department.

- Examination Committee prepares time table for internal and term end examinations,

evaluation schedule, marks submission schedule, result announcement dates by considering University examination dates and issues notice accordingly.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The learning outcomes are clearly defined using blooms classification for all academic programmes and courses of the College. They are instrumental in achieving the mission and objectives of the College. While defining the learning outcomes, following are taken care of:

The Learning outcomes are measurable and stated using active verbs .They are expressed as complete declarative sentences that clearly describe the knowledge, skills, and competencies that students are expected to acquire as a result of completing their programme of study. The resources (faculty, library, labs, technology etc) and pedagogy to be adopted for effective course and student learning are determined in consonance with the learning outcomes to be achieved. The outcomes are assessed and measured to identify the extent to which goals are accomplished. The gaps identified after the analysis are addressed through the properly laid action plan

The outcomes assessment plan also specifies the performance targets/criteria (measurable objectives) that are used by the domain to determine the extent to which the programme learning outcomes are being achieved.

The assessment of student learning outcomes is done by using direct and indirect measurement tools. Assessment methodology/tools are decided keeping in mind the parameters/learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum

Mechanism of communication:

1. Conducting workshops for developing the Programme Educational Objectives and Learning outcomes at College level

2. Conducting workshop on Program Learning Outcomes and their assessment at the institution level by Institution and programme outcome assessment committee

3. Programme learning outcomes are also available in college calendar for each academic

programme Orientation Programme of students about , Programme structure,Course curriculum, and assessment plan by programme leaders. Programme Handbook having programme mission, programme description, programme structure,, Programme operational objectives and outcomes, assessment plan and composition of outcome assessment committee completed the work.

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

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

Response:

The College has a systematic process of collecting and evaluating data on programme and course learning outcomes and uses it to overcome the barriers to learning. The assessment takes place at following levels:

a) The Course-level Assessment includes:

Continuous Assessment having weightage from 30%-50% depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. End session Examination – written examination/lab examination depending upon course type.

b) The Programme level assessment includes:

Assessment of Programme Learning Outcomes through direct and indirect methods of

assessment. Assessment methodology/tools like comprehensive examination, rubrics, surveys etc are decided keeping in mind the parameters/learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculumThe assessment of programme specific outcome is conducted by the committee constituted for the purpose.

1. **Programme Outcome Assessment Committee (POAC)** - is constituted by each institution chaired by the principal and members of programme Review committee as members.

Programme Outcome Assessment Committee implements the outcome assessment tools under the guidance of Institution Assessment Committee. Following are the responsibilities of ProgrammeOutcome

Assessment Committee:

- To develop standards and criteria for determining whether students have achieved the desired goals;

- To collect data using direct and indirect measures of student learning;

- To analyze data in order to document and improve student learning for the respective programme.The Committee ensures institution-wide understanding of Educational, Operational objectives and outcomes,enhance programme effectiveness and the continuous improvement of student learning. The data collected by Programme Outcome Assessment Committee are put up to Institution Research &Planning committee for further analysis. The results of outcome assessment serves as input for further programme reviews

2. Institution Outcome Assessment Committee – (IOAC) is constituted by institution chaired by the principal of Institution for statistical analysis of learning / operational outcome data pertaining to students, faculty, alumni, etc. such as admissions, examinations, student feedback and other surveys and analyze. The gaps in the desired and actually achieved objectives. The objective is to analyze report submitted by the Programme Outcome Assessment Committee in order to document and improve student learning for each programme of their respective institution

3. Institutional Research and Planning Committee (IRPC) - IRPC is constituted by institution chaired by the principal of Institution. The committee together with outcome assessment committee analyze the results of outcome assessment (learning outcomes and operational outcomes) of each programme of their

respective institution.

Based on the results of implementation of outcome assessment, gaps in the desired target and the results actually achieved for each programme are identified. In the outcome assessment implementation report, institutions also propose the action plan to address these gaps which serves as an input during the programme review and strategic planning of the college.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 48.72

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

Response: 248

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

Response: 509

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document
Any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
List of project and grant details	[View Document](#)
Any additional information	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 13.33

3.1.2.1 Number of teachers recognised as research guides

Response: 2

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

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

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

File Description	Document
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The College has created an appropriate ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure. The details are as under:

1. Human Resource Development: The College recruits dynamic & vibrant young faculty along with renowned distinguished experts at senior level. To mentor and channelize the young students and scholars. The faculty members are groomed through various programs are organized by Faculty Staff College, and up gradation of domain-specific knowledge through organization of Conferences, Seminars and Lecture Series. Faculty members are granted leave to attend similar activities outside the College..

2. Research centre infrastructure has been available, to pursue specific research programs.

3. To facilitate networking and establish collaborations for undertaking multi-disciplinary and

interdisciplinary research, college invites experts for lectures. The College has also signed MoUs with academic institutions, research organizations national level research centre, PRMIT, Badnera.

4. College has been established to develop entrepreneurial mind-set citizen sensitive to professional and human values.

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

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

Response: 0

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

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

File Description	Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

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

Response: Yes

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

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

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
Any additional information	View Document

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

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

five years

Response: 2.13

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	5	2	5

File Description	Document
Any additional information	View Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 2.34

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

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

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. Every Year, a

programme known as Human Value Quarter is organized under which students and staff participate by voluntarily in community based activities with neighborhood.

1. Every Year, a program known as **Human Value Quarter (HVQ)** is organized under which students and staff participate voluntarily in community based activities with neighborhood. Various awareness programs, workshops, rallies and road shows with themes like cleanliness, greenenvironment & tree plantation, gender sensitization, traffic rule awareness, demonetization anddigital payment, and empowerment of girls and women; and help acid-attack survivors are organized.

2. Continuous voluntary activities by students to maintain cleanliness in and around the Campus, create awareness about the role of clean environment in human health and contribute to the National **Swachh Bharat Abhiyan**

3. **Dental Clinic** is started in 2017-18 and available on two working days in a week for the Community in Chandur-Rly tahsil in the College Campus.The facility to serve society is made available by parent society.

4participate in **Blood Donation camps** for twice.

5.**Awareness of Legal Rights**

6..**Survey of Bonded Labor** in Chandur-rlyand adopted village Palsakhed where students are involved.

7..**'Rainbow Drive'** for birds by feeding them 'Bajra' and water.

8.**Health Checkup Camp**

10.**'Diet counseling for students, Staff" and "for pregnant women in Chandur-Rly block'** in

association with P.H.C.

11.**Farmer Training** on sustainable agricultural practices.

12.**Training of Rural Women**

Impact & Sensitization:

Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, old and infirm, and displaced persons etc.

The activities conducted lead imbibing the values of social responsibility such as:

1.To help people in need and distress

2.To understand and share the need of under privileged children

3.To promote cleanliness in all span of life and common places, Juggi areas.

4.To acquire social values and a deep interest in environmental related issues.

Learning outcomes of the activity:

1.Enlarge the knowledge of societal issues and problems and to search solution by getting involved with their lives.

2.Build up relation and tie up with organizations/NGO to carry forward humanitarian work in future.

3.Develop a passion and brotherhood towards community, affected people/animals and destitute.

4.Develop skill and aptitude for problem solving.

5.The sills developed include social skills communication skills, management skills, leadership skills, analytic skills, perceptual skills etc.

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

Response: 0

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

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

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 2

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

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

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 28.46

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

2016-17	2015-16	2014-15	2013-14	2012-13
100	115	120	115	110

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

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

Response: 1

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document]
Any additional information	[View Document]

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

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

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

File Description	Document
Any additional information	[View Document]
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	[View Document]

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution lays emphasis on providing improved facilities and basic comforts to students and

teachers to feel them convenient to pursue their task well. Keeping in mind the requirement of new academic initiatives taken, in the beginning of new session and as and when needed local management committee meetings including management authority and members, Principal and representative teachers meetings are organized to discuss infrastructural needs, their advancements, up gradation, expanding courses, requirements, emerging trends, budgetary provision, etc. and policies are framed and decisions are taken accordingly for their implementation. LMC also revamps the policies, to meet the current needs keeping in mind the vision and mission of the institution. It offers its helping hand whenever infrastructural

change is required and also fulfills the norms of affiliating university and state government. Specific funds under plan-capital grants are also allocated for creation and enhancement of infrastructure to promote effective teaching and learning, for which institute lays emphasis on sending proposals for constructing building, infrastructural expansion requirements.

