



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SUDHA SURESHBHAI MANIAR COLLEGE OF COMPUTER AND MANAGEMENT

**PLOT NO B, KHASRA NO 130/1-2, KALAMNA MARKET RD, EIA STREET,
KALAMNA NAGPUR**

440035

www.maniarcollege.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It is a joy to present before NAAC the result of our maiden effort in the preparation of the Self Study Report for accreditation. Being the first cycle, it has indeed been a learning experience. The carefully and well-crafted queries in each of the criteria have helped us to organize, plan and put orderliness in our future academic and curricular activities. This exercise has enlightened us on the importance of a) accuracy and truthfulness of claims to be made based on documentary evidence, b) use of ICT tools in teaching c) innovation and research, and many more facets essential for the all-round development of an organization.

More importantly, it has helped us to put our house in order and directed us to the path we should tread hereafter. It has pointed out the mistakes that we had been committing so far viz. not maintaining proper records, recognized guides for Ph.D., lack of funded research projects, the introduction of courses to increase the employability of the student viz. skill-based certificate courses, and the knowledge that UGC grants ample funds for such courses.

It is solely on account of this exercise that we have initiated steps to fill the aforementioned lacunae as we progress. It has made us look beyond ourselves, and to find out as to what other institutes in the country are doing to usher in excellence. We have wasted no time in appointing staff with doctorate degrees to give a boost to research activities, encouraging teaching and non-teaching staff to improve their competencies, and striving for all-round development of the students by introducing Add On programs. It has also educated us on the importance of inculcating moral values in students, and the obligations to the neighborhood and society.

'Student satisfaction has always been uppermost in our minds through all these years. Activities undertaken have always been with all sincerity and, as will be evident in the write-up of our SSR below, we have made noteworthy progress over the years notwithstanding the constraints of a socioeconomically backward class of students studying in our college.

Vision

To prepare for challenges with confidence and develop a competitive spirit.

Mission

MISSION

- **To create awareness of the opportunities**
- **To strive for self-actualization**
- **To become computer literate**
- **To Inculcate value systems among students**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Continuous increase in student strength from 12 at the inception of the college in 2008 to 913 in 2019-20 - a many-fold increase
- Teachers have undergone many quality enhancement courses viz. ARPIT, FDPs, Orientation, Refresher, etc
- Books published by teaching staff
- Timely completion of the syllabus is given topmost priority
- Equal attention to slow and advanced learners
- 100% result in the final year in some courses
- Many teachers use NME and NPTEL lectures
- Teaching Staff is paper setters, BOS members, valuers.
- Add On courses to fill lacunae in university syllabi
- Seminars, workshops, and a plethora of activities are conducted by the college
- Hardly any cases of ragging
- Heavy concession in fees to needy students
- Fine infrastructure with Wi-Fi facility on all floors
- Some classrooms are digital with smart T.Vs, and some with projectors
- A very strong and active NSS wing with the Best Contingent leader in the state, Best NSS unit in the university, and best program officer of the university award.
- Government hostels adjacent to the college
- Full fledge public hospital at 5 minutes distance which is a great asset in case of emergencies
- Continuous increase in Program Outcome and Course Outcome over the years

Institutional Weakness

Being a self-financing college resources are limited

The vicinity comprises students from a very poor background and the parents of most students are barely literate.

Being a young college very few students have registered as alumni and an alumni association has been formed only recently.

Additional well-trained non-teaching staff is required.

Teaching staff must update their English language skills.

An arrangement is required to conduct functions.

The additional qualified permanent teaching staff is required

Computers are required to be purchased for the laboratories

Many students are poor in Maths and hence new programs not involving Mathematics in the syllabus must be

introduced

Skill development programs for enhancing the employability of students must be introduced

Institutional Opportunity

We have only recently been granted 2f status by UGC. Teachers could attract funds for research projects as also block grants for enhancing laboratory facilities

Those teachers who do not have a doctorate degree could register for Ph.D.

Over a period of time, some teachers will be recognized guides for Ph.D.

Active participation of teachers in research programs, publications, and funded research projects.

We could subscribe to inflibnet

We will become strong enough to recruit more highly qualified and more competent teaching and non-teaching staff

Students could be encouraged to participate in University and State level games

Institutional Challenge

Boost the confidence level of students since they hail from a poor and socially backward class

Efforts to improve student's placement record

Only 50% of students are sincere. Greater discipline and sincerity in attendance and studies is desirable among all seeking admission.

Greater pass percentage in the first year of all courses

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sudha Sureshbhai Maniar College of Computer and Management, a self-financing institution, was established in 2008 by Shri Nagpur Gujrati Mandal under the name "College of Computer and Management Studies and Research". This was changed to the present name in 2012 after its patron, Sudha Sureshbhai Maniar. It is affiliated with Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur, Maharashtra. A good clean environment, adequate infrastructure facilities, and a healthy academic atmosphere have been the mainstay of our success.

We offer quality education in Commerce, Management and Computer-related fields. Programs offered by us are M.Sc. (CS), B.Sc. (IT), BCA, BBA, BCCA, and B.Com. Some teachers are members of BoS and some assist in the University examinations as paper setters, moderators, and evaluators. Seminars, workshops with leading industries, companies, and talks by alumni give useful information to students on lacunae for employment. Academic Calendar is adhered to as much as feasible. Faculty development programs are organized. We expose students to varied situations through, workshops, seminars, youth festivals, NSS activities, etc. Gender equality is highlighted through these, while moral values are ingrained through the reading of stories with a moral lesson from “Chatra Jeevan hai Anmol” which the students enjoy and wait for. No difference is made in work allocation, duties, or responsibilities between genders.

Students can choose from the numerous Add on and certificate courses. These serve to hone their skills, increase employability, communication skills, and boost their confidence. Environmental study is a part of the university syllabus. Students participate in such sports activities that interest them. Feedback in the form of online and offline forms, and suggestions are analyzed and appropriate action is taken. Meetings of the staff and Management are held as and when required. Students actively participate in Lifelong Learning. English language lab is available to hone their language skills. The Annual Social Gathering showcases hidden talents in the students.

