SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SMT. RADHABAI SARDA ARTS, COMMERCE AND SCIENCE COLLEGE, ANJANGAON SURJI

DARYAPUR ROAD, DEVGIRE NAGAR, ANJANGAON SURJI, DIST. AMRAVATI 444705
www.rscollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shri Sarda Education Society's Smt. Radhabai Sarda Arts, Commerce and Science College was established in June 1966 with the sole aim to provide need based quality education to the residents of Anjangaon Surji and its adjoining villages. The college is permanently affiliated to Sant Gadge Baba Amravati Universitry, Amravati and is approved under section **2(f) and 12(b)** of the University Grants Commission (UGC) Act 1956. At present, the college is running **03** UG, **03** PG and **03** PhD programs. Apart from this, college is running UGC approved **01** BVoc and 03 diploma courses. There are **35** full time faculty members, of which **08** are Professors, **23** are PhD holders while **12** are pursuing PhD. There are **15** PhD supervisors in the institute. **05** faculty members are on the **BOS** of Sant Gadge Baba Amravati University, out of which **02 BOS** members are Chairpersons of their respective boards. The college encompasses a sprawling campus of **11.911 acres** of land and a huge playground with **200** meters of running track. **15** students have won University Color Coat in various sports events in 2019-20. Our student, **Mr Vivek Naikal** was selected in wrestling in **Khelo India Khelo** for **International Selection Camp** in New Delhi, in 2019-20. The students also shown with flying colors in academic fields as **04** students have secured in merit list of University **(02Gold, One Silver and One Fifth Merit)**. It's a matter of great pride that our college has organized **02 International** and **15 National** and **02 State Level** e-Conferences on various subjects in the session 2019-20 during the COVID-19 Pandemic period. Around **2000** students are enrolled in the regular college every year. The college was accredited with 'B' Grade **(Score 73.80)** in the last Assessment by NAAC.

 Location:

 Smt Radhabai Sarda Arts, Commerce & Science College is situated at Anjangaon Surji**,** a rural Tehsil of Amravati district in Maharashtra (***Latitude 21.1670988 longitude 77.3152116***). Anjangaon Surji is 80 kms west to the district place of Amravati while 225 kms west to Nagpur.

Vision

To provide need based quality education to the people so as to make them responsible citizens and well equipped to face the challenges of this highly competitive and globalized world.

Mission

"Sa Vidya Ya Vimuktaye"

'Knowledge Liberates' – this definition of education has inspired the parent institution to provide educational opportunities to all irrespective of the caste, colour, creed and sex. As the torch bearer, Smt Radhabai Sarda Arts, Commerce & Science College has held it high for last 55 years to instill noble qualities in individuals and inculcate values to sculptor out sound citizens.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Motivated Management with the vision to uplift the living standard of the people in this area through the medium of education.
- 35 full-time experienced and dedicated teaching staff. (08 Professors, 06 Associate Professors, 21 Assistant Professors, 23 Doctorate and 15 PhD guides)
- This is the only UGC granted institute in the Tehsil which runs UG and PG; It is striving to cater the educational needs of students from diverse background of this mofussil area.
- The college encompasses a large campus of 11.911 acres of land.
- The college runs 03 UG Programs, 03 PG, 03 PhD Research Centers.
- UGC approved 01 B Voc Degree Course in Software Development and 03 One year Diploma Courses..
- **05** faculty members on Board of Studies contributing to curriculum design and implementation.
- **2** BOS members are Chairperson of their respective boards.
- Well-equipped laboratories.
- Enriched Library with ICT and Wi-Fi facility.
- The campus is Wi-Fi facilitated.
- The entire campus is under CCTV surveillance.
- Registered and functional Alumni Association.
- State-of -Art infrastructure with ICT facilities.
- A well developed Rainwater harvesting system in the main building and Commerce Building.
- 1000 sq.ft. Botanical garden enriched with medicinal plants.
- A large playground with 200 mts. running track and a State-of-Art Basketball Ground
- A YCMOU Distance Education Study Centre for BA, BCom and MCom programs.
- There is a Teacher-Student-Guardian scheme in the college to sort out the problems of the students.
- ISO: 9001-2015 certification.
- The college was accredited with 'B' grade (**Score 73.80**) in last Assessment by NAAC.

Institutional Weakness

- Vacant Teaching and Non-teaching positions create burden of existing staff**.**
- Locational disadvantages for strengthening academia-industry linkages.
- Inadequacy of specific UGC schemes.
- The college is yet to install biometric verification system for students
- Limited facility and opportunity in the curriculum design and development

Institutional Opportunity

- The college has large campus, so more advanced infrastructure can be   developed to transform the place into an Educational Hub.
- To introduce job oriented, skill development and self-employment courses.
- To introduce Post-Graduate program in Commerce and Science departments.
- To carry out more research projects related to the need in the rural area.
- To establish linkage with various resources and industries based on rural and agriculture occupations.

Institutional Challenge

- To start new course like BSc in Agriculture as per the need of the area.
- Our management is thinking to start a few Para-medical courses in the campus.
- Lack of Government support for self-financed programs
- To achieve excellence by involving masses from socially weaker sections
- The college has a challenge to make the students competent in English communication skills
- To make students self-employable
- It's a challenge to make the rural students a smart user of Hi-tech teaching aids.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being an affiliated college, we are strictly confined to the curriculum prescribed by Sant Gadge Baba Amravati University. It's a great honor for the institution that **05 faculty members are on the Board of Studies who are contributing to curriculum design and its implementation. 02 members are chairpersons of their respective boards.** The curricular teaching - learning is executed as per the academic plan. Every teacher maintains diary containing daily teaching activities. Allotment of assignments, seminars and group discussions, evaluation through common test and unit test ultimately lead to an all encompassing delivery of curriculum. Formation of study circle, literary society, science forum give participative experience to the students. Apart from this, teachers use PPT presentations while delivering lectures, arrange field projects, field visits and research laboratory visits to give maximum exposure to the students. The Certificate, Value-added and Add-on Courses are undertaken by almost all the departments in the college to impart employable and life skill education to the students. Students make the optimum use of advanced e-facilities in library including N-list, online books facility where students can access to more than three million books. Every subject in the curriculum is replete with cross cutting issues which are relevant to gender, environment, human values and professional ethics. The Environmental Science is a compulsory subject for second year of BA, BCom and BSc which develops ecological sense while the subjects like PBM in BCom develops professional ethics among students. Feedback on curriculum ensures effective delivery and scope for improvement.

Teaching-learning and Evaluation

Teaching-learning and Evaluation process in our college is executed as per the academic plan of the college. A few introductory classes are held to identify advanced learners and slow learners. The use of ICT is made to create interest and better comprehension of the course. The PPT presentation is done by almost all the teachers. The students of literature in UG & PG are shown audio visual movies, dramas and novels in the class room . The guest speakers from other colleges are invited to give refreshing change to the students. The students are given more exposure by sending them on study tours, field visits, inter-collegiate and University level science exhibitions, debates, seminars, workshops etc. Students' progress is analyzed through Continuous Internal Assessment in the form of unit tests, classroom seminars, common test and viva-voce. The college has a separate reading room for students with a good number of journals, newspapers, reference books and ICT facility. The subscription of N-list facility in the library helps students to access millions of books through

online resource. The students are supplied with question bank on the prescribed course which helps them to prepare for the final examination. Each faculty of the college adopts 60 to 65 students under Student-Teacher-Guardian Scheme which helps to solve the students' problems on various levels. The mechanism of Internal Assessment is transparent and objective. The Program Specific Outcome and Course Outcome are evaluated in the general meeting presided over by the Principal in which action plan is prepared to set better PO, PSO and CO.

Research, Innovations and Extension

Our college is in constant efforts to promote 'Research Culture' between faculty and students. Out of **35** teachers, **23** are PhD holders while **11** teachers are pursuing PhD. There are **15** PhD supervisors in the college under whose guidance **35** scholars have completed PhD. There are **03** recognized research centers in which **20** scholars have been enrolled and pursuing their PhD. The College has a Research Guidance Committee which encourages teachers to pursue PhD. Total **198** research papers have been published by the faculty members in the last five years. Apart from this, almost all the teachers have published their papers in proceedings of National and International Conferences. Our college has organized 02 Inter International and 15 National and 02 State Level e-Conferences in the session 2019-20 during the COVID-19 Pandemic period. The college has taken various initiatives for creation and transfer of knowledge. The college has a large Botanical Garden in which hundreds of medicinal plants have been implanted. The seminars on Medicinal Plant identification and their use are organised for the farmers in the region. A small scale soil and water testing unit has been granted to our college by the CEED of the University. It helped farmers in Anjangaon Surji to know the soil status and TDS of the water. Our faculty promotes the students to participate in science exhibitions and workshops. The extension activities like Shahanoor River Rejuvenation, Yoga and Health Awareness, Plastic Awareness, Voters' Awareness, Road Safety, Clothes Bank, Financial Literacy were undertaken during the last five years.

Infrastructure and Learning Resources

We provide optimum physical infrastructure in order to support teaching-learning process. The college encompasses a large campus of **11.991 acres** of land and a huge playground with **200** mts of running track. The college has an ICT enabled Conference Hall, Principal's Cabin and Administrative office. The college has separate buildings for BA, BCom and BSc. There are total 08 ICT facilitated classrooms, 06 laboratories, 01 computer lab with 23 latest version computers. The campus is Wi-Fi facilitated. The college has a spacious two storey library with the separate stack room, the reading room for students, staff and the Librarian's cabin. The college has **03** PhD Research Centres, a Yoga & Meditation Hall, NSS, NCC and a Open University Centre. We have optimum sport facilities to promote games and sport activities. Our college has a large Botanical Garden, spacious parking zone, canteen and common room for girls. There are 8 LCD Projectors, 4 institutional laptops, 4 Scanners, 1 Bar-code scanner, 10 Printers and 02 latest android TV sets. The subscription of N-List in Library gives an access to students to browse more than 3 million books online. There is RO drinking water, generator facility and Rainwater harvesting in college. The entire college campus is under CCTV Surveillance. Optimum use of infrastructure facilities and maintenance is ensured through planned constituted committee and IQAC.

Student Support and Progression

Our college constantly strives for the all round development of the students. The automation in admission

process and ICT enabled infrastructure aim for the support and progression of the students. College gives financial assistance to students for study tour, various inter-collegiate and inter-university exhibitions and workshops. A philanthropist trustee Shri Jagdishji Sarda gives gold medals to the toppers (One from each faculty). Many cash prizes are given by the teachers and various departments to the distinctive and meritorious students in curricular and extra-curricular fields. **15** students have won University Color Coat in various sports events in 2019-20. Our student, **Mr Vivek Naikal** was selected in wrestling in **Khelo India Khelo** for **International Selection Camp** in New Delhi, in 2019-20. The students also shown with flying colors in academic fields as **04** students have secured in merit list of University **(02Gold, One Silver and One Fifth Merit)** Career Guidance Cell offers guidance and study materials for various competitive exams. The Physical Education Department gives army and police pre-recruitment training to the students and alumni. College gives an expression to performing arts, fine arts and literature in annual gathering and college magazine 'Gavilagad'. College provides optimum sports facilities to the students; as a result, many students win color coat every year. There is a considerable placement of students in the army and police from NCC department of the college. College has a registered Alumni Association as Alumni are the important stakeholders in the development of the college. The funds donated by Alumni are credited to Alumni Association's bank account and spent on various college development activities. A few alumni have given wheel chairs and a good number of books for competitive exams. As per the guidelines of the University, the Students' Council is constituted every year. We conduct remedial coaching classes for the progress of the academically poor students and slow learners.