The college is endowed with sufficient infrastructural facilities to carry out academic, curricular, co curricular and extracurricular activities. Whenever new course is introduced by college, its management plays proactive role in providing funds to expand the infrastructure to suffice the need.

The college has its own area spread over 2496.11 sqm acre on which 1997.61 sq.m ft. building is erected. The amenities of college infrastructure are:

1.**Classrooms:**

Institute has 03 well furnished classrooms with proper light arrangement and ventilation (some aided with dais, podium, collar mikes, and white boards)

2. Technology enabled learning facility:

The College has computer laboratory which help the students UG and PG courses and housing the facilities of multimedia learning, internet access. College also boosts teaching and learning by providing modern teaching tools viz. LCD, portable scanner to demonstrate figures, tables and text to be displayed directly on screen, digital portable note maker to transform the handwritten document directly to system so that it can be used in future, Digital cameras for photographs and their use in study. Besides almost all departments are facilitated with upgraded computers and internet access.

3. Seminar Hall:

More than 200students can accommodation hall available for seminar s attend the seminars seminar by

various departments.

4. Tutorial Rooms:

There are no separate tutorial rooms but time table has been set up in such a way to enable tutorials to be conducted in classrooms.

5. Laboratories:

The college possesses with well-equipped laboratories, housed by the practical conducting departments' viz. Home economics, Geography and computer laboratories which facilitate conduct of regular and examination practical. Including Geography and Home-economics wherein active practical work is going on by respective U.G. and P. G. students.

6. **Research Centre:** SGBAU Amravati's recognized research centre in English & Marathi, with sufficient book stalk in library and internet access.

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

Response:

1. Institute is aware about enough opportunities of pursuing successful career in sports field. The facilities like – sufficient sport equipment, kit related to Cricket, Volleyball, and TA, DA, diet provision and medical assistance is provided to students.**:** College has sufficient playground for outdoor games like Volleyball, Kabaddi, Kho-Kho etc. within its campus. Health center is shared for indoor games, like Chess, Carom. For Table Tennis, Badminton,

2. The college runs girls unit of 200 students each. For the NSS activities, and co-ordination, separate NSS office is available. Various socially relevant and students motivating activities, in arena of public awareness on diverse issues, health checkups, blood donation, constructive rural projects, adult education and many more are regularly conducted under umbrella of NSS unit. The related information, documents, activities reports photo displays etc. are well maintained in it.

Cultural Activities:

The college toils hard through its respective faculty to develop students for different cultural avenues. throughout year number of activities are organized.

Public Speaking Communication Skill Development:

College has its career counseling cell which frequently arranges the personality development programmes to sharpen the various soft skills among students including communication skills.

1.**Yoga:**

College organizes yoga training with help of trainer or academy along with meditation sessions in college hall and during NSS special camps.

1.**Health and Hygiene:**

- College gives undivided attention to health and hygiene for students and staff. To ensure the maintenance of health and hygiene, it undertakes following measures:
- Organizing experts lectures in college assembly hall or classrooms on various health issues and spreading concern awareness to make faculty and students health conscious.
- Arranging health check-up camps by inviting doctors, , and other specialists to monitor health problems. Diet counseling centre for college students and staff.
- Holding routine tri-Yearly physical checkups for students and yearly medical check-up by nominated doctors in college ground or inside office of physical director. By promoting its awareness, dental health check-up, and hemoglobin level detection and needed medicine distribution camps, health and hygiene camps in assembly hall or in classrooms for girl students directed by renowned lady doctors.
- Making available pure and potable drinking water through water purifier, coolers.
- Arranging first aid facilities at few locations in campus.
- Making tie up with local hospitals to look after in emergencies.
- Keeping NSS unit active to assist needy and undertake various health drives.

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

Response: 75

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)

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

Response: 0

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

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

File Description	Document
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The library college is more like Integrated Knowledge Resource Centers that are stocked with over 6500 books, periodicals, references, national and international journals, covering all aspects of academic studies and research materials. Library is centrally located, well laid out, and aesthetically designed to make it an inviting place with the ambiance that is suitable for learning and scholarship. Library has provision for both individual and group studies making room for interaction, discussion and quiet studies. Adequate space is provided for browsing and relaxed reading. Libraries also have carrels as well as research scholars/faculty rooms for quiet and serious studies. Libraries at all campuses are equipped with adequate number of sign boards and guides for smoother and convenient movement of goods, services and users the library has open access to its collection for all student, faculty and staff. All buildings have fire detection alarm and fire fighting systems installed. Library buildings have easy step, for easy and convenient access to differently-abled users. Library has rules and regulations. College has installed excellent ICT infrastructure with adequate bandwidth for fast so as college to make the Library as a happening place on its all.

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

Response:

Newly started Institutions generally do not have "Rare Books" or similar materials unless they collect it *purposively* through Purchase or through Donation. Page 54/102 23-02-2018 03:21:04

Self Study Report of MAHILA ARTS, COMMERCE COLLEGE, CHANDUR RLY.

well. Purchasing such rare materials without definite reasons The best way is to keep all your materials well organized and have system for online access to all the resources. Try to maintain statistics & NEAT

records of all transactions Rare books may include books which are out of print, very costly or that is distinguished by its early printing date, its limited issue, the special character of the edition or binding, or its historical interest.

Manuscripts may include written documents in your library rather than typed or printed (those may not have been published ever

. Next are our own innovative ideas for extended activities of the Library. Having a collection of old question papers in soft and hard copies may be a good idea; for an instance.

1. Rare Books: 45

2. Thesis: 156

The books may be used under supervision in either the Rare Books Reading Room and pleased to help students and faculty uses the books in their classes and scholarship. The majority of materials in this collection have been received as gifts from friends of the college. We especially would like to collect materials that illustrate the history of the book and examples of early manuscripts. Totaling more than 45 s rare book and Thesis 156 collections constitute a resource of major importance to the institution and the scholarly world at large.

There are a variety of factors that determine whether materials should be included in Special Collections. The majority of our items were donated by individuals and were considered, as a whole, to be significant enough to be moved into the room, but materials from our stacks and individual donations are also considered for inclusion.

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 0.5

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0.56	0.61	0.35	1

File Description	Document
Any additional information	<u>View Document</u>
Details of annual expenditure for purchase of books and journals during the last five years	<u>View Document</u>

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

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	<u>View Document</u>
Any additional information	<u>View Document</u>

4.2.6 Percentage per day usage of library by teachers and students

Response: 2.16

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

Response: 9

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

College adopts the policies for the optimum utilization of ICT; hence, college upgrades its computers according to the need of the hour, whenever problems arise. The college has a policy of purchasing hardware's and software's especially latest ones under the guidance of Head,.

Likewise office and library software's are procured by consultations with office superintendent and librarian respectively. The up gradation and maintenance of IT infrastructure and associated facilities are ensured by outside firm and the record of number of repairers and up gradation for each computer is Number of computers with configuration (provide actual number with exact configuration of each available system)

Computer – student ratio 406:17

Stand along facility.

LAN facility.

Licensed software.

Number of nodes / computers with internet facility.

Any other

The institute is having adequate number of recent and up-to-date computer systems.

The hardware and software details as under:

1 Number of computers with configuration (provide actual

number with exact configuration of each available system)

List enclosed

2 Computer-student ratio

ii) For Arts

406:17

3 Stand alone facility Not availed

4 LAN facility

5 Wifi facility Not availed

6 Licensed software Slim software

7 Number of nodes / computers with internet facility Nil

Institute has made large scale efforts to ensure that it does not lag behind in the use of modern

technology for both dissemination and gathering of knowledge.

Institute is privileged with __33 computers, 07 Laptops, 08 printers

Institute is privileged with two computer laboratories, one for computer science department and other for commerce department with high configuration.