Teaching-learning and Evaluation

Teachers are in direct contact with students due to classroom teaching, various college activities, viz. NSS camps, competitions, etc. This creates a close bond between them. They love and take care of the students. Special classes are held for both slow and advanced learners. Mentoring is a continuous process throughout the year. The heavy heart with which final year students bid farewell is proof of the mentor-mentee relationship. Students who top the class in college are given the “First in class’ badge to wear. This instills a sense of pride and motivates other students to vie for the same. At the same time, students going wayward are reprimanded and sometimes rusticated for a period of seven days from college. This invariably works as a corrective action.

There is periodic checking of the extent of course covered. If a teacher is lagging, extra classes are advised. Experiential learning is through educational tours and industry visits. Invited talks, seminars, workshops as well as talks by alumni assist in bridging the gap between industry and academia. Innovation and creativity in teaching are promoted by the use of wall-mounted LCD, movable projectors while some classrooms have smart TVs.

Utmost importance is attached to good teaching and immediate corrective action is taken on students' feedback of teachers. ICT facilities or blackboard and chalk method, student satisfaction is of utmost importance and they vow that we have good teachers. Revision and solving of university question papers, stories, and videos when they are bored and tricks to remember makes teaching lively. Course outcome and Program outcome are conveyed to students. Attainment of Course Outcome and Program Outcome was calculated for all the programs for all the five years. This exercise revealed that CO of all courses as well as PO of all programs is continuously improving over the years. PO percentage of five out of six programs offered by the college is above 80% in 2019-20. The CO of the first semester of all except M.Sc. is poor.

Teachers have been informed that they should pay special attention to semester 1 students.

Research, Innovations and Extension

Teachers have to credit three research papers in UGC recognized journals. Some of them have written books (ten) that cover recent changes in the syllabi. Four teachers have a Ph. D. degree, one teacher has submitted the Ph.D. thesis and two have registered for the Ph.D. degree. Workshops were held on IPR. We have been granted recognition (May 2018) under 2f. Teachers enthusiastically participate in conferences and symposia.

The outcome of MOU with Quick Heal was 1) faculty development workshop on " C, C ++ Industry Perspective" 2) 22 students completed a one-week Cyber Security Online Course" 3) ten students participated in the 'Earn While You Learn' scheme. Postgraduate students work for their Internship with Hasten Solutions, with whom we have entered into an MoU. We have also signed MoUs with 'Spirit Academy', which trains our students with the English language and communication skills, and 'Asterisk computers' which conducts computer-related programs.

Several extension and outreach programs were conducted and awards were conferred to our college, teachers, and students. The University level 'Best NSS unit of the College', Best program Officer, and Best Contingent Leader' trophy was won by our NSS program officer. Two of our boys were selected among others from all over the country and felicitated at the hands of Prakash Jawadekar, Union HRD Minister for educating people in cashless transactions.

Visits to old age home, blind school, cancer hospital, Anandvan leprosy center, tree plantation, Yoga and Meditation, Pradhan Mantri SWACHA BHARAT ABHIYAN, etc. were undertaken. Sickle Cell detection camp held in collaboration with Indira Gandhi Govt. Medical college and Govt. Medical College. Health Checkup camps, rallies in the adopted village by NSS, are some of our NSS activities. 12 students were detected positive in the sickle cell camp. A blood donation camp is held yearly. A yearly seven-day camp is held in the adopted village by NSS students to sensitize villagers on cleanliness, hygiene, educating the girl child, etc.

Infrastructure and Learning Resources

The institution has adequate facilities to cater to the student strength. There are 16 Classrooms, 2 Computer labs, one Digital lab, 1 Girls Common room, office, Director's chamber, Principal's cabin, library, two staff rooms, one each for Commerce and Science staff, First Aid facility and a Canteen.

The college has 57 computers in all. The two Computer Labs have 46 computers and five printers, the Digital lab has one PC and four thin clients, the office has seven computers and 5 printers, two computers and one printer in the science staff room and one computer in the library. The entire college and premises are WiFi enabled. Two rooms have ceiling mounted Projectors, 3 have Smart TVs and there is one portable projector.

We have a good library with 2049 books. Of these, 249 books are for competitive examinations. Libman's software has increased the efficiency of transactions of books. It is equipped with a MOPAC library application (Cloud Based) software with access to all students and teachers.

There is an online UPS system (capacity of 10 KVA) so that practicals proceed unhindered in the event of electric shut down. We have a 100 MBPS fiber Optical BSNL Broadband connection, which is adequate for our requirements. A reprographic facility is available within the premises on the ground floor. There is a canteen too. A small medical aid facility has been set up on the ground floor. A CCTV system with 48 cameras covering the entire campus and premises has been installed. The restroom facilities are adequate.

Housekeeping is the responsibility of four non-teaching employees who sweep and wipe the premises. There is clean filtered drinking water on every floor. Our Laboratory Assistant maintains the computers and other equipment. Our residential guard is also an electrician and can set right minor electric problems. The plumber and Civil Contractor are available on call.

The college has a very active sports department. Students participate in intercollegiate university games of their choice. The above mechanism being in place creates an effective ambiance for curricular, extracurricular, and administrative activities.

Student Support and Progression

34.93% of students of the backward category and economically backward students are benefited from Govt. scholarships and 54.77% benefited from non-govt. schemes. The Director guides the newcomers on "How to choose a career and prepare for Interview" at the commencement of the session. Due to the close bond and faith reposed by the students on the teachers, career counseling is for the most part impromptu. Special lectures were arranged for career counseling. Since most of our programs are computer-related or have projects as part of the syllabus, many students are soft skill enabled. Remedial coaching is routine practice and utmost importance is given to course completion up to the satisfaction of the students based on the students' feedback. The mechanism for sorting students' grievances is transparent.

Capacity Building is through many courses viz. Quantitative Aptitude, Office tools, and Internet, etc., Language and communication skills are through courses such as Personality Development, English speaking, etc Life Skills through Yoga, ICT/ Computing skills through courses such as Corel Draw, Photoshop, SalesForce, etc

54.77 % of students took advantage of the Competitive Examination Guidance cell. There are not many grievances of students and quick action is taken by the Grievance cell on those few that may arise. 16.4 % of students progressed to higher education during the last five years. Our students have won national awards in Karate and State level awards in Athletics and Cross country championships. We do not have a complete record of which of our students have secured placement or have become entrepreneurs and have tried to collect as much data as we could. Students are members of committees but also independently carry out many activities viz. Teachers' day. Participation in sports and cultural activities is the most sought-after and liked activity among students. The Physical education instructor engages the participants in practice sessions and accompanies them during intercollegiate sports competitions.