Governance, Leadership and Management

Our College is committed to its vision and mission to provide need based quality education and to cater the educational needs of students from the diverse background in this mofussil area. The Principal forms various committees of the teachers for the smooth functioning of the college. The teaching-learning process is monitored by conducting the departmental meetings. The institution has College Development Committee comprising of the Management representatives, IQAC coordinator and the senior-most staff members, students and social activists. CDC grants permission for the perspective plan and after discussion with the secretary of CDC, the policy is implemented. Self- appraisal of teachers helps towards the quality enrichment of the academic process. Automation is introduced in academic, scholarship, library and examination section to ensure accuracy. Freedom is given to purchase study material and required instruments for the academic developments to all faculty. In the case of the administrative work, the office superintendent supervise and assign the responsibilities to the non-teaching staff. All the new circulars from the University and the Government are Communicated and discussed with the office staff. **CAS is a decentralized system in our college.** The IQAC verifies the eligibility of the concerned teacher then suggests for the preparation of his/her proposal for availing CAS. **The institution has Salary Earners' Credit Co-operative Society** through which loan is lent to the staff members. **Group Insurance facility** is provided to the staff. The Medical reimbursement facility is available to the staff members as per Government norms.

Institutional Values and Best Practices

Our College is deeply sensitive about the gender equality. College gives admission irrespective of caste, color, creed and sex. The college has formed **Internal Complaint Cell**. At the time of recruitment the college keeps a good ratio between male and female teachers in the staff. The college has opted the subject like Home-Economics in BA and MA curricula which develops the all-round personality, employability skill and human values among girl students. The whole college is under **CCTV Surveillance**. Waste management is strictly executed in the college. **The vermicomposting beds** are prepared by the department of Zoology to convert the

solid degradable waste into organic fertilizer. Different toxic chemicals used in the Chemistry Laboratory are drained into a soak pit; e-wastes are sold to scrap vendor. College has developed a rainwater harvesting system. **Per year approx 5 lakhs liters rainwater is harvested.** Our college observes **'No Vehicle Day'** on Wednesday and **'Khadi Day'** on every Monday. We have encouraged paperless communication in college. IQAC conveys all its notices, information, data and reports on email and WhatsApp. College **has ramp, for the Specially abled students**. **Yoga and Health awareness** and **'Open Access for Library to Senior Citizens and Alumni'** are two best practices undertaken by the college. **Army** and **Police pre-recruitment Training** is a distinctive activity which helps students and alumni to face the actual training confidently.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Smt. Radhabai Sarda Arts, Commerce and Science College, Anjangaon Surji
Address	Daryapur Road, Devgire Nagar, Anjangaon Surji, Dist. Amravati
City	ANJANGAON SURJI
State	Maharashtra
Pin	444705
Website	www.rscollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bashisth Choubey	07224-295678	9423853815	07224-242010	smtrscollege@gmail.com
IQAC / CIQA coordinator	Satyendra Gadpayale	07224-9960884646	9960884646	07224-9881486922	satyendragadpayale777@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes minority certificate pdf.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Marwadi
Any Other	

Establishment Details	
Date of establishment of the college	01-06-1966

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	View Document
2f of UGC	03-02-1985	View Document
12B of UGC	02-03-1985	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Daryapur Road, Devgire Nagar, Anjangaon Surji, Dist. Amravati	Urban	11.911	4372.01

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,English	36	HSC	English	1060	974
UG	BA,Marathi	36	HSC	Marathi	1060	963
UG	BA,History	36	HSC	Marathi	1060	860
UG	BA,Economics	36	HSC	Marathi	1060	340
UG	BA,Political Science	36	HSC	Marathi	1060	851
UG	BA,Home Economics	36	HSC	Marathi	1060	212
UG	BCom,Commerce	36	HSC	Marathi	360	297
UG	BSc,Mathematics	36	HSC SCIENCE	English	468	231
UG	BSc,Physics	36	HSC SCIENCE	English	468	231

UG	BSc,Zoology	36	HSC SCIENCE	English	468	228
UG	BSc,Computer Science	36	HSC SCIENCE	English	468	63
UG	BSc,Chemistry	36	HSC SCIENCE	English	468	396
UG	BSc,Botany	36	HSC SCIENCE	English	468	228
UG	BA,English Literature	36	HSC	English	1060	82
UG	BA,Marathi Literature	36	HSC	Marathi	1060	567
UG	BSc,Biotechnology	36	HSC SCIENCE	English	468	0
UG	BSc,Electronics	36	HSC SCIENCE	English	468	0
UG	BSc,Statastic	36	HSC SCIENCE	English	468	0
PG	MA,English	24	BA	English	160	66
PG	MA,Marathi	24	BA	Marathi	160	128
PG	MA,Home Economics	24	BA	Marathi	40	9
Doctoral (Ph.D)	PhD or DPhil,English	72	MA ENGLISH	English	20	6
Doctoral (Ph.D)	PhD or DPhil,Marathi	72	MA MARATHI	Marathi	4	3
Doctoral (Ph.D)	PhD or DPhil,Home Economics	72	MA HOME ECONOMICS	Marathi	8	0

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				8				6				31
Recruited	4	4	0	8	2	4	0	6	16	5	0	21
Yet to Recruit				0				0				10
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				30
Recruited	19	2	0	21
Yet to Recruit				9
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				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	4	0	2	0	0	10	3	0	22
M.Phil.	0	0	0	0	2	0	3	1	0	6
PG	0	0	0	1	1	0	3	2	0	7

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	646	0	0	0	646
	Female	1084	0	0	0	1084
	Others	0	0	0	0	0
PG	Male	56	0	0	0	56
	Female	147	0	0	0	147
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	4	0	0	0	4
	Female	5	0	0	0	5
	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	117	134	122	112
	Female	199	226	216	186
	Others	0	0	0	0
ST	Male	20	6	6	12
	Female	13	16	15	11
	Others	0	0	0	0
OBC	Male	419	363	351	414
	Female	938	822	889	886
	Others	0	0	0	0
General	Male	33	30	25	24
	Female	49	44	47	44
	Others	0	0	0	0
Others	Male	44	48	57	71
	Female	115	102	112	123
	Others	0	0	0	0
Total		1947	1791	1840	1883

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
185	185	184	182	182

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1705	1947	1791	1840	1883

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
871	879	899	877	873

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
310	216	186	229	105

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
35	28	28	28	27

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
45	45	45	32	32

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 29

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
775	00	00	226.96	182.49

4.3

Number of Computers

Response: 51

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:

Smt Radhabai Sarda Arts, Commerce and Science College is permanently affiliated to Sant Gadge Baba Amravati University, Amravati and follows the curricula prescribed by the University.

- The College ensures effective curriculum delivery through a well planned and documented process.
- The IQAC prepares the academic calendar of the college. The academic calendar specifies suitable available dates for significant academic and other activities.
- The faculty members are briefed on the academic activities of the college at the first meeting of the commencement of every academic year.
- The Head of the departments arranges departmental meeting**s** to distribute and assign the workload.

- Considering the workload and planning held in the departmental meetings, the syllabus is disseminated as per

classes and papers/courses for teaching.

- Faculty members prepare semester-wise teaching plan for theory and practical at the beginning of every term/semester.
- Each teacher is provided with an academic diary containing timetable, workload, Annual/Semester teaching plan, actual teaching units, daily teaching plan and academic and administrative committee responsibilities.
- The academic diary is monitored by the concerned Head of Departments and the Principal of the college.
- The timetable committee prepares a general time table and Head of the Department of concerned departments prepares departmental timetable
- For the effective transmission and delivery of curricula, departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, students seminars, tutorials, question papers solving, research projects and field survey
- Unit Test, Group Discussion and Seminar Presentation are conducted on the taught portion by the teachers.
- Common Test Examination, Project Assignments and Viva-voce are conducted as a part of internal evaluation of the students.
- For the up-gradation of subject-related knowledge, college organizes seminars, conferences and workshops.
- For the effective curriculum delivery teachers use participative, problem solving and student-centric learning methods.
- Faculties effectively and creatively use PPTs, video lectures, models, charts etc.
- College also provides special guidance to the Slow and Advanced Learners.

- The college has a Student-Teacher Guardian system to solve the academic related issues.
- At the end of every academic year, IQAC collects feedback on curricula from all the stakeholders, it is then analyzed and analysis report is communicated to the concerned departments.

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

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

Response:

- The college is permanently affiliated to Sant Gadge Baba Amravati University and has to adhere to the academic calendar published by the University.
- Before the commencement of every academic year, the IQAC prepares the academic calendar in accordance with the academic calendar of the Sant Gadge Baba Amravati University.
- Academic Calendar Committee prepares the academic calendar and makes it available to the students and the faculty.
- The academic calendar specifies the teaching-learning schedule of every academic year and **Continuous Internal Evaluation**.
- Examination committee also prepares a tentative schedule of CIE.
- The college conducts Common Test Exam a month prior to the university examination which is well supervised by the regular faculty members.
- Unit Tests are taken after the completion of each unit by the respective faculty members.
- The Heads of all the departments also prepare their own examination schedule in tune with the academic calendar of the college in consultation with the faculty members.
- The Principal of the college addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination related activities.
- The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the academic and examination related activities.
- It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities.
- In every academic year, semester wise examination committee meetings are organized for the better conducting of CIE.

File Description	Document
Upload Additional information	[View Document](#)
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1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following

academic bodies during the last five years

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

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	[View Document]
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document]
Any additional information	[View Document]
Link for Additional information	[View Document]

1.2 Academic Flexibility

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

Response: 100

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

Response: 22

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document]
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]
Link for Additional information	[View Document]

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

Response: 58

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

2019-20	2018-19	2017-18	2016-17	2015-16
22	10	8	8	10

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

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

Response: 10.86

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

2019-20	2018-19	2017-18	2016-17	2015-16
115	305	201	148	238

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

1.3 Curriculum Enrichment

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

Response:

The College is sensitive to the various social issues sard makes every effort to sensitize the students in this regard. Along with the subject related knowledge, the institute sincerely attempts to integrate cross cutting issues into the curriculum.

Gender:

The institute follows the norms set by the State government regarding reservation policy for girl students. Women's Grievance Cell is activated in the institute which takes care of the safety and welfare of the girls. The students are acquainted with the concepts like gender equity. The course content helps in communicating these ideas very effectively to the students. Co-curricular programmes arranged at regular intervals in the college tackle the gender-related issues and help in spreading the message of gender equality.

The college organizes seminars/special talks on a regular basis in order to endorse social values such as gender equality, gender sensitivity and highlights social problems such as women safety, dowry, women's health, and cybercrime and cyber security.

Stress Management, Yoga and Meditation Training Programme, International Women's Day, Female Foeticide, Laws and Acts for women etc.

The college has opted the subject like Home-Economics in BA & MA Curricula which develops the all rounder personality, employability, skill and human values among girls' students.

Environment and Sustainability In, 'Environmental Studies', a compulsory subject for second year, faculty makes students aware of the basic components of environment and their applications in various fields. The articles, poems, essays included in the syllabus address the environmental issues. Institute organizes Awareness Drives about Environment and Wild-life Protection, E-Waste Management, De-Addiction, AIDS, Cleanliness, Right to Vote, Rain-harvesting, Malnutrition, Immersion of Ganesh and Durga idol in the festival season or campaigns like 'Say no to Plastic Bags' etc.