1. The institute has central computing system in administrative section with internet and it is utilized for admission procedures, fees payments, pay roll and calculation of tax, scholarships, student reports and online up gradation of office software.

2. Computers with internet access are provided to all the departments and research laboratories where faculty and students get their assistance.

3. For students, a common browsing is available in the library, which is available in the library, which is facilitated with 10 computers with internet connectivity during college hours.

4. All faculty members are provided with laptops or desktops.

5. Students make use of laptops during seminar competitions outside.

6. Institute has three broadband connections with speed 5 MBPS and 512 KBPS and one dongle having 3G speed.

7. Almost all departments and office are connected with LAN.

4.3.2 Student - Computer ratio

Response: 23.94

File Description	Document
Student - Computer ratio	<u>View Document</u>

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<u>View Document</u>

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<u>View Document</u>
Any additional information	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

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

Response: 39.9

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	2.77	0.48	0.67	0.37

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Any additional information	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:

Synoptic view:

1. *Adequate budget provisions for physical and academic support facilities are made.*

2. *Standard procedures are laid down for maintenance and utilization of physical and support facilities.*

3. *Proper utilization of funds allocated for maintenance of infrastructure for planned activities.*

The college provides, Maintenance, Cleanliness of the campus, for Computers, CCTV, Pest Control, and elevators, AC, Generator and Security. Well before the beginning of new academic year, the heads of the departments arrange to repair and calibrate the instruments and equipment and ensure that they are readily available for the use of the students.

All heads of departments and the Principal conduct frequent meetings of laboratory assistants.

Safety equipment like fire extinguishers is refilled as per the guidance.

LPG regulators and tubes are frequently checked.

Proposals received from department heads about maintenance of laboratory equipment are immediately approved and the work is got done in time.

1. Funds received from government funding agency, particularly for the purpose of equipment maintenance are utilized exactly as per concerned guidelines.

2. Electrical maintenance and replacement of old wiring is done periodically.

3. To take care of increase in number of students and increased demand of water.

4. One bore well is made to take care of increased water requirement.

5. By installing additional overhead tanks and ground water tanks, it is ensured that adequate quantity of water is supplied.

05-04-2018 03:13:58

6. Rainwater harvesting system is installed

7. One separate electricity generators have been installed at suitable and safe locations to ensure.

In order to ensure transparency regarding procedures for maintenance and upkeep, the infrastructure committee, the purchase committee including teacher representatives and governing authority supervise the maintenance of infrastructure. These oversee the smooth functioning of various campus related activities. Computers and other network facilities are maintained by outsider agency. Regular maintenance is observed to facilitate uninterrupted functioning of systems and electronic appliances. Maintenance of clean campus and building is looked after by sanitary support (sweepers, attendants, etc.)

Equipment's are maintained by laboratory attendants. Sophisticated instruments are assisted by entrusting hired technicians or servicemen from dealers under supervision of heads of department and consent with Principal. Need based services are hired from respective experts for maintaining infrastructure, telephone facility, painting, carpentry work, etc. Routine electricity and plumbing problems are taken care of by hired assistance.

There is central maintenance committee which acts as a repository of instruments and audio-sophisticated visual tools. These committees takes care of these tools and issue the required items to concern head of the department on request orally or by entering entry in register.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 61.57

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	287	307	346	259

File Description	Document
Any additional information	[View Document]
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document]
Upload self attested letter with the list of students sanctioned scholarships	[View Document]

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

Response: 0

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

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

File Description	Document
Any additional information	[View Document]
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document]

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.17

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

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

File Description	Document
Any additional information	
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

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

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

File Description	Document
Any additional information	
Details of the students benifitted by VET	

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

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	
Any additional information	

5.2 Student Progression

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

Response: 0.91

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

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

File Description	Document
Details of student placement during the last five years	View Document View Document
Any additional information	View Document

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

Response: 50

5.2.2.1 Number of outgoing students progressing to higher education

Response: 11

File Description	Document
Details of student progression to higher education	View Document

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

Response: 0

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

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

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

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

File Description	Document
Any additional information	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 1

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

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

File Description	Document
Any additional information	[View Document](#)
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

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

Response:

With the objective of inculcating the qualities of leadership, organization, and responsibility in the students, an active Student Council is in place along with a strong representation of students in the academic and administrative bodies/committees. The Institutional Quality Assurance Cell (**IQAC)** is constituted in every institution under the chairmanship of Head of the principal with heads of important academic and administrative units, a few faculty members and a few distinguished educationists/representatives of local committee. Students are the members of Institutional IQAC. Overall control and monitoring of Institutional IQAC is through Quality Assurance and Enhancement (QAE) for the effectiveness of the overall processes and systems.

The **Class Representative (CR) system** is fundamental to student representation as leaders. It allows one

student to represent each class of approximately 80 students in the College, with regular meetings once in the month to ensure the system's efficiency and effectiveness in putting forward the interests and views of the students. Monthly CR Meetings are conducted during the semester. CR meetings play a major role to assess teaching, learning and support services provided to the students by the Institution.

Technical/Functional /College Committees elected President, Vice Presidents, Member Secretary Positions, where students organize domain specific events, extra-curricular events, competitions and conferences honing their subject expertise skills in addition to their leadership skills. Committees are platforms that offer a plethora of opportunities to students to give them a voice of their own and shed their inhibitions through an enriching and engaging experience. Committee activities, workshops, Intra-Domain and Inter-College competitions enhance the communication skills, team management skills, leadership skills, time-management, and resource management skills and above all builds confidence in each student. Through the committee platform, provided by the Institution/College, students learn to do practical implementation of the classroom learning. Office of Principal and Student Welfare monitors the effectiveness and outcome of Committee activities. Best practices of each Institution are transmitted across College to strengthen the student's platforms for holistic development of each student of the College.

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

Response: 0.2

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

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

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

College has established an alumni association under alumni committee which meets annually. Through such meetings networking is ensured. Some departments are in constant touch with their ex students and

vice-versa. Their contacts are also networked through Facebook, whats app, or through mobiles. Very often these are invited to attend special programmes and memorable events or interact with students through their presentations about their present work status/institution etc. for motivating sake. They are also invited for guest lectures and interactive sessions on the opportunities in concern subject and other field in which they are working.

Institute shows concern about its retired principal and is ever ready to invite the same

in special occasions and meet and healthy rapport is always maintained and institute takes an opportunity to respect valuable suggestions of these richly experienced senior. She is also invited as guest lecture for sharing her academic knowledge.

College has Alumni Association. Its activities contribute to enrich college development..

Activities:

Regular meets are organized in which alumni recollect their golden memories and express their views. Constructive suggestions are incorporated in college development. Few alumni visit as resource persons and contribute in academic and non-academic enrichments.

Association has raised some corpus fund to enhance infrastructural development. Day by day horizons of alumni association are expanding and it is enriching by new enrolments.

To build a self-motivated and continuing relationship with college Alumni to facilitate greater collaboration and connection for mutual well-being and progress.

College has always given a thought to have compendium of providing only best of the best education to its students, our Alumni on the other hand are adding values to its reputation with their influences to the society. It would be an understatement to mention that today College is having its presence in each and every part of the Maharashtra in the form of its Alumni.

Formal Alumni Meets are such opportunities which enable Alumni to reunite with their friends and faculty members, revitalize their memories and share experiences of their past and present life. At the same time it also enables us to receive constant updates of our Alumni and to have structured engagements with our Alumni of mutual interests and gains.

Areas where College is utilizing the Alumni Network:

1.In building College reputation, which relies in large part on how successful graduates are in the real world.

2. Our existing students have better job prospects because their seniors are creating a perfect legacy in the corporate world with their knowledge and values.

Major platforms where Snehbandh(Name of Alumni association) Alumni are engaged:

1.Invited Talks/ Guest Lectures/ Alumni Forums

2.Member of College Development Committee

3.Engaged with institutions in the capacity of external examiners .

4.Exclusive engagement with existing students of College and its Alumni under Mentor Mentee Programme

5.Alumni also take part in various Social Activities like , Human Value.