The Alumni Association of our college has been registered in Jan.2018. The role of the Association has only been advisory.

Governance, Leadership and Management

Prompt action on feedback from teaching and non-teaching staff and students, quality teaching, good library, extension and outreach activities, sports and cultural programs, and close rapport between teachers and students, helps in goal achievement.

To prepare the students for all-round development, be it Academics, numerous Add On courses, seminars, visits to industries, sports, cultural activities, and awareness of societal obligations, the ultimate goal is to prepare

students to face challenges with confidence and develop a competitive spirit.

There is adequate budgetary provision for essential academic and curricular activities. 90% of the administration is by e-Governance viz. College Management Software for student details, ILMS viz Libmans Software for the library, MOPAC, Bio face Digital Attendance System, TALLY ERP 9 for Accounts, Nagpur University Promark software for examinations. Formalities related to Governance, Planning, and Development, however, are based on the decisions taken by the College Development Committee, and the management. We have only recently started maintaining minutes of other committees. 50% of the registration fee of teachers who attend workshops/ conferences is borne by the college. A single audited report is prepared every year for all the institutions run by Shri Nagpur Gujarati Mandal which includes that of our college. Donations to the college are routed through the parent society.

It is a noteworthy fact that the Strategic plan has been successfully implemented so far. Duties of the teaching and non-teaching staff have been delineated. A check is maintained to put things in order.

Our college has conducted many professional training programs. It is a matter of pride that our teachers have undertaken many FDPs, orientation and Refresher programs, and ARPIT and SWAYAM courses. Increments in salary are given yearly, based on PBAS. A formal IQAC cell has been formed and its recommendations have been implemented. The academic audit was undertaken in the form of the Local Enquiry Committee of the university whose function is exactly as prescribed for Academic Audit. An administrative audit was carried out in 2019 -2020. With its vast experience of running educational institutions optimal utilization of funds is ensured.

Institutional Values and Best Practices

It is ensured that women feel safe within our campus. A seminar by the police department enlightened the students on “Illicit Trafficking and Safety Measures” girls ought to take by giving real-life examples.

We have a **10KVA solar energy system** with wheeling to the grid. **Rainwater harvesting** drains all roof top water into a pit near the bore well. **Green, Environment, and Energy Audit have been carried out.** Plenty of shade trees, a small lawn, and a garden make the campus green. Most transactions are online. We have tried to minimize plastic use.

Solid and liquid waste management is the subject of Municipal Corporation. An MOU has been signed for the disposal of e-waste. A student with a physical disability was provided a scribe for examinations. All have been made aware of the code of conduct which is also displayed on the website. Activities to contribute to the local community, promote peace and communal harmony are undertaken. Free access to financial, academic, administrative, and other functions of the college ensures transparency in all dealings.

The first best practice ” Student Centric Methods” was out of necessity because the students of our college hail from a socioeconomically backward class. Scholarships of Rs. 10,000/ each were given to twenty needy students which enabled them to continue their studies. Sports scholarship was given to a boy who won State level championship. Financial aid was given to students to participate in cultural activities. Bicycles were distributed to needy students.

The second best practice “Teacher Centric Practices” is about encouraging teachers to undertake as many Orientation, Refresher, ARPIT, and SWAYAM courses, for quality enhancement. 50% of the registration fee is

borne by the college.

Use of several modes of learning and teaching viz. MOODLE, Google classroom G- Suite, MOOCS including SWAYAM, enrollment in National Digital Library, and DELNET **is a feature distinctive to our institution prior to lockdown.** Our teachers, therefore, were not caught unawares, and there was an easy transition from offline to the online mode during COVID 19 lockdown.

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SUDHA SURESHBHAI MANIAR COLLEGE OF COMPUTER AND MANAGEMENT
Address	Plot no B, Khasra no 130/1-2, Kalamna Market Rd, EIA street, Kalamna Nagpur
City	Nagpur
State	Maharashtra
Pin	440035
Website	www.maniarcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	S. A. Bhide	0712-2684776	9890412247	-	maniarnaac@gmail.com
IQAC / CIQA coordinator	Ashish Bawankar	0712-2684775	9021361167	-	aashishbawankar@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

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

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

Establishment Details				
Date of establishment of the college	12-09-2008			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	03-07-2018	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	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	Plot no B, Khasra no 130/1-2, Kalamna Market Rd, EIA street, Kalamna Nagpur	Urban	0.33	1376.475

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	BSc,Computer Science	36	HSSC in Science with Maths	English	192	140
UG	BCA,Computer Science	36	HSSC in Science with Maths	English	360	66
UG	BCom,Commerce And Management	36	HSSC in Commerce Science and Arts	English	384	328
UG	BCom,Commerce And Management	36	HSSC in Commerce Science and Arts	English	360	129
UG	BBA,Commerce And Management	36	HSSC in Commerce Science and Arts	English	360	207
PG	MSc,Computer Science	24	Graduate in BCA and B.Sc. IT	English	48	46

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				29			
Recruited	0	0	0	0	0	0	0	0	5	5	0	10
Yet to Recruit	0				0				19			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	3	6	0	9
Yet to Recruit	0				0				0			

Non-Teaching 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				12
Recruited	3	9	0	12
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	2	0	4
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	5	6	0	11

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	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		Total
	0	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
PG	Male	9	0	0	0	9
	Female	37	0	0	0	37
	Others	0	0	0	0	0
UG	Male	484	0	0	0	484
	Female	386	0	0	0	386
	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	27	48	57	64
	Female	43	57	76	61
	Others	0	0	0	0
ST	Male	11	14	17	15
	Female	6	8	10	7
	Others	0	0	0	0
OBC	Male	211	248	260	272
	Female	217	252	247	228
	Others	0	0	0	0
General	Male	62	78	88	91
	Female	33	53	48	62
	Others	0	0	0	0
Others	Male	39	57	75	55
	Female	61	76	76	58
	Others	0	0	0	0
Total		710	891	954	913

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
196	195	183	176	170
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
6	6	6	6	6

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
913	954	891	710	599
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
832	772	712	652	652

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
228	193	204	161	99

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
19	19	20	17	18

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
29	24	37	22	27

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 18

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
66.291	58.46	71.444	29.28	21.555

4.3

Number of Computers

Response: 57

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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:

Guidelines laid down in the Academic Calendar of the Nagpur University form the basis of the Academic Calendar prepared and followed by our institution. Every effort is made to impart quality education to the satisfaction of the students. We have developed a structured and effective mechanism for the implementation of the curriculum.