Human Values and Professional Ethics Subjects like languages and Social Sciences help in inculcating human values in young students. A clear reflection of the values included in the syllabus can be seen in the activities conducted by the college. Essential educational skills go hand in hand with the human values and the college has left no stone

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

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

Response: 7.18

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

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	12	12	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Any additional information	[View Document](#)

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

Response: 62.93

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

Response: 1073

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

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

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

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

1.Feedback collected, analysed and action taken and feedback available on website
2.Feedback collected, analysed and action has been taken
3.Feedback collected and analysed
4.Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 39.98

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

2019-20	2018-19	2017-18	2016-17	2015-16
916	823	997	892	886

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

2019-20	2018-19	2017-18	2016-17	2015-16
2236	2256	2304	2250	2240

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

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

Response: 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
871	879	899	877	873

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

The prime objective of any educational institute striving to achieve excellence is to identify respective learning levels of the students. Students from the diverse socio-cultural, economical and educational background are admitted to the college. Therefore taking into account the varied needs of the students it becomes necessary to identify slow learners and advanced learners at the entry level. At the commencement of every academic year, the college conducts counseling sessions/induction programs for newly admitted students. In these sessions, college Principal and the senior faculty members make students aware with their goals and objectives, code of conduct, classroom attendance, examination and evaluation system and the amenities available in the college. At the entry level, slow and advanced learners are identified through students' marks and achievement in the previous examination (30% weightage), aptitude test (50% weightage), and oral presentations (20% weightage).

For slow learners institute provides:

- Special Guidance Scheme
- Remedial coaching
- Personal counseling
- Tests/Tutorials
- Question Bank
- Question paper solving
- Home assignments
- Extra lectures

On the other hand, advanced learners are encouraged to participate in...

- Departmental Quiz Competition.
- Department wise NET/SET Guidance.
- MPSC/UPSC Guidance (Competitive Examination Guidance)
- Research Projects.
- Seminars/Conferences/Workshops and Presentation of Research Papers.
- Avishkar Research Competition.
- Science Talent Search Examination.
- INFLIBNET membership to the advanced learners.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 49:1

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

2.3 Teaching- Learning Process

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

Response:

Various methods of experiential and participatory learning, as well as problem-solving methodologies, are implemented to make sure that students are dynamic participants than passive listeners in the teaching-learning process. The college endeavors to make teaching learning as a two-way process and student-centric by encouraging

the students to participate in the teaching-learning activities whole-heartedly. The college has adopted various student-centric teaching-learning and pedagogical methods for enhancing the learning levels of the students. In regular classroom teaching, teachers employ experiential learning, problem-solving methodologies, role-playing activities, classroom seminars, group discussions, project works, survey methods, case study, field visits, field projects, review of books and research papers.

Experiential learning:

The teaching faculty of the college promotes experiential learning method. The main objective of this method is to enhance and develop experimental learning approach amongst the students. Laboratory experiments are undertaken in the subjects departments like Chemistry, Botany, Zoology, Physics. The subject like Home-Economics in Arts and Tally in Commerce also involve students in Experiential Learning.

Participative Learning: This is the best student-centric learning method, in which students actively participate in activities such as:

- Class seminars
- Group discussions
- Participation in debates
- Questioning method/Quiz method
- Role-playing method/Acting out method

- Field visits/Industrial visits/Survey etc.
- Field /Industry visit Projects.
- Research projects
- Case study etc. are being practiced in the college.

Problem Solving Method:

In order to develop and enrich students creativity, decision-making ability, critical thinking, reasoning power, the college has adopted this method. Departments like Botany, Mathematics, , Physics, Chemistry, Economics and Home-Economics are using this method successfully for enhancing the learning experiences of the students.

- **Outreach activities are offered to develop human values, ethics and leadership qualities among the students such as:**
- NSS/ NCC camps
- Skill-Based Courses/Value Added Courses
- Yoga for physical and mental health
- Entrepreneurship development programs
- Cultural events
- Personality and soft skill development programme.

The college gives priority to the holistic development of the students outside the classroom through co-curricular, extra-curricular and field-based activities. In order to pursue the interest in their field of specialization, student's forum and committees are functional. Some of the committees like Cultural Committee, Sports Committee, Alumni Committee, Library Committee, Placement Committee etc. are having student representations and participation.

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

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

Response:

- Keeping in view the vision and mission of the institute, our college has been tuned with the changing scenario in the field of ICT and modern technology learning aids.
- Almost all the students are connected to internet and techno savvy facilities as the whole campus is Wi-Fi enabled.
- There are 08 classrooms equipped with LCD projectors. The teachers use PPT while teaching their respective subjects.
- There is an Android TV set installed in English Department in which movies on various prescribed dramas and fictions are shown to the students of literature in both UG and PG.
- The college library is well equipped with latest ICT facilities. The students are accessed to serf and

- download the study materials on the various online websites.
- Faculty members make the videos of teaching the different topics in prescribed texts and upload it on the YouTube.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 49:1

2.3.3.1 Number of mentors

Response: 35

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

2.4 Teacher Profile and Quality

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

Response: 74.82

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

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

Response: 47.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
22	15	13	11	09

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 13.96

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

Response: 488.5

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

2.5 Evaluation Process and Reforms

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

Response:

The college has initiated continuous and comprehensive internal evaluation in accordance with the norms and guidelines of Sant Gadege Baba Amravati University, Amravati.

- The examination committee prepares the examination schedule and it is communicated to the students on the central notice board, besides, concerned teachers make announcements in the classrooms.

- The benchmark of the evaluation includes attendance, tutorials, practicals, field projects, research projects, assignments/seminars/oral presentations and the score secured in the internal tests.
- All the teachers of concerned subjects submit a set of question papers through the Head of the department to the examination committee. The question papers for the internal examination are prepared in a uniform pattern and as per the guidelines of the University.
- The syllabus for the internal examination is communicated to the students in advance by the concerned subject teacher.
- After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement
- Mobile phone in the examination hall is strictly prohibited

Transparency is maintained through the following practices: -

- The examination plan is prepared in keeping the rapport with the Academic Calendar before the commencement of the session.
- Setting of question papers as per university exam pattern.
- Displaying marks of various subjects on the notice board.
- Underperforming students are guided for improvement (Remedial Teaching)
- The students are permitted to verify the Answer Books.

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

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

Response:

The students are the important stakeholders in any institution imparting education. It is our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this view into consideration the college deals with examination related grievances transparently, efficiently and in a timely manner.

- The college conducts Common Test Exam a month prior to the university examination which is well supervised by the regular faculty members.
- Unit Tests are taken after the completion of each unit by the respective faculty members.
- As the whole college under CCTV surveillance, the process of Internal Examination and Common Test is well monitored.
- The internal examination related grievances of the students are addressed at the college level.
- Grievances associated with the internal assessment are handled by Grievance and Redressal Committee.
- College follows the guidelines laid down by Sant Gadge Baba Amravati University Amravati for redressal of grievances.

- The code of the conduct of examination is available in the college prospectus and on the website. The same is displayed on the notice board for the students.
- The college has Grievance and Redressal Committee constituted under the chairmanship of the Principal to look into the matter and appropriate measures are taken sensibly, transparently and within the stipulated time limit.
- The schedule of the examination is prepared by the Examination Committee for the notification of the students and communicated to the students in advance.
- The grievances regarding internal practical examinations are resolved immediately by the concerned teachers and HODs of the various departments..
- Internal Examination answer sheets are shown to the students after the assessment by the concerned subject teachers for further clarification of the students.
- Internal examination marks of various subjects are filled and submitted through Online Portal of the University by the Login Id of the concerned subject teachers.
- the mechanism and the process related to various internal exams in the college are executed As per the guidelines and rules set by the University

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

2.6 Student Performance and Learning Outcomes

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

Response:

- The institution has prepared the PO, CO, PSO, for each program which clearly states the objectives and outcomes. The guideline are circulated to all faculties and displayed on the notice board for the information of students.
- Apart form this the POs and COs are also communicated to the students in the Induction Program.
- Moreover, the HOD of the respective departments give a few introductory lectures in the beginning of the session in which outcome of the POs and COs is explained in detailed manner to the students and also encourged and motivated to attain the outcome.
- Teaching plan is prepared in such a way so as to bring out the desired outcomes as stated in the syllabus. Expected course outcome of all courses are prepared for the students at the beginning of the academic year. Students are motivated towards course outcomes throughout the course of the program by course teacher.

We communicate the PO's, CO's and POS's by the following ways.

1) Program outcome, program specific outcome and course outcome are displayed on college website i.e. www.rscollege.ac.in

2) Program outcome, program specific outcome and course outcome are displayed on departmental notice board.

3) Program outcome, program specific outcome and course outcome are circulated amongst all students and staff.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

- The college is affiliated to Sant Gadge Baba Amravati University, Amravati and it follows the syllabus prescribed by the same University. The syllabus is formulated by the Board of Studies and then finally approved by the Academic Council of University.
- The college ensures the outcomes started by the faculty members according to the syllabus of three years. The valuation system and students' feedback ensures that the course objectives are received through proper channels. As for as the CO, PO, PSO are concerned, they are framed to provide basic as well as minute knowledge of various discipline to students. Each faculty of the college adopts 60 to 65 students under Teacher-guardian Scheme, which helps to solve the students' problems on various levels.
- PO, CO and PSO also provide various signals that our students are well placed in various fields available in the job market either in public or government sector.
- The institution conducts common test exam to check out whether the objectives of the curriculum are achieved during the implementation. Class tests are organized to develop confidence level of students in various subjects and slow learners are identified.
- Many students have participated in National, State and Intercollegiate Level Fests, Sports, Competitions, Seminars and Debates. They have brought honors to the institution.
- The extra-curricular activities of NSS, NCC have made the students responsible citizens, such activities made them to achieve many awards and grades which are highly exemplary to attain the outcomes as mentioned in the programmes.
- The continuous assessment is done through seminars, presentations, assignments, project assignments, field study, industrial visits, excursions and test papers.
- ICT based teaching-learning work is an effective platform for teacher-students' academic interactions.
- Student centric, participative and experimental learning are provided in the college.

File Description	Document
Upload any additional information	
Paste link for Additional information	

2.6.3 Average pass percentage of Students during last five years

Response: 61.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
310	218	186	238	236

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
317	510	331	446	422

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	
Upload any additional information	
Paste link for the annual report	

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.37

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 1.25

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.25	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document]
e-copies of the grant award letters for sponsored research projects / endowments	[View Document]
Any additional information	[View Document]

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

Response: 28.57

3.1.2.1 **Number of teachers recognized as research guides**

Response: 10

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

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

Response: 1.54

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

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

3.1.3.2 **Number of departments offering academic programes**

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

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The incubation centre of the college creates awareness among the students and faculties to participate and conducts workshops, seminars and sensitization programs on capacity building in terms of research and consultancy.

Botanical and Medicinal Plant Garden :

Objectives :

To conserve and collect the Medicinal plant.

To increase the awareness of medicinal plant for the use on various disease among the students and local people.

To carry out the field survey and keep the record of plants.

To distribute the medicinal plantlets to the students and local people for cultivation and to increase the awareness.

To involve the students in propagation and conservation of medicinal plant in garden to increase awareness among them and transfer of the medicinal plant knowledge.

A Small Scale Soil and Water Testing Laboratory :

S.G.B. Amravati University has granted a small scale soil and water testing laboratory to our college under her Continuing Education and Extension Department. This has helped countless farmers in and around Anjangaon Surji to know the status of fertility of their soil and the TDS of the water which will help them to increase their crop yield. This activity also train the students who will bring awareness about the quality of soil and water in their respective villages.

Recognized Research Center :

College has recognized research center for English, Marathi and Home Economics subject. These Research centers have an ample amount of books on research which develop research attitude among the students.

In House Research Project Funding Scheme:

To motivate and involve the students in research, college has started the scheme for the students ' **In House Research Project Funding Scheme'** through this scheme college provides the amount of 5000/- Rs. to the students for the research project.

Educational Tour

Faculties in the various departments also arrange the educational tour, industrial visit and National Research Laboratory visit to impart subject knowledge to the students.

The Research Committee

It suggests some recommendations on

Minor/Major Research project.

Encourages faculty to attend and present a research papers in seminar / conferences.

Promote to publish research paper in journals.