6. Alumni are also engaged in various students driven activities like committees as a

Jury Member, felicitator and activities supporters.

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document
Any additional information	View Document

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

Response: 5

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

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

File Description	Document
Any additional information	View Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	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 an effective leadership in tune with the vision and mission of the institution

Response:

1. The governance of the college is reflective of effective leadership and is in tune with the vision and mission of the college. The Vision and Mission statement defines the college's distinctive characteristics in terms of addressing the needs of students and society it seeks to serve by:

a) Providing courses in all disciplines in futuristic and emerging areas

b) Focusing on research and innovation

c) Developing graduate attributes as per the need of the discipline / profession

d) Developing the overall personality of the students to be excellent professionals

e) Inculcating human values to be a good human being and having regard for heritage and culture.

3. The involvement of Leadership is achieved through well-defined systems and organizational structure consistent with S.G.B.A.U. Amravati. Act, Statutes & Ordinances of the College, created under the State of M.S. and with the Vision and Mission of the College in general. The College has various bodies for Governance through development of policies, regulations & guidelines, their implementation and continuous improvement. College Regulations & Policy Guidelines are the instruments through which all the academic, research & administrative activities are administered and monitored for effective implementation, thus ensuring quality and continuous improvement at the college level.

5. The leadership at college includes Principal, Heads of Institutions, Programme Coordinators, Coordinators,etc.

6. The Principal Executive and Academic Officer steers the college in fulfillment of its vision, mission and objectives leading the faculty and staff at all levels through developing five years Strategic Plan and setting up Broad Based Goals / Targets, responsibilities and review mechanism.

7. The faculty and staff members are involved by the college leadership in developing and implementing the management system at various levels. The faculty members are nominated in various committees of Institutions for decision making and managing the various functioning's of the College. Regular inputs are taken from faculty and staff through monthly meetings of the faculty / brain storming sessions for continuous improvement in the system.

8. The Leadership ensures the compliance of academic and administrative processes and procedures along with the continual improvement through regular systematic audits, checks and monitoring by well defined Quality Assurance Framework.

9. The Leadership of the college sets the direction for all the members of college IQACs to work collectively towards the vision and mission set by the college .

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

6.1.2 The institution practices decentralization and participative management

Response:

The College practices decentralized and participative management approach in all its activities initiatives and decision making by involving HoDs and faculty members at all levels. The various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas. The culture of participative management is promoted by the College and by fraternity from all involved in decision making at various levels. The College has a well laid down structure supported by qualified and competent team. The administrative and academic responsibilities are decentralized to provide effective educational leadership for effective implementation & monitoring of various policies, regulations & guidelines at various levels.

A Case Study on Process of Curriculum/ Programme Review

The process of curriculum/programme review was established in consultation with the subject matter experts with demonstrated experience in developing or implementing similar educational processes.

Steps in Curriculum/Programme Review Process

(a) Involvement of stakeholders' in the review process but on college level.

The details of the process is given below:

(a) Involvement of stakeholders' in the review process

. The stakeholders' involved are:

(i) Faculty members

(ii) Students

(iii) Alumni

(iv) Management

(v) Parents

(b) Programme Review Committee (PRC) and Course Review Committee (CRC) is constituted by the Head of Institution / Head of Department (HoI/HoD).

(i) The CRC consists of 2 faculty members from same discipline/area. CRC is chaired by Area

Head/Stream Coordinator. Recommendations of the CRC are put up for consideration of specific Area Advisory Board (AAB) in the college format for Course Curriculum review.

(ii) The PRC deliberates on programme structure with the senior faculty of the Institution. It also take feedback of and research for assessing demand of programme, skill set / competencies required by the industry / profession and career opportunities for graduates while framing the Programme Structure.

6.2 Strategy Development and Deployment

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

Response:

Yes, the College has a perspective Strategic Plan and deployment document available taking into

consideration the set **Objectives and Broad Based Goals** aligned with the Vision and Mission statement of the College:

College Objectives:

1. The objectives of the College are to disseminate and advance knowledge by providing instructional, research and extension facilities in such branches of learning as it may deem fit.

2. The College endeavors to provide students and teachers the conducive atmosphere and facilities and infrastructure for the promotion of:

a) Innovations in education leading to restructuring of courses, new methods of teaching and learning and integral development of personality.

b) Studies in established and new disciplines.

c) Inter-disciplinary studies

d) National integration, secularism, international understanding and ethics

Broad Based Goals - College have set following Broad Based Goals form 2012-to onwards

1. Ensuring Educational Excellence

2. Ensuring Student Development including physical and emotional health and wellbeing.

3. Creating culture of excellence in Research, Scholarship, Innovation and Creativity for high impact.

4. Enhancement of quality of faculty and staff for outstanding performance.

5. Enhancing relations with industry, alumni and society.

6. Enhancing employability and promote entrepreneurial initiatives.

7. Committing to all aspects of social, economic and environmental sustainability.

8. Enhancement of supporting resources.

9. Ensuring excellence in Organizational Leadership and governance.

The **Strategic Plan** ensures that the set targets are achieved through accountability process comprising of review, evaluation, reporting and, where necessary, re-planning**.** The Strategic Plan 2012-17 was reviewed in May-June 2017 for developing Five Year Strategic Plan for 2017-22.

1. The long term (5yrs) & short term (annual) plan is developed by the Institutional Quality Assurance Cells (IQACs), established at the College Level.

2. Principal, HoDs through respective IQAC set Individual targets (Faculty/Staff), fixing milestones and accountability considering the following aspects:

a) Academic & Teaching-Learning Planning

b) Infrastructure Resource Planning

c) Faculty/Staff Resource Planning

d) Learning Resource Planning

e) Placement Planning

f) Research & Innovation Planning

g) Student Development Activities Planning

h) Events & Annual Calendars Planning

i) Operational Planning

j) Financial Planning

3. The Faculty wise Annual Plan/Targets are examined and finalised by Domain IQAC and College IQAC. The proposed Annual Planning comprising of all the above mentioned aspects are placed before the

competent authority (Planning Board, and staff Council and C.D.C) for the approval. After the approval, the recommendations are circulated to all concerned for its implementation, compliance and review.

4. The Broad Based Goals and the Strategic Plan for the year 2012-17 were reviewed comprehensively to develop the Broad Based Goals and the Strategic Plan for 2017-22.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

1. The College has a clearly defined organizational hierarchy and structure to support decision makingprocesses that are clear and consistent with its purposes and supports effective decision making. Theorganizational structure lends itself to sustaining institutional capacity and education effectiveness throughinvolvement of stakeholders in various Committees/ Boards.

2. The Act and the statutes of the College provide for various Statutory Authorities of the Collegetoprovide policy framework and direction for the functioning of the College and for fulfilment of itsobjectives:

Finance Committee

Planning Board

Admission Committee

Examination Committee

Such other authorities as may be declared by the Statutes to be authorities of the College. Thefunctions various Committees/ Boards are defined in the College Act.

3. followingCollege bodies (listed intable 6.2.2) are constituted which evaluate monitor and recommend in respect of various matters related to

Institutional Capacity, Review, Design and Evaluation of Course Curriculum; Education Effectiveness;Research; Examination and Evaluation etc. for sustaining Institutional Capacity and Educational

Effectiveness.

Table 6.2.2

A	Planning & Review	
		1. Institutional IQAC
		2. Domain IQAC
		3. College IQAC
		4. Planning Committee
		5. Finance Committee
		6. Planning Board, etc.
b)	Admission	1. Equivalence Committ
		2. Admissions Committe
C	Fee	Fee Committee
D	Course Curriculum Development	Course Review Committ
E	Examinations	Board of Examiners
		4. Examination Committ
		5. Results Moderation C
F	Research	College Research Comm
G	Scholarship	Scholarship Award Com
H	Carrier counseling	Carrier counseling Comm

I	Finance	Finance Committee
		College IQAC
J	Discipline	Anti-Ragging Committee
		College Discipline Com
K	Student Grievance	Student Grievance Redre
		College Complaint Com

5. In addition to the above, each institution has a number of students and faculty committees decentralized management of activities/ affairs for better functioning and effective learning of the students.