Academic Calendar:

The College Academic Calendar is followed with minor changes as required for each course. It is mandatory for teachers to maintain a record of the syllabus to be covered for each course of a semester in a session. This is done by pasting the syllabus of each course allotted to them in a diary and the latter in turn keep a record of portions covered. Teachers are called upon periodically during a session to show the progress in the syllabus covered. If a teacher is lagging in course coverage he/she is required to engage in extra classes. Our college makes every effort in ensuring curriculum completion as far as possible. If it is noticed that a teacher would not be able to complete the syllabus due to unavoidable circumstances, another teacher is allotted to simultaneously teach the same course so that it is completed well in time before the university examinations. Not only course completion, but class tests, difficulty solving sessions, and university question paper solving sessions are also held by the teachers to instill confidence in the students.

Feedback System:

It is primarily due to a robust feedback system from students, teachers, alumni, and Management that our college has progressed. It is ensured that we not only have good teachers but also that they complete the syllabus on time. Written as well as oral feedback is also taken from the students and appropriate action is taken as and when such a need arises. The teacher's feedback on students is in oral form and action is prompt and immediate. The concerned students are called and praised or reprimanded as the situation demands. It is only recently that the Alumni Association of our college has been registered. Some alumni addressed our students and advised them to develop communication skills and update their knowledge as per industry requirements.

Meetings:

Meetings are called as and when required by the Director and Management. Every teacher is free to report any matter that requires discussion. The action taken is almost immediate if the situation so demands or a plan is set up to set things in order.

Meeting the Vision and Mission of the Concerned Department:

Being a young college there are only two departments viz. Commerce and Computer Science. These two departments ensure that the Institutional Vision and Mission are followed.

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, as well as the University Academic Calendar, are displayed on the website. All the activities are planned month-wise and the College Academic calendar is adhered to as far as feasible. The various extracurricular activities and celebration of days of National importance and anniversaries are as per schedule. Extracurricular activities viz. the Annual Social Gathering, are conducted in a planned manner. The NSS activities are planned as per directions received from the Director NSS, R.T.M. Nagpur University from time to time.

The admission process, the submission of enrolment forms, and examination forms, and semester examinations are as per the schedule laid down by the university and this has been adhered to through all the years since inception. The scholarship forms are submitted to the Social Welfare Dept. of Govt. of Maharashtra strictly as per the schedule laid down by them with intimation to all students. Not a single eligible student is deprived of his scholarship due to college discrepancies.

The college conducts prelims examination in order to acquaint the students with the university pattern and also to assess the student's preparation level. For CIE, generally, surprise tests are conducted on completion of parts of the syllabus, and if required their answer papers are discussed to improve their scores. Some teachers give home assignments to students. Final year students of some programs are required to give seminars. This enables the teachers to assess their preparation level as also to boost their confidence.

The innumerable Add on courses too are followed by an assessment to evaluate students' level of understanding of the course content.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

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

Response: A. All 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

1.2 Academic Flexibility

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

Response: 66.67

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

Response: 4

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

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

Response: 24

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
8	16	0	0	0

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: 24.35

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
429	713	0	0	0

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:

Many cross-cutting issues are addressed in the curriculum by the affiliating university. Thus “**Environment Study**”, is a compulsory subject in Part II of all undergraduate programs. “**Environment Management**” is a paper included in BBA part II. Paper on “**Communication skills**”, teaches the importance of Life Skills and Ethics. Subjects like ‘Corporate Governance’ and ‘Business Ethics’ are also included in the university prescribed curriculum.

Lifelong Learning and Extension:

Under this, students are required to prepare projects on different schemes provided by the Government for the deprived class of society and also collect information on the actual benefits of the Central Government

Schemes received by the beneficiaries for whom they were intended. These projects are assessed by the University. Students participate in three categories (Prakalp) of programs viz., Unnati Prakalp, Sahayak Prakalp, and Saksham Prakalp. Each Prakalp has unique characteristics and opportunities to learn different aspects of life. These schemes include Pradhan Mantri Awas Yojna, Ujwala Yojana, Sanchar Kranti, Pradhan Mantri Kaushal Vikas Yojna, etc.

Table 1. Number of students who participated in Life Long Learning and Extension programs:

	Year	Unnati Prakalp	Sahayak Prakalp	Saksham Prakalp
Male	2018 -2019	18	05	15
Female	2018 -2019	54	13	05
Male	2019 -2020	24	09	07
Female	2019 -2020	48	11	13

In addition to the above, the following are also included as part of the curriculum.

Chhatra Jeevan hai Anmol:

Chhatra Jeevan Hai Anmol is a book that has many short and interesting stories which teach human values, ethics, and morality to students. These stories are read by the teachers at the end of their theory class. Students eagerly wait for the teacher to read the stories. Each story conveys a moral to the students.

Bhartiya Sanskruti Gyan Pariksha:

101 students in 2018 -19 and 102 in 2019 -20 appeared for Bhartiya Sanskruti Gyan Pariksha conducted in our college by Akhil Vishwa Gayatri Pariwar (Shantikunj), Haridwar. Our college gave the book "Sanskriti Bhaskar" and "Sanskriti Darpan" to students for study. This educates students on peaceful co-existence with people of other cultures, pride in the country, national anthem and the national flag, moral values, Indian culture, etc. This program is a part of the diverse activities of Shanti Kunj, a World-renowned global association known as All World Gayatri Pariwar founded by Pt. Sri Ram Sharma Acharya.

Gender: College has constituted a Grievance redressal committee, Anti-ragging committee, and sexual harassment committee to handle issues pertaining to discipline and ragging.

Apart from the above, our NSS unit conducts varied activities to address cross-cutting issues viz.