Motivate to attend training programme like refresher and orientation programme, workshops etc.

Our undergraduate students also have project work according to the curriculum prescribed by the

SGBAU, Amravati which help them to get basic knowledge of research work.

Journals, Magazines, E-Journals

The college motivates the students to prepare posters, wall-papers to share the knowledge on current topics. The college subscribes journals, magazines, e-journals, and other online resources like N-lists which provides huge research material to the students.

Career Oriented Certificate and value added course.

The College has taken initiative to enhance the knowledge by undertaking career oriented certificate courses like certificate course in Communication Skill in English,   Modi Lipi , PG Diploma in Yoga Therapy and Value added Course such as Modern painting , E- Banking and Mythical background

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

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

Response: 25

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	10	8	3	2

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

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 20

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 10

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<u>View Document</u>
Any additional information	<u>View Document</u>
URL to the research page on HEI website	<u>View Document</u>

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

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

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

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

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

Response: 1.16

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	03	4	7

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

1) Cleanliness Drive under Swachchha Bharat Abhiyan:

Our college has been undertaking the cleanliness activities under Swachchha Bharat Abhiyan since the academic year 2013-14

Our College undertakes cleanliness activities weakly by the NSS department in college campus. Hundreds of samplings are implanted in July and August every year with the help of Harit Sena (Green Army) Mission Plantation of Maharashtra Government in the college.

The cleanliness Drive is also undertaken by NSS Volunteers during the NSS Special Camps at the adopted villages in which awareness is brought among the villagers about health and hygiene.   The congress grass eradication is also undertaken during the camp.

But the most notable activity about the Cleanliness Drive is the Shahanoor River Rejuvenation campaign undertaken with joint efforts of Lok Jagar NGO and stakeholders in the college (Management, teachers and Students). Shahanoor river which is lifeline of the town has been turned dead dry from a decade. The visionary Lok Jagar NGO took an initiative and appealed the common public to join the Shahanoor River Rejuvenation Mission. As a result, thousands of Students from various schools and colleges took hard labor in this mission on Gandhi Jayanti and Gadgebaba Jayanti.

2) Plastic Awareness program :-

Plastic has become the biggest hazard in present time. It has severely affected the environment. Our college had organised One Day Workshop on Plastic Awareness in which a renowned environmentalist Mr Nandkishorji Gandhi of Kamdhenu Natural Energy Project from Amravati was the speaker who showed us how the clay pots, paper glasses and cotton bags can be the substitute for the plastic. He also advised of the rainwater harvesting and used water re-cycling and the terrace farming.

3)Female Foeticide :-

Female Foeticide has become a serious problem in present time. The Home Economics department in our college organized a female foeticide awareness program in which the HOD in the department spoke on how the constant female foeticide has disturbed the ratio of males and females in the society.

4) Voter Awareness:

The department of Political Science in joint auspices of the NSS unit of the college organized a   voter awareness program. The Tehsil office of Anjangaon Surji also got actively involved in this program.

5) Road Safety:

 The Police Station of Anjangaon Surji celebrates the 'Raising Day' of their department every year in our college. Road safety and traffic rules were conveyed to the students on this occasion. Students also made aware of the rights of pedestrians and driving regulations.

6) Clothes' Bank :-

        Extension Activity Committee started Clothes' Bank for needy people of the society. Teaching , Non-teaching and students of the college donated clothes to this bank. After the collection of more than 100 clothes , extension activity committee organized nutritional fruits and clothes distribution program at Khirpani (Melghat) on 9th Feb 2018.

 7) Financial Literacy:

 The department of commerce held a workshop on Financial Literacy. The workshop guided the students on the advantages of life insurance services, endowment of certain policies for a certain tenure.

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

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

Response: 3

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 61

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
15	14	12	14	06

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes 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 at 3.4.3. above during last five years

Response: 69.91

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

2019-20	2018-19	2017-18	2016-17	2015-16
1568	1226	1232	1637	694

File Description	Document
Report of the event	[View 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 Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 18

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

2019-20	2018-19	2017-18	2016-17	2015-16
09	03	05	1	0

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 6

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**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	2	2	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

- **College Campus:**

  The campus is spread over **11.911 acres** of land (built-up area 4372.01 **Sq. mts)** which encompasses main Administrative Building, Arts Wing, Commerce wings, Science Wing, MCVC Building, Library Building and YCMOU Study Centre.

- **Class rooms:**

  The College has **28 Class Rooms and 01 Seminar Hall** (8 Classrooms and Seminar Hall are ICT enabled)

- **Laboratories:**

  The College has well equipped and properly maintained **06 laboratories**.

- **Computer Laboratory:**

  The College also has one fully furnished and equipped Computer Lab (72.46 sq mts) with **23 computers.**

- **Library:**

  The College has spacious 136.85**sq. mts Library** with separate stack room, issue counter, **students' reading room** (103.68 sq. mts) and **reading room for staff**, News **Paper Gallery**, **Journal/periodical Section, Network Resource Center** & **Librarian's cabin.**

- **Research Centre:**

  The college has Three PhD Research Centres i.e in English, Home economics and Marathi.

- **Yoga & Meditation Centre**:

  A spacious hall for Yoga sessions and Meditation.

- **Botanical garden:**

  A well flourished garden in 100 sq. mts with various medicinal plants.

- **Internet Facility:**

The college is facilitated with Wi-Fi connectivity.

- **N.S.S. Room:**

  The college has an active N.S.S. unit with 200 volunteers.

- **Academic Support Facilities:**

  8 LCD projectors, 4 institutional Laptops, 4 scanners, 1 Bar-code scanner and 10 printers to support teaching- learning process.

- **Administrative Block :**

  The College has a separate block for administration.

- **Parking:**

  Separate parking for staff and students.

- **Drinking facility:**

  The college has water cooler (with R.O) for staff and students.

- **Canteen:**

  A neat and clean canteen which maintains hygiene

- **Common Room:**

  There is a facility of common room for girls.

- **Toilets:**

  The college has separate toilet for male staff, female staff, girl students and boys' students.

- **CCTV:**

  The College campus is under CCTV surveillance.

- **Sound System:**

  The college has two units of latest sound system.

- **Generator:**

  The college has a movable generator which is used to different places in college wherever is needed.

Sr. No.	Rooms Name	Total	Carpet Area SQM
1	Class Rooms	28	1505.4
2	English Research Center Cum Class Room	01	45.89
3	Home Economics Research Center Cum Class Room	01	68.56
4	Administrative Office	02	60.95
5	IQAC	01	24.15
6	Record Room	02	48.31
7	Seminar Hall	01	96.6
8	Guest Room	01	24.15
9	Principal Cabin	01	48.31
10	Staff Room	04	125.15
11	Research Centre Dept. of Marathi	01	19.51
12	Laboratory cum Class Room Computer Science	01	72.46
13	Chemistry Laboratory	01	95.23
14	Zoology Laboratory	01	50.73
15	Botany Laboratory	01	48.31
16	Physics Laboratory	01	95.23
17	Home Economics Laboratory	01	69.96
18	Sports and Yoga Fitness Centre + Day Care Centre	01	68.56
19	YCMOU Study Centre	01	68.56
20	Library Department	01	136.85
21	Library Reading Room	01	103.68
22	Department of Physical Education	01	19.51
23	Watchman Room	01	29.73
24	Women's Toilet	02	82.68
25	Men's Toilet	02	46.45
26	Canteen	01	7.43

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

For the promotion of extra-curricular activities among the students, adequate infrastructure has been provided.. Every year, many boys and girls represent the college in inter-university and University level sports competitions and Youth Festivals.

Indoor Games:

Facilities for the indoor games like Yoga, Wrestling, Chess and Carom etc, are provided to students in the

college campus.

Outdoor Games:

The College has a spacious 5 acres play ground available for outdoor games i.e. Cricket , Basketball , Volley Ball, Kabaddi , Kho-Khol , Softball and Baseball.

The college also has the facility for:

Athletics-Jumping: (Long Jump, High Jump & Triple Jump)

Throwing Events: Shot Put, Discuss, Javeline, Hammer Throw.

Running Event- 200 Mts Track.

The college has sufficient number of sport equipments and accessories. Various sports competitions such as Inter departmental, Inter collegiate, Inter University, etc help in developing team spirit among students and also give a way to the hidden instinct of artistic flair and cultural bent.

Cultural Activities

Students are encouraged to participate in the cultural events held in the college like Youth festivals and Annual Gathering. Students are also sent to other colleges for inter-collegiate competitions like various cultural events such as Folk Dance, Group Song, Mime, Quiz, Debate, Drama etc. The students have been participating with full energy and zeal in all activities i.e. academic, theatrical, fine arts or musical during the Annual Gathering of the college.

Yoga & Meditation Hall :

The college has a spacious Yaga and Meditation hall in which students and alumni practice yoga and meditation.

National Service Scheme (NSS):

The institute has a very active NSS unit with 200 volunteers. Various social events are conducted by the NSS unit e.g. blood donation camp, Dental Check up, Yoga Training, Cleanliness, Financial Literacy , Tree plantation, Pulse Polio Drive, Water Literacy, HIV/AIDS , Adolescent Health Issues, Gender Issues, and Swachhta Bharat Abhiyan etc.

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

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

LMS, etc. *(Data for the latest completed academic year)*

Response: 31.03

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	 View Document
Upload any additional information	 View Document
Paste link for additional information	 View Document

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

Response: 52.39

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	594.51	00

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	 View Document
Upload audited utilization statements	 View Document
Upload any additional information	 View Document

4.2 Library as a Learning Resource

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

Response:

ILMS software- LIBMAN v1.0

Yes, Library is automated using Integrated Library Management System (ILMS).

The College has purchased (2013-2014) Software . It is user-friendly software developed to work under client-server environment.

Year of Automation	Name of ILMS Software	Nature of Automation	Version
2015-16	LIBMAN : a software for automation of all in house functions of library	Acquisition and Circulation of Books	LIBMAN v1.0
2016-17	LIBMAN : a software for automation of all in house functions of library	Acquisition, Circulation of Books and Bar-Coding	LIBMAN v1.0
2017-18	LIBMAN : a software for automation of all in house functions of library	Acquisition, Circulation of Books and Bar-Coding	LIBMAN v1.0
2018-19	KOHA : a software for automation of all in house functions of library	Acquisition, Circulation of Books and Bar-Coding	KOHA v20.05
2019-20	KOHA: a software for automation of all in house functions of library	Acquisition, Circulation of Books, Bar-Coding and OPAC	KOHA v20.05

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

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

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

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

Response: 224.71

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	596.75	526.78

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 1.49

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

Response: 26

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Computers updating :

Institution frequently updates its IT facilities. Most of computers have Intel (R) atom TM, os-window-7 or

above with current configuration. Now currently college has 46 computers out of these has **Intel (R) Core (TM) CPU @3.50 GHz RAM 8.00GB, 3.00GHz 248MB RAM, 4 GB RAM 3.30GHz**

Laptops :

5 laptops are available with the latest configuration and software.

Internet Facility :

The institution has internet facility and is updated time to time. The institution has a broadband connection of 100 mbps speed.

Software Updating:

 Office and library head looks after the internet needs and upgrades the softwares and systems. All the systems, printers, copiers, scanners are LAN synced with internet facility.

Wi- Fi :

The free Wi-Fi facility is available inside the campus for faculty members in the college.

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

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

Response: 33:1

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

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 116.04

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

2019-20	2018-19	2017-18	2016-17	2015-16
786.50	00	649.66	596.98	393.59

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

The details of utilization and maintenance of physical, academic and support facilities of infrastructure are as follows:

Infrastructure:

- There is an 'Infrastructure Development Committee' to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance work of the buildings and basic amenities like water supply, power supply and gas are looked after by this committee.