6. The roles and responsibilities of various bodies are well defined in order to ensure role clarity andaccountability. The details of roles and responsibilities of various committees and leadership are given in

the additional information as 6.2.2.

7. Service Rules, Academic Freedom Policy, Promotion Policies, Employee Satisfaction, Welfare Schemesand Grievance Redressal Mechanism are in place. The College has well-structured system for

professional development of the faculty and staff. Achievements of faculty and staff are recognized withfinancial and non-financial incentives.

8. The Grievances of the faculty and staff are redressed timely to keep their motivation all time fortheir performanceefficiency and satisfaction.

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

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

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

Response:

1. The College has various Committees at various levels for effective functioning of the College and decision making as stated in the key indicator

2. All the Authorities/ Bodies/ Committees regularly meet to consider the various agenda points and

issues and discuss their resolution.

3. The frequency of the meetings of various Statutory Authorities, Bodies and Committees is given as

additional information. The minutes of the meeting of all the meetings are maintained at the office

of Secretary/ Member Secretary in the appropriate department/ office Administration, Admission, Finance, etc.

4.The various Committees of the College stating their major functions, periodicity of the meetings and the custodian of the minutes of the meetings of such Authorities/ Bodies/ Committees are given in detail as per table 6.2.4 attached.

5. The minutes of the meetings (MOM) are also uploaded on the College website Intranet

for of the Authorities

TABLE: 6.2.4 - **University Authorities/ Bodies/ Committees Statutory Body/ Committee**

Link document

Major Function	Periodicity of the Meeting	Custodian of the MOM	Periodicity of t
Executive Council	Specify administrative structure of the constituent institutions and frame regulations/Guidelines for effective management	Principal	2 meetings per y
Staff Council	Principal Academic body to supervise academic policies.	Secretary	4 meetings per y
Admission Committee	Admission Office		1meetings per y
Finance Committee	Prepare annual estimates of Income and Expenditure	Finance Officer	2 meetings per y
Fee Committee	Establish reasonable and rational fee structure.	Finance Officer	
Examination Committee	To frame guidelines and processes of examinations	Examination Officer	
Research Committee	To formulate policies for Ph.D /Post-Doctoral Programmes	2 meetings per year	2 meetings per y
Complaint Committee	To monitor complaints	As and when required	
Area Advisory Board (AAB)	To advise H.OD. of all departments on course curriculum		1 meeting per y
Planning Board	Develop perspective Plan for development and growth of the college	Development & Planning	2 meetings per y

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

6.3 Faculty Empowerment Strategies

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

Response:

The College has a welfare mechanism in place, for teaching and non-teaching staff. The various welfare schemes are:

1. Financial assistance to meet emergency medical expenses of staff and family members

2. All the non-doctoral faculties are encouraged to get enrolled for Ph.D. program through their HOI.

3. Medical Insurance: For all faculty and staff members. On campus free medical facilities.

4. Priority given in the college admission of wards of the faculty and staff.

5. The following facilities are also provided to employees by the college , which help in maintaining healthcare, morale, safety and satisfaction:.

1. Maternity benefits.

2. .Medical leave.

3. Yoga classes.

6. Wi-Fi facility.

7. The faculty members are having dedicated cabins & workstations wherein they can perform their duties effectively.

8. Cafeteria.

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

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

File Description	Document
Any additional information	[View Document]
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[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: 0.2

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

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document]
Any additional information	[View Document]
Reports of Academic Staff College or similar centers	[View Document]

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 14.44

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	2	2	3

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response:

College has well defined procedure for performance appraisal system for Teaching and Non-Teaching staff. Every employee performance is assessed after completion of one year of service. Systematic evaluation of the performance of employee is done to understand the ability of a person for his/her further growth and development. There are different parameters to assess the performance of Teaching and Non-

Teaching staff.

1.Teaching:-

a) Every Faculty Member appointed in Amity College Uttar Pradesh is assessed for his or her performance based on the API score of PBAS proforma.

The PBAS proforma has been evolved as per guidelines stipulated in "UGC Regulations on Minimum Qualifications for Appointment of Teachers… in Universities ..and Measures for the Maintenance of Standards in Higher Education-2010" no. F3-1/2009 dated 30 June, 2010, here after referred as UGC regulations.

c) The API scores as endorsed and verified in the PBAS proforma are the primary means of assessing a Faculty member for the purpose of promotion under Career Advancement Scheme

(CAS), increments and other award/Incentives including key appointments/assignments and deputations.

d) In case some Faculty members who have been entrusted with various other College tasks and

responsibilities and thus are not able to devote to all the assessment parameters of the PBAS proforma, their HoI/HoD will intimate details of such persons to the principal at the earliest opportunity and for such Faculty Members, Special Allowance on the basis of additional task undertaken is granted.

e) Recommendations are prepared on the basis of rating and grading derived from the API score and the appraisal is granted on the basis of grading. Non-Teaching:- Every staff member appointed in College of Maharashtra is assessed for his/her performance based on the score in the Annual Performance Assessment

Report.

1.The various parameters for staff members are assessed under following categories i.e. Assessment of work output, Assessment of Personal Attributes, Assessment of Functional Competency and they are graded accordingly.

2. Performance Appraisal system has helped us to evaluate the performance of employees. The systematic procedure has helped the Management to motivate the employees for better performance. It helps us to analyze the strength and weakness of the employees as

College is an academic institution and is committed to provide the best to their students.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

College has a mechanism for internal and external audit. College has to ensure maintenance of annual accounts and balance sheet of the College and audit thereof. College is funded and supported and receives grants.As a self-financed College, resource mobilization is mainly through fee deposits. Finance committee prepares the annual estimates of income

and expenditure based on inputs from Institution IQAC and Financial Planning Sub-Committee and its recommendations along with annual budget is put up to executive council for consideration and approval. Financial planning and budgeting (operational expenses and capital investments) is an integral part of annual academic planning at Institutional. Annual plans for College are finalized by Finance Committee Chaired by President of VYWS,Amravati.

Procedure:

1. Institution proposes their annual financial plans based on academic planning tothe finance committee of College to achieve educational purposes and objectives.

2. Proposed budget is examined and approved by the finance committee of College for the academic year.

3. Administrative and financial approvals are taken from competent authority as per College policy and guidelines.

4.Various heads for which budget is prepared and funds allocated, are provided in the financial guidelines given by the College.

Finance committee is responsible for observance of regulations relating to maintenance of accounts of income and expenditure and considers any other matter referred by the court and executive council of

College

a) Development of Institutional Self-Assessment Tool.

b) Results of audits and observations of external agencies.

c) Stakeholder's feedback

d) Process Performance & Conformity

e) Status of Corrective and preventive actions (taken/not taken)

5. The two examples of practices institutionalized as a result of IQAC initiatives are given as under:

a) Annual Academic Planning is central towards the smooth functioning of the college. The college conducts the "Annual Academic Planning" of Faculty of Studies and its Institutions/Departments through its IQAC every year at the beginning of the academic session in line with the Five Years Plan of the college. Annual Academic Plan is designed to be participatory and consultative for the growth of Students, Faculty, and Institution. Entire academic planning is as per the Domain Objectives, where PLO's and Operational Objectives are defined on one side and the individual targets for each faculty and staff are defined on the other side.

b) Aspects of each criteria and its related Check Point. The above tool has been developed with an aim to enable the principal and IQAC Members to assess the performance of their own institutions and arrive at a CGPA, which will help them in carrying out the SWOC analysis of their own institution and set objectives accordingly. This procedure is ensuring that the quality strategies and processes are institutionalized and implemented at all levels.

6. The decision of the college IQAC is placed before the staff Council (SC) for deliberation, approval and ratification. After the approval of the STAFF Council, the matter is sent to the concerned IQAC and Institutions/Department/Support Offices for further implementation on ground.

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

Response: 0

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

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

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

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

Response:

The institute follows the following mechanism to monitor the effective and efficient use of financial resources.

- Planning of budget before the commencement of financial year.