1. "Gyanjoti" Blind Residential School visit
2. Swachh Bharat Abhiyan Rally
3. Cancer Hospital and orphanage visit
4. Say 'No' to Plastic Bags
5. Celebration of Van Mahotsav by Tree Plantation
6. Celebration of World Population Day
7. World Environment Day Celebration
8. Rally on Preventing Environment from POP Ganesh Murti
9. Participation of volunteers in Flood Relief Efforts

10. Celebration of National Girl Child Day
11. Celebration of International Women's Day, etc.

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: 2.54

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
9	6	4	4	1

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
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: 11.28

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

Response: 103

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
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: 54.64

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

2019-20	2018-19	2017-18	2016-17	2015-16
913	954	891	710	599

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1700	1580	1460	1340	1328

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: 95.81

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
760	818	760	615	526

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:

A group of students of a class was assigned to teachers who taught them as mentors because they had a daily direct rapport with them. Moreover, each class of students is taught by at least 3 to 5 teachers and often there is an exchange of opinion with respect to the same students due to the commonality factor. Efforts were made by the teachers to conduct special coaching for advanced learners with the aim of bringing them up above their own standards and making them more confident and score better marks. The advanced learners were happy a lot after extra attention was paid to them and they enthusiastically conveyed to the teachers the topics that were a little difficult to follow. They spontaneously called the teachers prior to the final university examinations and sorted out their difficulties. The Slow learners too were given special attention and individual attention was paid to them. Special programs were held for them by the teachers. Apart from this, the close contact between students and teachers during NSS camps, sports, Annual Social Gathering, various competitions viz. singing, dance, debates, quiz, etc. brings the students close to the teachers and automatically a strong bond develops between students and teachers. This naturally developed bond also works in the development of a mentor-mentee relationship.

The teachers fall in love with the slow learners as well as advanced learners alike and they go all out to polish them in whatever way they can.

SLOW LEARNERS

Often a small group of students - slow learners as well as absentees are seen gathered around a teacher explaining a difficult topic. Remedial classes are conducted for those in need of the same.

ADVANCED LEARNERS

The institution is equipped with the latest communication media facilities thereby ensuring that all the information that the students want is just a mouse click away. Books are purchased for the library at their asking. Students are made aware of the National Digital Library, the SWAYAM courses as well as DELNET and MOOC. The fact that three of our students were awarded the gold medal [B.Sc.(I.T.) 2016 – 17, 2017 -18 and 2019 -2020] by RTM Nagpur University for standing first is proof of mentoring by teachers. There are some rank holders too in the university examinations. It is mainly due to mentoring that 100% results have been achieved by some teachers in university final year examinations. It can be said with confidence that our teachers mentor the students throughout the year and do so with love and affection. The proof for this is the enthusiasm with which students conduct the 'Teachers Day' function and the heavy heart with which students in the final year of their graduate course bid farewell.

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: 48:1

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:

- From day one of inception of the college, it was with a clear vision, granting the limitations and constraints of a new college and granting the quality of intake of students, that no stone would be left unturned to deliver to the student quality education with which he would be fully satisfied. All efforts and energies are directed towards achieving this goal. Be it teaching methodology, teacher quality, course completion, making learning enjoyable, encouraging students to participate in the teaching-learning process, including in the curriculum, courses that would enhance their employability – in short anything and everything for their all-round development, fullest satisfaction and enhancing the learning experience.
- Teachers are recruited only after students and teachers approve their demo. After appointment too, teachers are required to maintain a register with the syllabus of every subject that they teach, pasted in this. All teachers are called periodically to show the extent of course completion. If their pace is not adequate, the cause is analyzed and they are asked to engage the periods of those teachers who are on leave as also to work on Sundays and holidays to complete the course.
- Poster presentations, seminars, and PowerPoint presentations on relevant topics make the teaching process interesting and student-centric.
- Educational trips and industry visits are organized to acquaint students with real-world problems and solutions.
- Many PG students work on live projects and few UG students undertake internships which enables them to get on-the-job training.
- Visiting faculties drawn from industry and academic institutes supplement the teaching process and assists in bridging the gap between industry and academia.
- On-demand, some teachers engage in a crash course of fast forward revision of the entire syllabus and question paper solving sessions until the previous day of the University examination.
- Several Add on and Certificate courses are organized. There are English speaking and communication and soft skills courses for personality development. Students are encouraged to participate in debates. There are courses to bridge the gap between university syllabi and industry requirements viz, C++ Industry perspective, PhP from an industry perspective, and the latest

requirements in Computer related jobs viz. Salesforce, Javascript and Angular JS, Tally, Income tax, and GST for Commerce students. The introduction of these courses enthruses the students to study with a wider perspective.

- The college campus promotes the habit of self-learning among the students. Students are encouraged to view UGC MOOCs SWAYAM platform.
- Students are encouraged to give seminars in groups as also individually.
- As a pleasant spin-off of the above strategy, there exists a close bond of love and affection between the teachers and the taught. It is satisfying to see the finished product of the teachers' efforts, when students of the final year of a degree program, make fine presentations by adding movies and video clips to their presentations. The joy and confidence in their demeanor are noticeable.

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:

- All teachers use ICT-enabled teaching methods by preparing computer-assisted teaching material. Some teachers show animated and simulated videos to hold the attention of the learner. Audiovisual aids have a long-lasting impression on the learner.
- Some rooms have mounted LCD projectors whereas others have smart TVs that are easily accessible to the teachers for lectures. All rooms are Wifi enabled and students can view e-content on DELNET anytime anywhere within the college premises. Teachers prepare course content related to their topics so that it is available as and when required. This enables the students to collect additional study material on related topics.
- The college encourages projects at the undergraduate level and is in many courses part of the syllabus. Students learn to work in a team, collect, analyze data and make presentations by using ICT.
- Industry visits are arranged for experiential learning.
- Student seminars and group presentations are organized.
- All teachers are computer savvy. They conduct online classes too. Traditional chalk and blackboard methods for teaching "Accounts" to Commerce students are made interactive by allowing the students to ask questions followed by plenty of problem-solving sessions, discussion, and clarifications of doubts raised by the learners. The latter in their feedback (both oral and written) unhesitatingly state that they are among the best teachers.
- Written tests are given to determine whether the learners have been able to grasp the subject.