Laboratories

- The institute has 06 laboratories.
- The support staff cleans and maintains the physical infrastructure, equipments etc.
- The laboratories are cleaned before and after the practical and prepared for the next day practical the support staff.

Library

- The library is user friendly and kept dust free and ventilated.
- The attendants keep the library premises clean.
- The library area, including reading room and stack room are cleaned and regularly.
- The library is used for referring various literatures, book lending, reading facility, accessing the e-resources etc.
- The Library Management System (LMS) has made the library services easier. The Online Book Services like N-List and Shodhganga has provided an access for millions of books.
- The literature is issued on borrow cards.

Sports

- The grounds are cleaned for practice and to conduct the games.
- Volleyball, Basketball, Soft Ball, Base Ball grounds are well maintained.
- Shot -Put , Javeline, Long Jump, High Jump and Hurdles are kept prepared.
- Wrestling Mats are kept clean
- The Indoor Games like Carom sets, Badminton Chess and Yoga are regularly supervised by the trained instructors.
- . The college has large play ground with 200 mts running track and a Cricket Pitch in the centre which is well maintained.
- All sports equipments are used to train and motivate the players to participate in games/competitions organized at local, district, university and national levels.

Computers

- The institute has availed computers, laptops, internet connectivity, Wi-Fi, LAN facility, anti-virus and IT equipments.
- The computers are used for various academic and administrative purposes.
- The server is also instrumental to procure/ store the online admission data, website designing, data backup of the college.
- The e-material for study is preserved and availed to students.
- The LCD projectors are used for various purposes like video conferencing, webinar etc. The free Wi-Fi connectivity is provided at the campus as well as broadband connectivity is made available.
- The LAN facility is provided at the computer laboratories and administrative office**.**

Classrooms

- Classrooms are cleaned by the support staff .
- Classrooms are used for college and university examinations.
- The institute makes the optimum use of the infrastructure.
- Classrooms are used for multiple purposes during the holidays such as- for examinations of HSC board.
- The ICT classrooms are regularly supervised and maintained by the hired technicians.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 74.09

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
1185	1477	1190	1443	1511

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

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

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

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

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

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

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

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

Response: 7.97

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

2019-20	2018-19	2017-18	2016-17	2015-16
241	280	109	97	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

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

Response: B. 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

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

Response: 9.49

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

2019-20	2018-19	2017-18	2016-17	2015-16
17	14	11	11	26

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

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

Response: 180.32

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 559

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0

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

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

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

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

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

5.3 Student Participation and Activities

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

Response: 53

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

2019-20	2018-19	2017-18	2016-17	2015-16
19	14	14	4	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Under the provisions of section 40(2)(b) of the Maharashtra Universities Act, 1994, the college constitutes Student Council in every academic year.

- After the commencement of every academic year, the college Student Council is constituted as per the rules and regulations laid down by Sant Gadge Baba Amravati University, Amravati.
- Class Representatives (CR) are selected based upon their previous year's academic performances from each class.
- The members of the student council actively participate in academic and administrative developmental activities of the college.
- The members of students council conduct various co-curricular and extra-curricular activities under the guidance of the respective committee chairman and staff in-charge.

 Objectives and Functions of Students Council:

- To promote all-round development (academic, professional and personal) of students by involving them in various co-curricular and extra-curricular activities.
- To promote an obliging culture amongst the students and to develop their leadership abilities.
- Conducting various activities/programmes at intra and inter-collegiate level.
- To help in maintaining discipline and healthy ambience in the college campus.

○ To seek help as the task force in the special drives such as fund raising, disaster management, and event management etc.

Formation of Students Council

Sr.No	Representative	Designation in Student Council
1	Principal	Chairman
2	A faculty, nominated by the Principal	Member
3	NSS program officer	Member
4	NCC officer	Member
5	Director of Physical Education	Member
6	All class representatives elected on the basis of merit (CR)	Member
7	Sports *(One Student on the basis of outstanding performance)*	Member
8	NSS *(One Student on the basis of outstanding performance)*	Member
9	NCC *(One Student on the basis of outstanding performance)*	Member
10	Cultural activities *(One Student on the basis of outstanding performance)*	Member
11	Two girl students nominated by the Principal	Member

Literary Association , Social Science & Science Forum & Study circles :

All the departments of our college organized their subject council and frame the body of active students. These students play active role in organizing programmes in their respective departments and subjects.

Internal committees :

The college has 42 internal committees in which one or two active students are nominated by the Principal and head of the department as a supportive to the committees of the institution. The aim of this scheme is to understand various work done in different committees of college. The followings are the committees in which students are given representation and participation of Students' Council have been an integral part of the academics.

Following Committees have active participation of representatives from Students' Council:-

- College Development Committee
- IQAC
- N.S.S. Committee
- College Magazine Committee
- Cultural Activity/Youth Festival Committee
- Games And Sports Committee
- Student Grievances Discipline Committee
- Women Anti –Harassment Committee (Internal Complaint Cell)
- YCMOU Study Centre

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

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

Response: 341.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
400	425	395	297	190

File Description	Document
Report of the event	[View Document]()
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document]()

5.4 Alumni Engagement

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

Response:

The Alumni Association of Smt Radhabai Sarda Arts, Commerce & Science College Anjangaon Surji is duly registered under the Societies Registration Act 1860. The institute attempts to establish a perennial connection between the institution and its alumni. The institute has more than 12000 ex students. The association meets in regular intervals and works for widening its contact with ex-students. This association also works like an advisory body to link all the stakeholders.

Alumni association fosters the relationship between the alumni and alma mater. It bridges the widening gap between the former students and the institute to keep them in touch with the present growth, development and also the challenges before the institute. At the same time, its role in organizing socio-cultural, educational and some other kinds of events in the college premises strengthen its relation with the institute with the passing off of each day

Financial support

The association has received some amount of contribution in the form of donation from the ex-students of the institution. The separate bank account for the Alumni Association is opened and maintained. Such amount is used for the development of the college. A philanthropist Alumnus, Shri Jagdishji Sarda has donated 51000/- Rs in the alumni bank account. There are around 150000/- Rs till the date in the Alumni bank account. The Alumni also donated a good number of books for the students who desire to appear for the competitive examination.

Non Financial Support :

Interactive Session

The Alumni members are invited by their concerned Departments for the Guest lectures. The present students are motivated by their guidance. They guide the students on Interview Skills, effective use of English and resolve their queries.

Competitive Examination Guidance Programme :

Competitive examination guidance programme is arranged by Alumni Association to aware students about the competitive examination.

College -Alumni cooperation :

The various contracts related to the development of college infrastructure are prominently given to the Alumni. Alumni too gives the most possible concession in the various contracts.

Social Awareness Programmes :

The Alumni Association endeavors to aware social issues through the participation in extra-curricular activities of the students.

Participation in Functions :

The alumni members take active participation in the celebrations of college event such as Annual

Gathering, Farewell function on retirement of employee, Republic Day and Independence Day.

Support for NSS Village Adoption and organization of awareness programmes:

The alumni members help to the NSS unit for adoption of village for NSS Camps. They even help in camp for carrying out development activities and also help to organize various awareness programmes.

Feedback from Alumni :

The institution seeks feedback from the Alumni to improve its quality in the learning process and other progressive aspects. Invariably all former faculty members have expressed a high degree of solidarity to the improvement of the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION

To provide need based quality education to the people so as to make them responsible citizens and well equipped to face the challenges of this highly competitive and globalized world.

MISSION

"SA VIDYA YA VIMUKTAYE"

'Knowledge Liberates' – this definition of education has inspired the parent institution to provide educational opportunities to all irrespective of the caste, colour, creed and sex. As the torch bearer, Smt Radhabai Sarda Arts, Commerce & Science College has held it high for last 55 years to instill noble qualities in individuals and inculcate values to sculptor out sound citizens.

Leadership, functions of the Head of the Institution

- At the beginning of the every academic year, different committees are formed and entrusted with responsibilities of various activities for smooth functioning of the College.
- The Management and the Principal conduct regular meetings and address the teachers about their responsibilities. The Principal, by conducting the departmental meetings, monitors the teaching-learning process. Besides, the teachers follow the instructions given by the University for the Overall Development of the students. The Institution has its own College Development Committee (CDC) wherein the Management Representative, IQAC Coordinator and the senior most staff members are included. In its meeting, the Committee analyzes the feedback of teachers, students on curriculum and, accordingly, if necessary reforms are made. The Principal is the head of the Institution provides the leadership to the system. He works with vision, missions and goals of the Institution. He performs the following functions such as planning accurately for future, deploying all resources for execution, monitoring the entire process etc. According to the need of the society, the Institution prepares the perspective plan of the Institution to which the society and the rural masses gets benefit of it.

Measures are taken by the institution to translate quality to the functioning of its various administrative and academic units

Guidelines of UGC and State Government of Maharashtra are followed by the institutions. Faculty self appraisal also helps toward the quality enrichment of the academic process. Computerization is introduced in academic section, student section, scholarship section, and library and examination section so as to ensure accuracy. The academic regulations, exam procedures, teaching and learning mechanisms are meant for developing and enhancing the quality of academics and Research. Sustaining quality research

and development activity is the top priority while providing a congenial and healthy atmosphere in pursuing academic excellence.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Principal is the head of the Institution. In every academic year, a meeting is held under the Chairmanship of the Principal for constituting different committees for smoothly and efficiently functioning of the Institution. 48 different committees have been formed for the decentralization of the work in the institute. The major authority is given to the head of the committee for completion of the work. Similarly, there are different departments and subjects in the College. The head is the prime authority in the department as well. All the rights are preserved with the head of the department. Hence, there is scope for enrichment of the departments due to liberty in respect of powers. All the faculty members have been given the freedom relating to order or to purchase any study material or required instruments for the academic development. In the case of the administrative work, the Office Superintendent is the chief authority. Under the Office Superintendent, all the non-teaching staff works. All the new circulars from the University and the Government are communicated and discussed with the office staff. Therefore, there is a good work culture between the teaching and the non-teaching staff.

Besides, under the Career Advancement Scheme, there is decentralized system in our college. Initially, the eligible teacher has to make an application towards the IQAC Coordinator for availing the Career Advancement Scheme. The IQAC verifies the eligibility of the concerned teacher. Once the IQAC is satisfied with the eligibility criteria for promotion then the IQAC suggests to the concerned teacher for the preparation of his / her proposal for availing CAS. The CAS Committee from the University calls for the screening / selection of the teacher under CAS. All the documentary evidences are verified and evaluated by the CAS Committee. Finally, the proposal is forwarded to the University for the sanction and all the CAS benefits are given to the concerned teacher. Under this system, the Institution bestows all the rights to the IQAC.

The following committees are in existence to decentralize the academic and administrative activities.

- IQAC Committee
- Disciplinary and Anti-Ragging Committee
- Grievance and Redressal Committee
- Internal Complaint Committee
- Examination Committee
- Purchasing Committee
- Skill Development Committee

- Training and Placement Committee
- Library Committee
- NSS Committee
- Games and Sports Committee
- NCC Committee

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College was started in the year 1966 with BA and B. Com. Later in the years 1992 three Post Graduate courses were started in English, Marathi and Home-Economics.

The perspective plan and its deployment policies are prepared by the IQAC and forwarded to the Principal. Then, if proposal found to be in order, it is forwarded to the CDC. Ultimate decision is made by CDC. Decision by CDC with remarks copy is submitted to the concerned authority.CDC grants permission for the perspective plan and its deployment to be presented to the stakeholders. Then it is placed before the teachers, student representatives and administrators for an open discussion. A consensus is arrived at; finally with the discussion with the Secretary of CDC, the policy is implemented.