- Periodic monitoring by the Principal.

- Timely implementation of decisions.

Periodic review of grants is taken for optimal utilization, it is ensured by organizing formal meeting of concern teacher and accountant in month of January-February. Utilizing the budgetary provisions is looked after. In case, the required grant is not received from the government, it is made available from repository of non-grant courses or college management as advance amount. All resources including funds, equipment's, infrastructure etc. are mobilized within or outside the institute for their optimal utilization.

The institute follows the following mechanism to monitor the effective and efficient use of financial resources. Yearly audit is performed by chartered accountant appointed by the management. Last audit was performed for the financial year ending March 2017.

No major objections were raised pertaining to this audit. The accounts are subjected to external audit by Government Agencies including audit by Auditor General (AG) and carried out as per their schedule. Presently the Government Auditor has audited accounts up to the year 2016-07. Up till now there were no major audit objections and whatsoever minor objections were raised was settled down. Major sources of funding are: State Government grants. Fees from students.

Grants from UGC Deficit is managed by seeking loan from parent body.

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:

Yes, the institution has established its Quality Assurance Cell in post accreditation phase on 2006-07 year keeping abreast the objectives of quality sustenance and enhancement as well as to achieve goals and mission of college. The college has evolved mechanism for the quality assurance by deciding quality benchmarks through IQAC. The quality within institution is maintained for academic, administrative, cocurricular, extracurricular, and extension activities. It is ensured by monitoring teaching and learning and effective functioning of various committees which are eager to stick to quality assurance and are also

discussed in staff council meetings. The academic quality of the institution is evaluated on basis of curricular and co-curricular aspects by performance of students in the examination and active participation in co-curricular activities and classrooms. Students' quality assurance is assured by their representation on academic and administrative bodies and involvement in cultural and extension activities.

IQAC disseminates information on quality parameters of higher education, reviewing academic programmes to recent demanding educational scenario, promoting quality research, and use of ICT for elevation of teaching-learning standards, guiding on quality related themes imparting values and virtues and national sense.

Documentation of programmes and activities related to quality enhancement, collecting

and analyzing feedback from students and other stakeholders, performing academic audit to maintain environment of quality education. Incorporation of data in Annual Quality Assurance Report (AQAR) which is sent to NAAC as per its specification. Such type of policy contributed effectively in institutionalizing the quality assurance process in each facet of institution which strives to adhere to highest quality standards**.**

The decisions of IQAC leading to quality benchmarks have been approved by the management/authorities after reviewing them in LMC. Up till now almost all decisions are implemented viz.

1. Performing yearly academic audit.

2. Establishment of research committee/cell.

3. Purchasing advanced library software's.

4. Practicing recitation of national anthem.

5. Setting up of woman empowerment cell.

6. Giving concession in fees for encouraging students' participation in sports and cultural activities.

7. Collection of students' feedback on teaching of teachers.

8. Augmentation of infrastructure including construction.

9. Setting up of canteen on subsidized rates.

10. Introduction of new courses.

11. Organization of conferences/seminars/workshops.

12. Making provision for some funds for research in budgetary provision.

13. Arranging exhibition of recent books in library for students/staff.

14. Open access to library.

Example I . **Evaluation Process and Reforms**

Example II. Research policy by IQAC

File Description	Document
Any additional information	<u>View Document</u>

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

1. The IQAC at all three levels continuously reviews the teaching-learning processes. The IQACs are supported by a robust system of continuous review of teaching-learning processes through dedicated

Departments and Committees:

(a) Departments

i) Student Academic Affairs & Support Services (SAA&SS)

ii) Quality Assurance & Enhancement (QAE)

iii) Research Planning

iv) college Intelligence & Vigilance committee

Example I

1. **Use of ICT in teaching Learning process**

Institution insists that its faculty members should use modern teaching aids and tools and adopt modern techniques so that the students have effective learning experiences. College library and all other departments have been provided with computers having internet connection. . Teachers make use of

audiovisual aids like TV, LCD, OHP, with image analysis system, etc. Besides the conventional lecture method, i.e. chalk-duster method, teachers are keen to adopt case-study method, group discussion, quizzes, seminars, projects, dramatics, wall posters and charts in their teaching to make their teaching interactive.

Teachers are encouraged to participate in special trainings and national/international level seminars to keep themselves in touch with the latest trends in innovative teaching methods. College also organizes lectures and training on use of IT techniques and tools for its staff. Faculty members who participate in such seminars and trainings share their knowledge and experience with students and other faculty. This shows a positive and favorable impact on students learning and students take deep interest in subject, acquire searching and scientific skills, stage daring and communication skills.

Teaching-learning material development and use:

CDs of power point presentations by staff are deposited in library for further use of students. Questions bank of all the subjects including question papers based on affiliated university pattern are deposited in library as a ready reference source for students. Subject notes either printed or Xerox are provided to students Institute has its own way, and mechanism of evaluating the quality of teaching and learning. Principal of the college arranges meetings with students to discuss various issues regarding teaching learning process. Suggestions and complaints if any, are listened to, and actions taken in such meetings. Every three months, academic audit of every teacher is carried out by the principal and IQAC. All details of the teacher

related to syllabus covered, leave record, student seminars and tests, university results, study tours, institutional visits, extension activities, etc. are checked in this audit and from the same, teaching

Example II

Infrastructure And Learning Resources

IQAC lays emphasis on providing improved facilities and basic comforts to students and teachers to feel them convenient to pursue their task well. Keeping in mind the requirement of new academic initiatives taken, in the beginning of new session and as and when needed local management committee meetings including management authority and members, Principal and representative teachers are organized to discuss infrastructural needs, their advancements, up gradation, expanding courses, requirements, emerging trends, budgetary provision, etc. and policies are framed and decisions are taken accordingly for their implementation.

Kindly find more description of example 2 in attachment.

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

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

Response: 2.6

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

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)

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

Response:

1. College has adopted an effective internal and external quality enhancement mechanism. The Internal academic and administrative processes are monitored continuously and are audited periodically through robust audit system. The University also undergoes external quality audits of its processes by way of external audits, accreditations and inspections by legally constituted controlling bodies. The reports of these bodies form an input to the Internal Quality Assurance processes thus resulting in improvement.

2. **Incremental continuous improvement** is an ongoing effort in the University to improve our systems and processes. The observation given by the external agencies are followed up rigorously till they are closed and further benchmarked for next higher level .

3. Major incremental improvement during the preceding five years are as under:-

(a) **Development of an online self-assessment tool based on NAAC criteria**. This self-assessment is conducted every year

(b) Automation of examination paper setting and moderation process are activities related to university.

(c) College Research committee has been established.

(d) **Accreditations**: The college has one of prestigious accreditation to its credit in cycle I.

(f) **Management Review Meeting (MRM)** are conducted at two levels as given below.

(i) college MRM

(g) The college has implemented **three tier audit system** to ensure the effective efficient functioning of processes and continuous improvement. This is done at following three stages:

(i) Institutional Self Audit by IQAC.

(ii) Internal audit by QAE, through team of IQAC members from other institutions.

(iii) External Audit by an auditor.

(h) **Redressal**: A well-defined grievance redressal mechanism has been developed.

4. **Action on the observations given by NAAC** during the Assessment in 2012 were taken by IQAC during the post accreditation period.

(a) The IQAC ensures that there is availability of faculty and other resources throughout the academic years through annual planning process..

(b) Alumni Participation:Increased interaction with alumni by giving them representations on various committees and boards and in the convocation procession.Organizing alumni meets. Inviting them as guest speakers during Orientation, Classroom Lectures, Youth Festivals, Mentor- Mentee Meeting etc.

(d) The college has increased its research profile and has created Directories of Research in every Domain to promote the research culture among faculties.

(f) To centralize the academic administration faculty of studies/domains are headed by principal and Coordinator who are responsible for the administration of their institutions.