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: 48:1

2.3.3.1 Number of mentors

Response: 19

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: 68.54

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

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: 18.1

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
5	5	3	2	2

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)	View Document
Any additional information	View Document

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

Response: 4.71

2.4.3.1 Total experience of full-time teachers

Response: 89.5

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

2.5 Evaluation Process and Reforms

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

Response:

- In the beginning of the session, faculty members inform the students about the various components in the assessment process during the semester. This is also displayed on the notice board. The affiliating university also displays this on the website. Internal marks are on the basis of assignment submission, class tests, practical records, attendance, PowerPoint presentation in some programs, and viva voce in some subjects, as well as results of prelims.
- Assignment topics are given to students and ample time is given to students to complete their assignment.
- Class tests are given periodically.
- It was noticed that often a large number of students remained absent on announcing the date of class tests. In such cases, surprise tests are, therefore, also taken.
- Answer scripts are returned to the students.
- Some teachers discuss difficult topics after the completion of every unit.

- If it is noticed that several students do not fare well in a particular topic, the same is taught all over again.
- Prelims are conducted based on the entire syllabus prescribed by the university and the timetable is displayed on the notice board as also circulated in WhatsApp groups or tests are conducted after completion of a specific portion.
- The university Q paper pattern is explained to them.
- Some teachers encourage group discussion to assess their academic level.
- Some give them question banks.
- Results of the prelims are displayed on the notice board.
- Last year's university question papers are made available to them and they are asked to solve these. Some teachers solve these in class.
- Sincerity with which students attend and complete their practical work is noted.
- Students are required to make a PowerPoint presentation in some programs. If their presentation is not satisfactory, they are given a second chance.
- In others, a viva voce test is taken.
- Absentee students are reminded about the effect it will have on their internal marks.
- The students are well aware of the fact that teachers judge them based on all the above criteria

To summarize, ample opportunity is given to the students to improve and score well. With all the above methods in place, it is clear that the mechanism of internal assessment is transparent and robust in terms of frequency and mode.

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:

There are complete transparency and efficiency in internal examination-related grievances since students as a rule have no grievance regarding internal examination for the following reasons. Different teachers tackle the situation in a different manner depending upon the subject taught by them.

- Some students do meet the teachers and ask the reason for low scores in college examinations, but this is more out of a desire to score more marks in the university examinations rather than as a grievance.
- Some teachers value the answer papers in front of the students. Others value them within 2 to 3 days. Valuation is, therefore, time-bound.
- As a rule answer papers are discussed in class and common mistakes made by the students are pointed out.
- Some teachers discuss the valuation on a one-to-one basis up to the satisfaction of the students.
- Some circulate the best answer papers in class so that students can assess for themselves their

lacunae and reasons for low scores.

- Reasons for low scores and how to improve upon them is elaborated to them viz. their mistakes are pointed out and they have explained the manner in which they ought to write the answers for better scores. It is explained that answers ought to be written by always keeping in view the marks allocated to the question that while writing answers they must make it easy for the examiner to value answers by introducing tables, diagrams, bullets, and they are also explained the importance of neat and legible handwriting.
- Personal counseling is done to explain to them the manner in which they must prepare for university exams to improve scores.

All the above measures adopted by our teaching staff ensure that students have no grievances related to internal examinations.

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:

Our institution offers 5 UG and one PG program. They are

UG Courses

- B Com.
- BBA
- BCCA
- BCA
- B Sc. (IT)

PG Courses

- M Sc. (CS)

Stated Program Outcomes

Program outcomes have been uploaded on the website. It enlightens the students on how the course will polish them, make them knowledgeable citizens, and prepare them to face the world as confident individuals.

UG Courses

- 1.Ability to take realistic decisions on future options based on aptitude, talent, and available opportunities.
- 2.Assess situations objectively in an unbiased manner and make informed decisions.
- 3.Communicate effectively and confidently in both English and a local language.
- 4.Develop an inherent curiosity and desire to continuously gain knowledge and learn new skills.
- 5.Develop qualities of honesty, sincerity, and integrity and have the courage to speak truthfully.
- 6.Realize that there is no substitute for hard work
- 7.Concern for environment and prevention of pollution
- 8.Engage in social activities and understand that unity and togetherness begets strength
- 9.Contribute to National Development, justice, and brotherhood.
- 10.Empathy towards lesser privileged individuals

PG Courses

- 1.Develop a genuine desire to excel in the chosen field.
- 2.Continuous desire to gain knowledge to update, improvise and improve.
- 3.Awareness of situations in the country and world and their impact on jobs and careers.
- 4.Contribute by imparting knowledge to others in need
- 5.Preparedness to shoulder responsibility with joy and work with the singularity of purpose.

Stated Course Outcomes

The course outcomes help the students to know the objective of the course they are studying.

Students are made aware of the Program outcomes and Course outcomes in the following way.

- 1.Teachers read the Program outcome and Course outcomes in the classroom.
- 2.A mail detailing the Program outcomes and course outcomes is also sent to all enrolled students and feedback was obtained.
- 3.Many teachers have made Whats App groups of their students through which information is passed on.

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:**

Calculation of Attainment of CO:

- The total number of courses in each semester of a program is determined. For example, in program BBA, there are four courses in the first semester in session 2019 -2020 viz. **ENG, FBM, CAB, and CA.**
- The total number of students who appeared in each course is obtained from the gazette. In the above case, **113 students** appeared in each course of the BBA First Semester.
- The performance of each student in each course is assessed from the university gazette. In the above case **marks obtained in each of the courses by each student viz. ENG, FBM, CAB, and CA. is ascertained. Thereafter, students are categorized as follows,**

BBA I Sem. 1 - Calculation of Course Outcome for English					
Category	% of marks	Weightage	No of students	Weightage score	CO = (d)÷(c)
		(a)	(b)	(a×b)	
1	35 and less	1	56	56	(i) 1.89
2	36 to 45	2	22	44	
3	46 to 59	3	26	78	
4	60 and above	4	9	36	
Total			113 (c)	214 (d)	
Similarly, CO for the remaining three courses was calculated. Thus					
Course	Weightage score	CO = (f)÷(e)	CO of one semester = Average of CO of all courses of that semester		
FBM	204/113	(ii) 1.81	[(i)+(ii)+(iii)+(iv)]÷4=1.85		
CAB	208/113	(iii) 1.84			
CA	208/113	(iv) 1.84			

Similarly, the CO of all other semesters of the same session is determined.