Degree course, Diploma and Certificate Course:-

Various Add-on and Certificate courses are being taught in the college. Almost all the departments have introduced these courses. The IQAC suggests the courses to the various heads of the respective departments which are then with the consent of the principal designed for the students. The courses have brought value addition in the knowledge of the students.

Improvement in teaching and learning process.

The College has become ICT enabled in both academic and administrative.

Research Promotion:-

Most of the faculty members have completed their research work leading to PhD. 22 research scholars have been awarded the PhD under the guidance of our faculty. Recognized Research Centre for PhD degree have been started in English , Marathi and Home- Economics. More than 100 research papers have been presented by different faculty members in conferences, seminars, proceedings and journals. Some faculty members have availed the facility of Minor and Major Research Projects of the UGC

Library

In the College library, e-books and e-journals are available through INFLIBNET of N-List connectivity. Besides, the transaction of the books for students and staff is accomplished through LIBMAN software. However, the library is automized partially by the modern technology. Computers with internet facilities are made available for students and teachers in the library.

Sports

Sports Department plays an vital role in the College development. There is tremendous change in sports infrastructural facilities in the last five years. University level wrestling was organized by the College. **48 Colour coats** have been won in various sports activities by the college students in last five years

Alumni Association:-

Alumni Association has been registered in the year 2017. Almost 300 hundred alumni are members of this association and around rupees two lakhs have been deposited to the bank account.

Infrastructural development:-

- Computer Lab with more than 23 updated computer systems is developed for college students.
- Women's Hostel is constructed by receiving grants from UGC.
- Seminar hall and classrooms are made with modern ICT facilities.
- Botanical garden of the almost 100 sqm is developed on the college premises enriched with different medicinal plants.
- All science laboratories are well equipped.

The college has large ground with 200 mts running track in it.

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

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

Response:

Functions of the Governing Body:

1.Promote research in relevant fields.

 2.Evolve methods of assessment of students' performance, the conduct of examinations and notification of results.

 3. Use modern tools of educational technology to achieve higher standards and greater creativity.

 4. Promote healthy practices such as community service, extension activities for the benefit of the society at large.

5. Institute confers scholarships, medals, prizes and certificates.

The Management of the Institution is visionary and committed. In short, the Management monitors the following processes:

· Teaching-Learning Process

· Recruitment

· Promotion of Staff

· Freedom for Academic Development

· Financial Support

· Evaluation of Teachers Performance

The recruitment of the teacher is as per the norms of the UGC, State Government and the University. Each faculty member, when eligible for promotion by acquiring required qualification and the score as stipulated by the API of UGC norms, the College management follows the procedures as early as possible for his / her promotion. The principal and the management hold the regular staff meetings and address them about their responsibilities for smooth functioning of the College. The various committees are made such as Admission Committee, Examination Committee, NSS Committee, Library Committee, Time-Table Committee, Academic Planning Committee, Grievance Redressal Cell etc. The College has a Grievance Redressal Cell to redress the grievances of the employees. The responsibilities of the employees are well defined and cordial atmosphere is maintained at the work place. The management, the Principal and the HOD resolve minor disputes if any. If there are major grievances, the Cell looks into the matter seriously and if it is not resolved, the alternative Cell is also available with the University where the employee can also lodge his complaint.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any 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:

For well-being functions of the Institution, it is quite necessary that the Institution should look-after the health and hygiene of staff members as well as the welfare measures. The welfare measures for the teaching staff and non-teaching staff are as follows:

1) The Institution has its own salary Earner's credit co-operative society, through which the short term and long term loan are disbursed to the staff members according to the need e.g. renovation of house, purchasing of vehicle, marriage, education of children etc.

2) The medical reimbursement facility is also available to the staff members as per the Government norms.

3) For updating the subject knowledge, the teaching staff members are allowed to participate in Orientation Programmes, Refresher Courses, and Short Term Courses etc as and when they need. By participating in these courses, it is easy to go for Career Advancement Scheme as per the UGC norms.

4) Faculty Development Programme facility is also available in the Institution through which various staff members acquired PhD. and M. Phil. Degrees necessary for their career advancement.

5) Group Insurance facility is also provided by the Institution to both teaching and non-teaching staff

6) At the time of superannuation considering the service rendered to this Institution of both teaching and non-teaching staff are felicitated by the Management.

7) Non-teaching staff is provided the opportunity to participate in different courses / seminars related to computer literacy, administrative skill etc. for the up gradation of their knowledge.

8)   The teaching and non-teaching staff are granted the different types of leaves such as study leave, earned leave, medical leave maternity leave etc. as per the norms of State Government and the UGC.

9)   Non-teaching staff is provided with the admissible allowances such as uniform allowance, washing allowance etc.

10) The Institution has developed the system of appreciation of both the teaching and non-teaching staff for acquiring academic degrees, awards, recognition by the Government and the non-government agencies / bodies.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 23.82

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

2019-20	2018-19	2017-18	2016-17	2015-16
09	11	04	07	04

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, 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: 4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	4	9	1	5

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

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

Response: 22.51

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

2019-20	2018-19	2017-18	2016-17	2015-16
13	04	07	07	03

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

In our Institution, there is unique system regarding the performance based appraisal system of teaching and non-teaching staff. Teaching staff is evaluated and performance is measured with the help of Daily Teaching Reports, Academic Diary, Attendance Sheets, Self Appraisal form and so on. Moreover, teachers' performance is evaluated on the basis of their contribution to the institutional development and research and extension activities. At the end of academic year, Academic Performance Indicator and Performance Based Appraisal forms are sought from the teaching staff by the IQAC. These proforma are provided by the UGC and the University time to time. The Institution verifies the minimum score completed or not by the concerned teacher in the assessment.

Besides, for non-teaching staff, Institution has developed Self Appraisal form that is to be filled up by the concerned non-teaching staff and submitted to the Office Superintendent in each academic year.

In the similar way , the **confidential reports** of the teaching and the nonteaching staff are also prepared by the head of the institution. However, all the staff members' performance is assessed and, accordingly, the final reports are prepared and communicated to the concerned employee

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit: Mr.S.S. Khandekar, Chartered Accountant, Amravati and Mr.Keshav Soni, Chartered Accountant, Amravati have been appointed for carrying out Internal Audit. After verifying the books of accounts of the Institution, there is no objection pointed out during the last five years by the internal auditors. The auditors certify the financial statements of the Institute and issues auditors' report.

External Audit: Various government departments verify usually the funds received and disbursed by the College. In this respect, following are the External Auditors:

- Audit by Auditor General, Nagpur
- Audit by State Government of Finance Department
- Scholarship Audit
- EBC Audit

Assessment Audit: Government Department of Higher Education Maharashtra through Joint Director of Higher Education, Amravati Region, Amravati, completes regularly the assessment of salary and non-salary expenditure and fixes the grants of the College by verifying the records of expenditure incurred.

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

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

Response: 0

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

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

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

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

Response:

The resources are useful for any Institution to develop and promote the academic ambience in the campus. The College gets the financial assistance from the Government in the form of salary grants for aided courses only. Besides, the College also gets the UGC grants under various schemes. The salary grants is spent on the staff members as per the norms of the Government and every year the assessment has been done by the Director and the Joint Director of Higher Education Office.

The UGC provides the Undergraduate Development Assistance wherein capital assets and general assets are prescribed. As per the proposal submitted to the University Grants Commission, the grants being sanctioned are utilized as per the allocation. Institution also gets fund for NSS and NCC scheme and internal and external audit is done of the same.

The audited statements of Income and Expenditure are prepared by the auditors which is necessary as per the guidelines of the UGC in the form of Utilization Certificate.

The grants which are received for the purpose is utilized for the same. In the XI Plan, the Institution received the grants for books, equipments, development of sports infrastructure, purchase of sports equipments and for the construction of classrooms and construction of women hostel. Likewise in XII plan, we have an allocation of grants on the basis of XI plan grants for the Undergraduate Development

Assistance.

At the same time, the UGC has also allocated some grants towards the merged scheme.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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:

Teaching and Learning:

IQAC Contribute, Monitors and Evaluates the Teaching & Learning processes:

- Feedback from the stakeholders (students, alumni, and parents).
- Monitoring of course files,
- Lecture Schedules,
- Course plans by random sampling Verification of cycle test analysis,
- Question papers, Arrangement of special classes for weak students.
- Identifying the new processes and recommending the same for improving the quality.

Research

- In our Institution, the IQAC plays an important role relating to quality improvement amongst the staff. The IQAC always motivates to teaching staff for the participations and paper presentations in national and international Conferences and Seminars.
- The IQAC inspires teachers to publish research articles in reputed national and international journals.
- The IQAC encourages the faculties to undertake Major and Minor Research Projects. Presently, there is no provision of funds for research and development. The necessary budget allocated by funding agencies like UGC and University is provided and utilized as per norms of concerned agencies. In this way, the IQAC channelizes the research culture in the College.

Sports

The IQAC channelizes the sports culture in the College. The Sports Department of the College organizes continuously different sports competitions. Subsequently, Institution motivates students to participate in national and university level sports events. There is huge playground with 200 hundred meters of running track including Kho-Kho, Kabbadi, Volleyball, Cricket etc. playgrounds. The college

encourages students to participate in various sports and games at different levels to inculcate the personality development, team spirit and leadership qualities among students.

Outdoor Games	Area in Sq.M	Indoor Games
Basketball	28m x 15m = 420 Sq.M	Yoga
Kabaddi	13m x 10m = 130 Sq.M	Wrestling
Kho Kho	27m x 16m = 432 Sq.M	Chess
Volleyball	18m x 09m = 162 Sq.M	Caroms
Cricket	138m x 91m = 12558 Sq.M	
Baseball & Softball	70m x 63m = 4410 Sq.M	
Running Track	200 mtrs	

In this way, the IQAC has contributed significantly for institutionalizing the sports culture in the College.

Adequate infrastructure and human resources

The departments have established research labs with necessary software and computing facilities to carryout research. Central library facilities are enhanced to update with online national and International reputed journals etc.

Support in terms of technology and information needs

The institute/department encourages the students and faculty to utilize the advanced research laboratories, library, computer centre and software tools for carrying out their academic/research projects.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

1 Mechanism to Monitor Teaching-Learning Process:

- Initially, the IQAC follows the Academic Calendar provided by the University to plan yearly teaching - learning process.
- The departmental meetings headed by the HODs wherein distribution of the syllabus, accordingly, is maintained amongst the staff members. This plan is also shared with the students.
- Periodically, preparation of action plans of teaching – learning is completed as well as monitored by respective HODs and the head of the institute of the College.
- The teaching – learning outcome is evaluated by providing the feedback proforma prepared by the IQAC to the students of every class. Accordingly, the students record their responses through the proforma.
- The students' responses are evaluated carefully by the IQAC and the shortcomings mentioned by the students regarding the teaching learning are conveyed to the concerned teacher.
- Secondly**,** the College appointed faculty in charge for class observation also conveys their responses to the IQAC and their responses are evaluated and the outcome of the same is conveyed to the concerned teachers.
- The students and faculty in charge's suggestions help in solving the difficulties which come across the teaching – learning process.
- At the end of each semester, the IQAC collects the teachers' diaries, completion of the syllabus etc. which help us in reviewing this process effectively

2) Promoting the usage of ICT and Innovation in Teaching-Learning Process.

Besides regular classroom learning and innovative teaching methods, following activities are practiced:

- Field trips
- Industrial visits
- Guest lectures on advanced topics by the Eminent Academicians and industry experts.
- .Conducting seminars by students
- Students are sent to various science exhibition and Avishkar Competition.
- Students are sent to various university level workshops.
- Faculty development through subject based workshops, orientation programs, seminars and conference programs.
- College makes an optimum use of ICT in academic and administrative operations. In teaching - learning process, modern days ICT aids are used for effective academic development.
- Audio –visual aids are used for teaching and learning process. Moodle (A Open Source Learning Management System) is made available for faculty members and college students.
- The teachers use PPT in their classroom teaching. Some faculty members make videos of their teaching and upload on the YouTube.
- The various notices for students are uploaded on college website.
- The notices to faculty members are sent on IQAC E-mail.
- In the College library, e-books and e-journals are available through INFLIBNET of N-List connectivity. Besides, the transaction of the books for students and staff is accomplished through LIBMAN software.