Kindly find the Post Accreditation Initiatives in attachment.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 9

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

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

File Description	Document
Any additional information	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

   1. **Institution shows gender sensitivity in providing facilities such as:**
        1. **Safety and Security**
        2. **Counselling**
        3. **Common Room**

Response:

College premises, class rooms library, laboratories are under **CCTV**. For students safety and security and protect them from any wrong thing may not be happen with them. College, adopted Policy guidelines for admission, recruitment, administrative function, academic administrative activities safeguard the interests of the students, faculty and staff members without any differentiation. True spirit of education is being practiced in the College i.e. no discrimination against caste, creed, religion and gender. The College provides safety, security & counseling facilities to students /staff through its well defined Equity, Diversity & Non-discriminatory policy guidelines. Life skills education training to the students, faculty & staff has developed a conducive professional relationship, There are rest room facility for girls in the campuses. The College ensures the participation of women students in intra and inter-institutional competitions and cultural activities. cultural and sports committee at the institutional and International Youth Day, competitions, Human Value quarter, sports competitions, in the recent years: 1. - HIV/AIDs Prevention and Care 2Workshop on "Female Foeticide & Gender Justice" 3. Gender equity initiatives like Empowerment of girls and women; sensitizing the plight of widows of farmers, who ended their lives owing to debt. 4. Gender Rights; and girls to face challenges and make life worth living actively engaged in various programmes Community on gender issues.

College has the credit of creating gender sensitive environment. Academic ambience of the College, promotes sensitivity and respect for each other. All programmes offered by the college are common to all-irrespective without any bias or reservation. Workshop /training programmes are conducted on legal rights, protection from domestic/social violence, and gender sensitivity to all the students of the College. College, has established a Complaint Committee , the issues related to sexual harassment and other problems As one of the strategic intent, the nurtures an environment of safety, trust & mutual respect to embed equality & diversity and ensures that the implementation of the strategic plans are fair and inclusive. College runs counseling Centre for Psychological Counseling (PLC), Career Counseling etc. A separate room is made available as a Counseling Cell where the counseling is done on personal level to students, staff and to the community**.** Personal level guidance, career related counseling, student level counseling, academic problems, pre-marital counseling, addiction counseling, counseling for neighborhood community, counseling related to relationships etc. are focused in the counseling sessions by experienced staff members.

There is a separate spacious common room for girls. The facility is available for students and staff. in cafeteria, menu items and their rates are decided by the college authorities. It is also ensured that hygienic foods are served in the canteen. Vehicles (Mini Buses) owned by *V.Y.W. Society,* Amravati is also available on request for college study purpose.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 5.5

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 5.5

File Description	Document
Any additional information	[View Document](#)
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

1.Solid Waste 2.Liquid Waste 3. Lab Waste

Solid Waste: The waste is generated by all sorts of routine activities carried out in the University that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. The safai workers in each floor collect, clean, segregate and compile the waste in the dustbins provided at each floor. The floor dustbins are emptied in containers/dustbins provided for each block and is taken to the dumping yard provided by the college. Liquid Waste: Liquid waste generated by the college are of two types: 1.Sewage waste 2.Laboratory, Laundry and cafeteria effluent waste

e-Waste Management Flip flops, memory chips, motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers, Radio, TV, Phones, Printers, Fax and Photocopy machines are recycled and repaired properly. Instead of buying a new machine buyback option is taken for technology up gradation.

A rally on waste management was organized in the adopted village viz. Palaskhed.Home Economics Biodegradable waste management: Properly waste materials from laboratory are collected and placed for composting and then utilized for Vermiculuture. Vermiculture facility is created on the college campus. Recyclable waste generated on the college campus is used to manufacture vermicompost. Such vermin compost is used as manure for the plants on the college campus.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures and utilization in the campus Rainwater Harvesting facility consists of an elaborate network of rainwater harvesting wells spread all over the campus. • which means that no water is discharged outside the campus and all the water is treated and recycled for reuse for horticultural activities and flushing the toilets etc. This saves potable groundwater and supply of plant treated water by government agency.

College strives towards developing water conservation and water efficiency through following strategies:

1. Promote water efficiency practices to all the college 's stakeholders.

2.Monitor and minimize the use water College consumption.

3. Plants indigenous flora to reduce water usage.

4. Promotes planting indigenous trees in and around the University to reduce water usage.

5. Regularly reviews opportunities to install alternative water systems on campus wherever feasible.

6. Sustain implementation of innovative water efficient technologies such as rainwater harvesting, reuse of water etc. Campus also maintains efforts of students, faculty and staff to implement sustainable water consumption system through the above mentioned interventions. The students' knowledge regarding the scope and operations of rainwater harvesting and conservation techniques used in our university are enhanced through Environment Clubs Campus. Self introspection sessions to analyze environmentally ethical practices.

Water harvesting: Rain water harvesting system has been et up; with roof top harvesting. Water harvested by rain water harvesting technique is being used for watering garden.

Adopting polythene free zone ·Smoking free zone · making students environmentally aware · For taking initiatives in various environmental activities with committee are set up. · Students are encouraged not to throw rubbish on floor or ground and appealed to use separate disposal bins for different wastes. · Staff and students are prohibited from bringing polybags in campus. · Responsible use of electricity and water and their conservation · Vermicompost project set up for homemade compost to Garden.

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

Response:

The college has constituted Green Campus Initiative (GCI) committee, which has taken at college level, following initiatives to make the campus eco-friendly: (i) Organizing workshops, seminars, conferences on environment related issues. (ii) Awareness rallies on environmental pollution. (iii) Conducting poster competitions, scientific model competitions, Essay competitions, Street plays, etc. (iv) Promoting use of Energy / non-conventional energy. (v) Recycling of water. (vi) Promoting water conservation measures like rainwater harvesting. (vii) Conducting add-on courses on waste management viz. Vermitechnology.

• Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus

•Paperless office

• Green landscaping with trees and plants Response: The college is aware of its

environment conservation responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized through: a. Aspect Impact Analysis: The college has carried out detailed studies of environmental aspects. Based on this studies, significant impact areas have been identified such as paper usage, use of plastic and polythene, Transport, DG set, etc. Based on the analysis, Operating Control Procedures (OCP) like reuse, reduce and recycle are devised, monitored and implemented. In order to support Prime Minister's initiative "AAO CYCLE CHALAYEIN" and promote "Green Campus". . Students participate in campaigns like "Adopt a Tree", "Plantation Drive", "awareness against deforestation", "conserve native species of plants and trees". The campus has green landscaping of plants and trees which covers 15% of the area, having varieties of plants and trees which includes Ashok, Gulmohar, Kadam, Maulsary, Neem, ,etc. The entire open area has been kept green through heavy foliage of grass, seasonal flowers, trees and are maintained by horticulture department of the University. b. Water Conservation Measures. All the water is treated and recycled for reuse for horticultural activities and flushing the toilets etc. c. Carbon Accounting for lowering the gases responsible for Green House effect: All vehicles entering College have "Pollution Under Control" certificate. Campus strictly follows "NoSmoking Zone". College adopts Green Computing and uses VMware and Electronic e-Waste disposal is through approved R2 certified vendor. Amity has been awarded "Go Green Innovation".

Environment Studies (EVS) is compulsory in second year of all UG programmes. Environment awareness is also a part of Human Values and Community Outreach The birds of campus have been listed to inspire young minds to contribute to positive changes in their attitudes and behavior towards beautiful fauna and their habitat.

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

Response: 4

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

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

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

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

Response: 21

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

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

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File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Response: 52

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	10	15	6	12

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document
Any additional information	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document

05-04-2018 03:14:10

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

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

Response: Yes

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

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

Response: Yes

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

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

Response: 27

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

Response:

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

1. Various festivals are celebrated in all the campuses of the college such as Eid, Holi, Diwali etc

2. International Youth Day (IYD): Every year students organize and participate in IYD, an awareness day designated by the United Nations. The purpose of the day is to draw attention to a given set of cultural and legal issues surrounding youth. Students organize and participate in activities.