For example, CO of other semesters of program BBA in session 2019-20 is

- **Second Semester =3.69**
- **Third Semester =1.91**
- **Fourth Semester =3.80**
- **Fifth Semester =2.45**
- **Sixth Semester =4.00**

Calculation of Attainment of PO:

- PO is calculated by taking an average of CO of all semesters of the same session.
- **PO of Program BBA in session 2019-20 = [1.85+3.69+1.91+3.80+2.45+4.00]÷6=2.95**

- PO in percentage is determined as follows: $[\text{PO} \div \text{Highest weightage (4)}] \times 100$
- Hence in the above case PO in % = $[2.95 \div 4] \times 100 = 73.75\%$

The attainment of PO of each program as calculated by the above method is given in the following table:

	Program Outcomes (PO)					
	BBA	B.Com.	BCCA	B.Sc. (IT)	BCA	M.Sc. (CS)
2019-20	73.75%	82.65%	84.05%	83.46%	83.10%	89.66%
2018-19	59.58%	71.13%	74.13%	68.47%	68.66%	77.92%
2017-18	65.20%	70.38%	72.67%	70.94%	62.94%	79.28%
2016-17	60.69%	65.55%	72.07%	70.67%	No Students*	75.26%
2015-16	69.97%	59.48%	72.13%	68.91%	No Students*	67.71%

* There was no student in BCA in this session.

- It is noticed that CO of all courses as well as PO of all programs is continuously improving over the years.
- PO percentage of five out of six programs offered by the college is above 80% in 2019-20.
- PO percentage of the PG course viz. M.Sc. (CS) is highest (89.66%) followed by BCCA, B.Sc. (IT), BCA, B.Com. and BBA in that order.
- The CO of the first semester of all programs of all years except M.Sc. is poor.
- Teachers have been informed that they should maintain a record of CO and PO of all subjects that they have taught during the latest completed year and pay special attention to semester 1 students.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 68.37

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
146	158	115	74	39

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
196	212	159	108	75

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

Response: 00

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: 0

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
00	00	00	00	00

3.1.3.2 Number of departments offering academic programmes

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

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

The first meeting of the Incubation cell of our institution for the creation and transfer of knowledge was held on 7th March 2020 at 12:00 noon in our college. Three staff members, Ashish Bawankar, Off Principal, Chairman of the Incubation Cell, Santosh Shahu, HOD, Commerce Deptt. and Dr. Maneesh Deshpande, Asst. Professor (Comp. Sc. Deptt.) conducted the meeting. Six alumni who were entrepreneurs attended the meeting. The alumni shared their difficulties with the staff and since they were in the initial phase of their business they had many queries and they also shared the way in which they sorted their problems. The staff too gave them inputs for which they were thankful.

As Head of the Management department, Mr. Ashish Bawankar explained in simple language as to how one may incorporate management strategies in business and earn maximum profit. Mr. Santosh Shahu and Dr. Maneesh Deshpande also advised the alumni in their respective fields.

Following entrepreneurs were present.

S. No	Name of Entrepreneur	Email Address	Business Type	Mobile No
1	Harilal Ganjin	Harilal.ganjin@gmail.com	Photography	9175807961
2	Achal Shrirame	Achalshrirame123@gmail.com	Beauty Culture	9588412234
3	Lavkesh Ganjeer	ganjeerlavkesh@gmail.com	Online Work	7028254527

4	Aniket Bagde	Aniketbagde1988@gmail.com	Sales and Services	7387249524
5	Punit Nandanwar	Punit1655@gmail.com	Internet cafe	7841030424
6	Kuldeep Nandanwar	Kuldeep1998@gmail.com	Internet cafe	8623007012

File Description	Document
Upload any 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: 6

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
1	04	01	00	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	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: 0

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

Response: 00

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

Response: 00

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

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

Response: 0.16

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
00	00	01	00	02

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

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: 0.86

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
03	09	02	00	02

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:

The College has made a noteworthy contribution to the society and environment to promote a college-neighborhood-community network. Several extension and outreach programs were conducted by our college during the past five years.

- The state-level 'Best Contingent Leader' trophy was won by our NSS program officer.
- Two of our boys were selected among others from all over the country and felicitated at the hands of Prakash Jawadekar, Union HRD Minister for their contribution among other VISAKA (Vittiya Saksharata Abhiyan) volunteers in the country for educating people in cashless transactions.

Activities related to,

- visits to old age home,
- blind school,
- cancer hospital,
- Anandvan leprosy centre, Warora,
- Tree plantation drives,
- Sexual harassment of women at the workplace,
- Pradhan Mantri SWACHA BHARAT ABHIYAN
- the campaign against the use of plastics,
- Sanwidhan Diwas rally
- No- spitting in public places rally
- Counseling of people in slum areas on the importance of cleanliness, health check-up
- 'Water Conservation' drive
- Cycle rally to promote health and environmental awareness amongst the citizens.
- Door to door visits for educating people in family planning methods
- Special camps in local villages to study the lifestyle and socio-economic profile of the residents
- Road safety, awareness viz. using helmets, 'Don't Drink & Drive' were activities promoted by students to engage with issues of social relevance
- A special drive to 'SAVE GIRL CHILD' was initiated by N.S.S by organizing a rally and providing a platform to raise voice against female feticide.
- Cashless activities / digital India. Students conducted a program to educate our college students who in turn educated the neighborhood community in cashless transactions
- A seven-day camp in nearby villages is a regular feature of our NSS students. Sensitizing the villagers on the importance of cleanliness, educating the girl child, motivational videos to students of Gram Panchayat schools, etc. are some initiatives they undertake.
- Visiting slums to promote health awareness and health checkup camps

Door to door visits in neighboring households to explain the importance of

1. Skill India Mission
2. Clean India Mission

3. Ujala Yojana, (solar project and LED bulbs)
4. Digital India Mission
5. Start-up-India
6. Prime Minister's Ujwala Plan to provide LPG to the poor.

to mention a few, were undertaken with enthusiasm by our students.

All the aforementioned activities have made a positive impact on health awareness and personal hygiene in the neighbourhood. Working outside the college campus and with diversified social groups of people allows students to gain self-confidence, and makes them worldly-wise. These activities develop confidence and empathy among the students and help them to become good citizens.