Post Accreditation Quality Initiatives:

- Bachelor of Science is started in the academic year 2006 in the subject like Botany, Zoology,

- Chemistry, Physics, Mathematics, Computer, and Bio-Technology.
- Post Graduate Diploma in Yoga Therapy started in the academic year 2009 in the college.
- Certificate Course in Computer in Tally and C++ started in 2014 under Yuva Jagar Abhiyan.
- Certificate Course in Modee Lipee started in the 2014-15.
- Certificate Course in Communication Skill started 2016-17.
- Value Added Certificate Courses have been started by four different departments.
- Master of Commerce in distance education has been started from the academic session 2018-19 at YCMOU study centre in the college.
- The college was certified with ISO in 2018.

Structured Feedback System is developed

- To get feedback from students, alumni, parents to improve teaching learning process Structured Feedback System is developed.
- For the exchange of subject knowledge our college has signed MOUs with different colleges, industries, NGO's and organizations.

Research Promotion:-

- Most of the faculty members have completed their research work leading to PhD. Degree.
- 22 research scholars have been awarded the PhD under the guidance of our faculty.
- Recognized Research Centre for PhD degree have been started in English, Marathi and Home-Economics
- 198 research papers have been published by different faculty members in conference, seminars, proceedings and journals.
- Some faculty members have availed the facility of Minor and Major Research Projects of the UGC
- 10 faculty members have got recognition as PhD supervisors.

Alumni Association:-

- Alumni Association has been registered in the year 2017.
- 232 alumni are members of this association and more than a lakh has been deposited to the bank account.

Infrastructure development:-

- Science Building is constructed in the year 2006.
- Computer Lab with more than 45 updated computer systems is developed for college students.
- Women's Hostel is constructed by receiving grants form UGC.
- College Administrative building is renovated.
- Seminar hall and classrooms are made with modern ICT facilities.
- College library has been renovated in the year 2017.
- Botanical garden of the almost 100 sq mts is developed in the college premises enriched with different medicinal plants.
- All science laboratories are well equipped.

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

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

As the college has mentioned in its mission, we provide educational opportunities to all irrespective of the cast, color, creed and sex. The College is very keen on the desires, aspirations, abilities and professional skills of human resources as men and women, without any discrimination about their gender.

The college shows gender sensitivity in providing facilities such as:

Safety and Security:

A Security personnel is appointed on the campus who keeps vigilance whole the day. In addition to this, there is residential watchman who keeps check on the illegal activities in the college.

CCTV Monitoring: CCTV cameras are installed on the college premises which provide 24 hrs. Surveillance in order to observe the ongoing activities.

Complain Box: The campus is set with a complain box which is positioned near the Principal's cabin intended to collect any suggestions or any complaint from female staff and girl students of

the campus concerning any abuse or harassment.

Various Redressal Committees: The college has committees to monitor and address safety, security and social issues like Anti-ragging Committee, Sexual Harassment Committee, Internal Complaint Committee (ICC) and Grievance Redressal Committee.

Awareness Programs and Lectures/Special Talks: The college organizes seminars/special talks on a regular basis in order to endorse social values such as gender equality, gender sensitivity and highlights social problems such as women safety, dowry, women's health, and cybercrime and cyber security.

Stress Management, Yoga and Meditation Training Programme, International Women's Day etc.

Counseling:

The college provides academic, stress-related and personal counseling and guidance to male and female students, in addition to these issues are regularly monitored by the mentors appointed to students (mentees) under the college **Student- Teacher Guardian Committee**. The mentor interacts and supports the assigned mentees in resolving all their academic, personal and stress-related problems and issues.

Career Guidance and Placement Committee organizes motivational and career guidance workshops in which renowned speakers from different fields are invited.

The college has opted the subject like Home-Economics in BA & MA Curricula which develops the all rounder personality, employability, skill and human values among girls' students.

Common Room:

The college provides separate common rooms and washrooms for girls and boys. Girls' common rooms are equipped with facilities like **First Aid Box** and **Sanitary Napkin Vending Machine** and other necessary things.

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

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

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document]()
Any other relevant information	[View Document]()
Any other relevant information	[View Document]()

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

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

Response:

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

Solid Waste Management:

For the collection of regular solid waste (Dry and Wet) garbage bins are kept at different places on the campus and in laboratories. The collected solid waste is picked up by Municipal Corporation, Anjangaon time to time for proper disposal and recycling. Waste from plants is also collected and used in Vermi composting units for preparation of organic compost.

Liquid Waste Management:

Drinking water waste is drained to the different plants in the premises. A soak pit is constructed for the waste water in lavatory.

Hazardous Liquid Waste: Different hazardous and toxic chemicals which are used in a Chemistry Laboratory are drained in to a soak pit.

E-waste Management:

The e-wastes as CDs, DVDs, Computer parts etc. are sold to scrap dealer..

Waste Recycling System:

The Vermi composting beds are prepared by the department of Zoology to convert the solid degradable waste into organic fertilizer which is then used for the growth of the plant in the college premises.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1.**Rain water harvesting**

2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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

Response:

- As mentioned in the vision and mission of the college, we are committed to provide educational opportunities irrespective of the caste, creed and gender.

- Our college has a **NSS unit of 200 volunteers**. Various activities for social awareness and communal harmony are organised by college NSS unit throughout the year.
- A special camp of a week is organised every year by NSS at a certain adopted village during which various social activities are undertaken.
- The local police station holds communal peace meetings before the beginning major religious

festivals like Ganesh Festival, Navratri, Durgapuja, Divali, Holi, Ramzan Eid, Moharram etc. The programme officers of NSS and NCC unit in the college attend such meetings.

- Various rallies for raising funds for natural calamities like earthquake or flood are organised by the students and teachers in the college.
- The Protest rallies against inhuman incidents like Nirbhaya Rape Case, Uri Massacre, Pathankot Attack etc are organised.
- The commemorates birth anniversary of national leaders like Mahatma Gandhi, Dr Babasaheb Ambedkar, Dr Abdul Kalam, Pdt. Javaharlal Nehru etc. The eminent speakers from the society are invited on such occasions who throw light on the teachings of national unity, integrity and communal harmony.

File Description	Document
Link for any other relevant information	View Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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

Response:

- As mentioned in the vision and mission of the college, we are committed to provide educational opportunities irrespective of the caste, creed and gender.
- The uploads its **code of conducts and core values** for teachers and students on the institution's website.
- The same is also published in the college prospectus.
- The college organizes various activities like **Constitutional Day, Voter's Awareness Program, Seminar on Human Rights, Program of Right to Information Act, Police Raising Day, Road Safety Week etc**. throughout the year which inculcate values for being responsible citizens.
- Apart from it, the principal has constituted various committees as **Internal Complaint Cell**, **Anti Ragging** Committee, **Grievance Redressal** Committee, **RTI** Committee etc. which arrange guest lectures of eminent personalities from socio political fields to instill human values in teachers and students.
- College celebrates **Constitutional Day** every year on 26th November with great zeal and grandeur. The Preamble of the constitution is read by the principal of the college followed by the students and teachers.
- **The Birth Anniversary** of **Dr Babasaheb Ambedkar**, architect of Indian constitution   is celebrated at the college. The eminent speakers are invited on this occasion who throw light on the human values and constitutional obligations.
- The teachers and students assemble for the National **Anthem** regularly before the commencement of their daily classes.
- Every year **Dhwaja Nidhi** is collected by the employees in the college.
- NCC cadets are given oath for national responsibility and service on Independence Day.

- Our college observes **'No Vehicle Day'** on every Wednesday with the aim to bring awareness about the growing air pollution. No student and staff are allowed to bring vehicles to the college on this day. The staff members come to college either by foot or on bicycles

'The Khadi Day' is observed on every Monday. All the employees come to college in khadi uniform on this day.

File Description	Document
Link for any other relevant information	View Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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

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

Response: A. All of the above

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

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

Response:

The college organizes and celebrates various national, regional and local festivals/days to inculcate communal integrity amongst the students. The college also celebrates birth and death anniversaries of eminent Indian personalities for making the students aware of the Indian historical past and their contribution in the national development.

National and International Days/Festivals:

- **Independence Day**
- **Republic Day**
- **Teachers' Day**
- **Constitutional Day**
- **Kargil Day**
- **National Science Day**
- **Maharashtra Din**
- **World Water Day**
- **World AIDS Day**
- **Human Rights Day**
- **International Yoga Day**
- **International Women's Day**

Birth/Death Anniversary of Great and Renowned Indian Personalities:

The college observes Birth/Death anniversary every year of the Indian national heroes such as;

- Savitribai Fule Birth Anniversary – 3rd Jan.
- Jijau Ma Saheb Birth Anniversary – 12th Jan.
- Netaji Subhashchandra Bose – 23rd Jan.
- Chhatrapati Shivaji Maharaj – 19th Feb.
- Mahatma Jyotiba Fule – 11th April
- Dr Babasaheb Ambedkar – 14th April
- Rajshree Shahu Maharaj – 26th June.
- Shahir Annabhau Sathe – 1st Aug.
- Dr Radhakrishnan Birth – 5th Sep.
- Mahatma Gandhi Birth Anniversary – 02nd Oct.
- Dr A P J Abdul Kalam Birth Anniversary – 15th Oct.
- Pandit Jawaharlal Neharu – 14th Nov.

   The purpose behind the observation of such Anniversaries is to inculcate moral and human values and to receive motivation from the lives of the   great people.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)
Link for Geotagged photographs of some of the events	[View Document](#)

7.2 Best Practices

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

Response:

Best practice N0-1

"Yoga and Health Awareness"

Best practice N0-2

"Cultivation, Conservation , Distribution and Awareness of Medicinal Plants "

Best practice N0-1

1.Title of the practice: "**Yoga and Health Awareness"**

2-Objectives of the practice:-

The objective of the activity is to promote the great ancient knowledge and technique of Yoga to the people in and around Anjangaon Surji and to restore wellness of the people through the practices of Yoga. We intend to bring health awareness through this mean among the people in this area. Moreover, Yoga Practioners (University Color Coat Holders in Yoga) of the college have been pertaining knowledge and training in Yoga to the schools and colleges in and around Anjangaon Surji. Our college holds Yoga camps for the people in the town, nearby villages as well as in the NSS Special Camp in adopted villages.

3. The Context:-

When we started the activity, the people were reluctant in the beginning to turn for the session as they think the activity a mere physical exercise. Moreover, they needed much more than it as they were suffering with several ailments. So, along with Yoga, we started giving them a complete health guidance related to varied aspects of wellness. We did give counseling on Naturopathy, the specific Aasanas and Pranayama for the remedy of specific physical complaints. We also invited guest speakers who advised valuable dietary tips to practitioners.

4-The Practice:-

Day by Day Higher Education in India is giving more importance to the revival of great knowledge of ancient India for the wellness of human life and Yoga is prominent among them. In fact, HRD in Indian Govt. has intended to give compulsory Yoga and Health Awareness Program from primary to Higher Education.

Of course, there were few constraints or limitations in the beginning as it does not advice modern Gymnasium and allopathic medication which have fatal after-effects. But when we have provided physical, dietary and naturopathy solution, and the practitioners started turning to the session in quite a good numbers.