3. Students organize and participate in competitions, cultural events and Institutional fests through various Institutional Clubs/University Clubs. University celebrates important days such as Independence Day, Republic day with patriotic fervor to make the dream of a new tomorrow comes true. Theme based activities and events are organized to celebrate, International Youth Day, International Women's Day water day, climate day, earth day, sparrow day,wild life conservation day, ozone day is celebrated to highlight the achievements of women. The day also marks a call to action for accelerating gender parity. Teachers Day is celebrated to mark birth anniversary in of Dr SarvepalliRadhakrishnan. 3rd January birth anniversary of Savitri Bai Fule, 1st lady teacher in Maharashtra . To mark assasination of Gandhiji on Martyrs day 30 January a two-minute silence in memory of Indian martyrs is observed throughout the country at 11 AM. The waves of industrialization and urbanization have visibly proven injurious to the ecological balance in terms of the mounting paucity of water and oxygen. To apprise students, faculty and staff of ways and means of sustaining ecological balance Environment Day, Earth Day, World Water Day, Environmental Day, Forensic, are celebrated every year.

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

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions Response: To ensure good governance, transparency and accountability, the vision, mission and goals are clearly defined at all levels. The functioning of the university involves stakeholders and beneficiaries. Transparency in evaluation process

1. Familiarization of various stakeholders about the examination regulations through faculty development programs (FDP), orientation programs for students and availability of regulations.

2. Defined assessment/examination scheme based on L/T/P/SW/FW structure,

3. The evaluated class tests, answer sheets, assignments and projects are shared with the students and feedback is given by the faculty for further improvement of student's performance.

Transparency in Admission process is ensured through:

1. Partialy automated Admission Process.

2. Interaction Session of parents and HoDs' is and regularly perused by the Higher Management to glean actionable points to improve the process further

3.Parents/ Guardian meets are organized who accompany applicants for selection process.

4. Admissions are based required qualification.

5. Transparency maintained with respect to the fees structure.

6. Direct dealing with students as Amity does not entertain any agents/ consultants.

7. Withdrawal and refund policies are strictly followed as per UGC norms. Regular inputs are taken from faculty and staff through monthly meetings of the faculty / brain storming sessions for continuous improvement in the system. Further, an online system has been developed to foster transparency by inviting innovative ideas / suggestions for improvement in various functions such as Admission,

Academics, Examination, Procurement, HR, Industry Interaction, Finance, Administration, Maintenance, etc. Periodic review meetings at various levels (Deans / HoIs) are conducted to ensure transparency, accountability and corrective measures: Monthly Faculty Meeting, Monthly Institutional IQAC, Monthly Research Review Meeting, Monthly Class Representatives (CRs) Meeting, Half-yearly Domain IQAC and Research Committee.

7.2 Best Practices

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

Response:

1. Title -: Partial Online Academic management system

1. **Objectives of the Practice** - To standardize & automate various processes in campus to ensure transparency, accuracy and institutional research for decision making and continual improvement

2. **The Context** –college offers programmes in various disciplines which are run under multiple

departments located in one and implemented with Admission Management system all Academics, Fees, Human Resource Management, Examination, Research, Alumni and other related processes of the college.

3. **The Practice**- ERPis a web and mobile based application which features a centralized data storage structure with role based access. This helps administrators and faculty to access data from anywhere and anytime on web / tablet using in college premises .

Administrators can access, manage, and analyze data and processes for quick and well informed decision making. This system is integrated with Core ERP system (InfoTech, Amravati)

4. **Evidence of Success** - Enhancing the efficiency of the mentioned processes

5. **Problems Encountered** and Resources Required

The system is updated and improved very frequently to meet the needs of the users.

2. Title: Outcome Based Education (OBE)

Objectives of the Practice

To assess students learning and effectiveness of all educational and operational activities

Context

In the OBE model, outcome assessment plan is prepared and informed to all stakeholders. It has defined standards of Performance and academic expectations from students in the form of learning outcomes at course level and programme level.

The Practice

A set of graduate attribute are defined and aligned at all levels. The statements of learning outcomes are articulated from the graduate attributes. The learning outcomes are defined for all programmes and courses using measurable action verbs to assess students' learning at the end of the programme and course respectively.

These outcomes are assessed by using at least one direct and one indirect assessment tool. Attainment of outcome indicates that the corresponding PEO is achieved. As these objectives flow from University level to domain, institution and programme level, and achievement of PEO indicates the corresponding objective at all levels is met. Some of the assessment tools are developed online and the results are reported in the standardized format domain-wise Based on the results of implementation of outcome assessment, gaps are identified. The whole process is taken care by the outcome assessment committees constituted for the purpose.

Evidence of Success

1. It helped in identifying the areas of improvement.

2. Institutions had proposed action plan in their implementation report for improvements in teaching pedagogy, infrastructure, learning resources, facilities and support system etc which also served as an input during the programme review and strategic planning of the college.

Problems encountered and resources required

1. Training of faculty.

2.To develop framework for alignment of PEOs with university objective and mission.

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

7.3 Institutional Distinctiveness

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

Response:

Student Involvement in Innovation and Research

A research and innovation driven university, encourages students towards research and innovation practices. From Doctorate & PG, students are also encouraged and given opportunity to get involved in research efforts Dissertation are made research driven and research papers have come out of this work as an outcome.

Beside this special coaching on Independent studies which are intended for Advanced Learners and for those students who have interest in research and innovation. Independent Study and Research (ISR) course is a research driven course open to PG students.

In this course, students are given a research problem on which they work for a year with the possibility of a publication and dissertation. The student is required to present before subject expert with the body of work in an objective report and demonstration thereby enabling their critical thinking abilities in problem solving.

1. It helped in identifying the areas of improvement

2. Institutions had proposed action plan in their implementation report for improvements in teaching pedagogy, infrastructure, learning resources, facilities and support system etc which also served as an input during the programme review and strategic planning of the university.

Problems encountered and resources required

1. Training of faculty.

2. To develop framework for alignment of PEOs with university objective and mission.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

First time introduced programmes recognized by SGBAU, Amravati in Research in English and Marathi in academic session 2017-18. We take pride in submitting the SSR prepared by IQAC and approved by parent society. Research and innovation driven, seeking to develop graduates by providing high quality education and global exposure to Students in college. College is committed to the highest levels of excellence and quality assurance in all systems and processes, academic and non-academic. University's quality aspect extends to ensuring and enhancing the quality of students through enriched curriculum by providing knowledge, wisdom, and character to the students. College always strives to remain at the forefront of cutting edge technology and scientific research, applicable for betterment of Society. It has infrastructure and labs with state of the art equipment. College continues to leverage ICT to its fullest for continual improvement of quality and relevance of teaching, research, and academic administration. College is aware of its social responsibility and is engaged with local communities and marginal sections of society for capacity building to bring into mainstream. SSR for re-accreditation (2nd Cycle) was collectively prepared based on input from IQAC at all levels, keeping in mind our target to equip students with the best education and infrastructure, to help them achieve nothing but the best in life.

College is committed to nation building and aspires to engage in overall development of students through theoretical, experiential learning experiences, providing opportunities for research, innovation, and entrepreneurship, thereby contributing to the growth of nation and society.

Concluding Remarks :

College offers three year integrated course, two years post graduate course in Marathi and Home economics and two PhD. Courses in Marathi & English with recognized research centers by SGBAUAmravati.Student council, literary associations of various departments played vital role in developing personality of students..Management, principal, encourages teaching staff, to take active part in research. Nearly sixty percent lecturers are PhD. holders.

Pollution frees campus, student service centre, canteen, green premises. Library has a good collection of books and journals. From academic session 2017-18 College development Committee by university act is to guide and develop the academic.NSS, Literary associations, study circles, physical education department, conduct various programs on social awareness, health awareness, ethical , moral values, N.S.S. and sports help to make the dynamic character of the students.

College is in rural area of Amravati district but in a very few colleges who provide the best platform to girls and women to develop themselves to face the challenges of life. Discipline, punctuality, regularity, sincerity among students and teaching and non teaching staff is notable feature of institute. We want to proceed ahead to be recognized as one of the best educational intuition in the district. We will not rest before achieving the same. Our intention is first to complete graduation of students then to motivate them to complete post graduation, then to inspire them to appear for not only to appear NET/SET, but also to encourage them to research .