5. Evidence of success:-

- **International Yoga Day** is celebrated on 21st June every year with great enthusiasm. The whole teaching and non teaching staff actively participates in the Yoga activities
- From the Academic Year **2015-16 to 2019-20,** Yaga training is given to the NSS volunteers during their Special Camp.
- **In the academic Year 2015-2016, 01** student won color coat for college in Inter-University Competition held ar C R University, Jind, Haryana.
- **In the academic Year 2016-2017, 03** students won color coat in the Inter-University Competition held in Kurukshetra, Haryana.
-
- **In the academic year 2017-2018, 03** students won Color-Coat in Inter-University Yoga Competition held at KIIT University, Bhubaneswar.
- **In the academic year 2018-2019, college won Yoga Championship Trophy** of Sant Gadge Baba Amravati University.
- In the **Academic Year 2019-20**, 04 students won Color Coat in University Yoga Competition held at Nandgaon Khandeshwar, Dist. Amravati.
- In the Academic Year 2019-20, the college won Yoga Womens' Championship Trophy and Mens' Runner Up Championship Trophy of Sant Gadge Baba Amravati University, Amravti.
- **A One Week Yoga Camp was organised for staff and the general public in March 2018**. The camp was ended with a workshop on **Sujok Therapy**.

6. Problems Encountered and Resource Required:-

   The **Yoga and Health Awareness** activity is being undertaken by the **Department of Physical Education** in the college. During the session 2015-16 the college had scarcity of the Yoga Instructors to provide training to the students and the people, but with cooperation of Patanjali Yogpeeth in the town, we overcame the problem. In later years, the practioners themselves transformed into skilled instructors and trainers who are proving the services incessantly till the date.

BEST PRACTICE- 02

1. Title of the practice:

 "**Cultivation, Conservation , Distribution and Awareness of Medicinal Plants "**

2 . Objectives of the Practice

- To bring awareness about the use and conservation of Medicinal plants among the students, farmers and villagers in the region.
- To search and identify medicinal, aromatic and edible wild plants in the region.
- To create awareness among the local community, students, alumni and faculty members about the remedial values of medicinal plants on various diseases.
- To evaluate and disseminate cultivation techniques of medicinal and aromatic plants.
- To provide an access to the farmers and villagers to visit the Botanical Garden of the college and exchange the ideas about the cultivation and conservation of medicinal plants.

3. The Context-

                  The Western Vidarbha where the college is situated, is known for its rich flora and fauna.

The Melghat region is very close to the town, Anjangaon surji which is identified for its varied medicinal, aromatic and edible plants. The college is always an innovative and dynamic with new ideas and sharing of the knowledge to the community. It has undertaken an awareness campaign of medicinal plants since half a decade among the students, farmers and villagers in the region. The college has developed a large botanical garden in 100 sq mts in college campus in which various types of medicinal and aromatic plants have been grown. The college has developed a unique custom to felicitate the guests by offering them saplings of medicinal plants. This practice is implemented also at the various outdoor programs and NSS camps at the adopted villages. The college has been consistent in bringing awareness among students, faculty members, farmers and villagers through its various activities like exhibitions, seminars and visits of eminent scholars and nearby community in the region.

4. The Practice-

- The college has been organising awareness programs of cultivation, conservation and distribution of medicinal plants.
- Medicinal plant saplings had been distributed on the occasion of birthdays of teaching and non-teaching members and also to the guests and invitees at the programs like Annual Gathering, Alumni Meet, Parent Teachers Meet, Republic Day, International Women's Day, Teachers Day and on various occasions.
- The BSc students learnt the techniques and skills of cultivation of plants saplings.
- The college organised an exhibition of the medicinal plants in which 40 students had presented different medicinal plants like Gulvel, Vidara, Hadjod, Asparagus, Adulsa, Gokaran, Pimpri, Lasunvel, Kalmegh, Pivali Koranti, Nirgundi, Pattharchatta,Aloevera and many other medicinal plants to the visitors.
- The members of the Patanjali Yog Samiti and Lok Jagar, Yog-Vidnyan and Ayurveda Sankul, local journalists, students, teachers and non teaching staff visited the exhibition in which the students had given a detailed analytical information of the various medicinal plants and herbs.
- Students conducted a survey of wild edible plants and medicinal plants.
- The college has created a Facebook page entitled 'Anjangaon Parisaratil Aushadhi Vanaspati'. This group is exclusively meant to bring awareness of Medicinal Plants. The department of botany regularly posts information along with photos of commonly used medicinal plants in the region. The various articles on the medicinal plants are also published time to time.
- The Department of Botany in collaboration with Regional Facilitation Centre Savitribai Phule Pune, University Pune sponsored by National Medicinal Plant Board under the **Project Amruta for Life** prepared plant saplings for awareness regarding the use of **Giloy** plant among the local people.
- The Department of Botany has established an MOU with a renowned NGO, CARD (Community Action for Rural Development) with help of this NGO, various awareness programs about cultivation, conservation and distribution of medicinal plants are being undertaken.

5. Evidence of Success:

- An awareness has been brought about the use and conservation of Medicinal plants and Herbs among the students, farmers and villagers in the region.
- An insight to search and identify medicinal, aromatic and edible wild plants in the region has been developed.
- An awareness has been created among the local community, students, alumni and faculty members about the remedial values of medicinal plants on various diseases.

- Evaluated and Disseminated cultivation techniques of medicinal and aromatic plants.
- An access has been provided to the farmers and villagers to visit the Botanical Garden of the college and exchange the ideas about the cultivation and conservation of medicinal plants.
- An MOU has been established with a renowned NGO, CARD (Community Action for Rural Development) with help of this NGO, various awareness programs about cultivation, conservation and distribution of medicinal plants are being undertaken.
- The college is being identified for this unique and distinctive initiative.

6.**Problems Encountered and Resources required-**

There is always a need of funding for the organisation of various programs and activities. The college has a perspective plan to establish a   linkage with various government. agencies and philanthropists so that the such activities can be undertaken on a large scale in future.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

Army and Police Pre-recruitment Training:

Our vision is to provide need based quality education to the people living in the vicinity of Anjangaon Surji so as to make them responsible citizens and well equipped to face the challenges of this highly competitive and globalised world. Our college is very committed to its vision as it always gives value to the ethics, techno savvy learning and global approach.

Our college which is in **11.911 acres of land**, has now become a learning hub for this mofussil area in and around Anjangaon Surji. We cater the needs of today's advanced higher education with well developed infrastructure and modern ICT facilities.

There are number of youths in and around Anjangaon Surji who are desperately needed a good coaching and an able guidance to aspire in their career. They have potential in them but they need a certain motivation and training so that their energy would be channelized in a proper way. Our college sensitizes this problem and started a well planned physical training to the youths in and around Anjangaon Surji who desire to go for army and police recruitment.

Our college has provided all the modern facilities and infrastructure to such students. Our college

has a large ground with **200 mts running track**. **The high jump and long jump pits and hurdles are also available in the campus of the college.** Our Physical Education Director in the college, Shri Sameer Bijwe himself is a national player in Dodge ball who gives an exhaustive training of Javelin throw, shot put, Discus throw, sprint, hurdles, long jump and high jump to hundreds of youths in and around Anjangaon Surji. Shri Sameer Bijwe organises the special camps of two months in every academic session in which he gives a well planned rigorous physical training to the students comprising of the various practices (Running, Long Junmp, High Jump, Shot-Put, Hurdles etc) which are actually taken in the Police and Army qualifying training. A schedule for two months is strictly implemented; pamphlets are distributed to communicate the information regarding the camp; a few motivational speakers are also invited during the training course.

Surprisingly, there is a huge placement of the boys and girls in last half a decade in police and army. The students in NCC department in the college are in the highest number in placement in army and police.

Apart from this, our college provides books for the students who appear for the written examinations in various competitive examinations in civil services, banking, and railway and tax department. The library in our college has provided a special compartment in the reading room with enough number of latest books of competitive exams. The students have an access to borrow such books in only a meager deposit to the library. Our college also organizes various workshops and motivational speeches of the renowned speakers in the region to encourage and guide to the students aspiring for competitive exams.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Being the only UGC granted institute in Tehsil, we are striving to cater the educational needs of the students hailing from the diverse background of this mofussil area. The visionary management is committed to fulfill its vision and mission by imparting the education to make the students employable and uplift their standard of living. Apart from this the college has a fervour to instill the spirit of national integration and patriotism in the young minds of the students through the medium of value-based.

Concluding Remarks :

Smt Radhabai Sarda Arts, Commerce and Science College is serving to the people since more than a half century by imparting the education to the rural people in the region through its multi-faculty UG and PG courses. It has also promoted the research aptitude through its PhD research centre. The college is bringing awareness in the neighbourhood community by undertaking the various healthy practices, social and environmental awareness programs and gender equity initiatives. The college is aspiring to start more job oriented and skill oriented courses for the students which will make them employable and independent. The college is all set to become an education hub to disseminate the message of the power of education and knowledge to the rural folk in the region and thereby changing their approach and living standard. The college will prove to be a lighthouse and a guiding force to the future generations in the region.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : A. All of the above Answer After DVV Verification: E. None of the above Remark : DVV has not consider provided unsigned report of Teachers of the Institution participated by HEI.
1.2.1	**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented** 1.2.1.1. **Number of Programmes in which CBCS / Elective course system implemented.** Answer before DVV Verification : 9 Answer after DVV Verification: 22
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>6</td><td>10</td><td>8</td><td>8</td><td>10</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>22</td><td>10</td><td>8</td><td>8</td><td>10</td></tr>
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>175</td><td>325</td><td>261</td><td>248</td><td>338</td></tr></table>

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
115	305	201	148	238

Remark : DVV has not considered participation certificate and has not consider those students certificate unstamp by HEI.

2.1.1	**Average Enrolment percentage (Average of last five years)**

2.1.1.1. **Number of students admitted year-wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1705	1947	1791	1840	1883

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
916	823	997	892	886

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2236	2256	2304	2250	2240

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2236	2256	2304	2250	2240

Remark : DVV has made the changes as per provided report of students admitted in first year by HEI.

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

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
912	913	910	910	934

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
871	879	899	877	873

Remark : DVV has made the changes as per input 2.2

3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	10	8	3	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	10	8	3	2

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
72	40	53	16	17

Answer After DVV Verification :

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

Remark : DVV has not consider provided excel sheet.

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

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

Answer before DVV Verification:

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

28	10	06	11	10

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	03	4	7

Remark : DVV has excluded ISSN number.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	3	1	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	0	0	0

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
333108	668884	181780	821447	51139

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	594.51	00

Remark : DVV has made the changes as per provided audited statement of 2016-17 and for rest years documents has not proper provided (next document of carried forward has not relect in provided report) by HEI.

4.2.3 | **Average annual expenditure for purchase of books/e-books and subscription to journals/e-**

journals during the last five years (INR in Lakhs)

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
147327	170526	190593	269580	134714

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	596.75	526.78

Remark : DVV has made the changes for 2015-16 , 2016-17 as per provided audited statement and for rest years audited statement (next document of carried forward has not relect in provided report) by HEI.

4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year** 4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 133 Answer after DVV Verification: 26 Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2434804	2736874	3357266	3427958	1516480

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
786.50	00	649.66	596.98	393.59

Remark : DVV has made the changes as per provided audited statement by HEI and for 2018-19 documents has not proper provided (next document of carried forward has not relect in provided

	report) by HEI.
5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
441	433	410	297	190 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
400	425	395	297	190	
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: D.1 of the above Remark : DVV has select sl. D as per report of report of fixing draining pipe by HEI.
7.1.6	**Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has not consider provided certificate of appreciation.

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of programs offered year-wise for last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	8	6	6

Answer After DVV Verification:

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1163	1173	1198	1170	1165

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
871	879	899	877	873

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
355	546	343	461	437

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
310	216	186	229	105

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2767912	3405758	3539046	4249405	1567619

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
775	00	00	226.96	182.49