File Description	Document
Upload any 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: 5

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
01	02	01	01	00

File Description	Document
Number of awards for extension activities in last 5 year	View Document
Any additional information	View Document

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

Response: 144

3.4.3.1 Number of extension and outreach 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
73	33	19	14	05

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 137.49

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
2961	784	924	609	548

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 25

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
16	09	00	00	00

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: 7

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
01	04	01	01	00

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

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:

- **Classrooms and Computer labs used for teaching: 18**
- **Computer labs: 2**
- **PCs for teaching: 46**
- **Printers: Epson 3, Laser 02**
- **LCD: 4**
- **Projectors: 4, (3 ceiling-mounted, one mobile)**
- **Routers: 6**
- **UPS: 1 (12.5KVA)**
- **Dish TV: 1 (for SWAYAM programs)**

The teaching of Commerce programs commences in the morning (8 a.m. to 1.15 pm) and Science programs in the afternoon (10 am to 4 pm).

Of the Commerce courses, the B.C.C.A. program requires the use of computers for practicals. The timetable is so adjusted that the computer labs are available for all programs that require the use of computers. Fluctuations or shut down in electricity supply is taken care of by the 12.5 KVA UPS so that use of computers in the labs proceeds unhindered. The wall-mounted projectors and LCDs, as also the mobile projector take care of the ICT needs of the teachers who need these.

There is a dish antenna connected to a TV, which enables students to view SWAYAM channels. The management and the college authorities are committed to the provision of adequate and modern infrastructure for teaching and learning. The six routers ensure that the entire first and second floor is Wifi enabled. Regular classes are held in room no 305 up to 11 a.m. Thereafter, this room is used as a Competitive Examination Guidance Cell. Students have access to one server and 5 thin clients to fill examination forms, internet access, etc. after 11 a.m. The creation and enhancement of infrastructure facilities in the institution is a continuous process. The management actively offers assistance as and when infrastructural enhancement is required. It is liberally funded by the management.

File Description	Document
Upload any additional information	View Document

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

Response:

The facilities in our college for cultural and sports activities are not exclusively used for these activities for the whole year but during the Annual Social Gathering. They exist from the time the college building was ready for use viz. 2009. In fact, the Annual Social Gathering with its plethora of cultural and sports activities is the most eagerly awaited event of the year by the students. It serves the purpose of identifying and bringing forth talent in the students. The existing infrastructure is used for the conduct of these activities. The spacious ground floor (**48.8 x 10.8 = 508.35 Sq.Mt.**) was used for three successive years (2015, 2016, 2017) for the conduct of all cultural and indoor sports events. Due to the increase in student strength, thereafter, for the past two years, the main one day function of the gathering (dance, drama, mime, Fashion show, singing, etc) was arranged in the close by an auditorium of VMV college also run by our own Management and built by our management. Most of the other events were held within our own college premises. Cricket was arranged in the nearby **Kachhi Oswal Cricket Play Ground garden (Area=10,344 Sq. Mt)** and other outdoor games in the Govt. Adiwasi playground (**Area= 6673 Sq. Mt.**) about a hundred meters away. The very fact that all the cultural activities are conducted by the college is proof that we have adequate facilities for cultural and sports activities.

Annual Social Gathering” PRAYAS”

The duration of the gathering during the past 5years was as follows:

- In 2015 - 16: 4th to 11th Jan. 2016
- In 2016 - 17: 13th to 22nd Jan. 2017
- In 2017 - 18: 3rd to 7th Jan. 2018
- In 2018 - 19: 24th to 29th Dec. 2019
- In 2019 - 20: 8th to 19th Jan. 2020

A host of cultural events such as singing, dance, drama, mime, and Fashion Show were organized. Several sports and competitive events were also a part of the Annual Social Gathering “PRAYAS”. **Sports:** In the indoor games category Chess, badminton, kabaddi, including many fun games were organized. In the outdoor games category, Open Cricket, Box Cricket were organized. Events such as Rangoli (**arranged on the first-floor verandah, 48.8M. x 10.8=508.35 Sq.Mt.**), Mehandi (**Room No 102, 9m x 6m = 54 Sq. Mt.**), flower arrangement, debugging (**Room No. 104, 9x6 = 54 Sq.Mt.**) and Anand Mela (ground floor) too were conducted. Prizes are given away for all the events. Although, we do not have a Yoga center, a 30 hrs Yoga certificate course was conducted on the ground floor where there is adequate open space. We do not have a gymnasium facility.

File Description	Document
Upload any additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 18

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

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

Response: 33.71

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
20.25	17.92	39.30	5.17	7.48

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	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:

The college Library is situated on the ground floor of the building and has an area of 67 sq. mt. There is a spacious hall that provides a good environment for study for students and staff. It has a collection of **2392** books on diverse subjects and is partially automated with applications such as LIBMAN, DELNET, etc. with CLOUD-based OPAC Technology. This LMS is a useful tool that brings about the changes in the library automation software and makes the transactions fast and secure. Not only does it reduce manual work but the students too can access it conveniently via the QR code or link for OPAC.

No. of Journals

1. Indian Journal of Finance
2. Indian Journal of Management
3. Indian Journal of Computer Science
4. Science Reporter

No. of Newspapers

1. Lokmat
2. Naubharat
3. The Hitavada
4. Employment News
5. Rojgar Naukari Sandharb

There is an advisory committee headed by an Asst. Professor. The committee recommends books for purchase by the library. The following activities were conducted by the library.

1. Books Exhibition: **(Date: 5th Sept.2019)**
2. Faculty Development program for use of MOPAC (18.2.2020)

The method for issuing the books to students is by using the Library Cards and a maximum of two books are issued at a time. Books can be renewed after a week. We have a book lending facility during the Examination. Books are issued to students by depositing the cost of the book and on completion of the examination, the amount is refunded to the students on the return of the books.

Library Timing: 09AM To 03.00 PM

Users: 1) Students: 913

2) Teachers: 19

There is a Show Case for new arrivals

Following significant initiatives have been implemented to render the library student/user friendly in the past four years.

Details of member-ships	Details of subscriptions	Name of service subscribed to	No of resource	e-Validity period	Usage Report	W ac (Y
Annual	Master Software Services, Nandanwan, Nagpur. Receipt dtfor 26.05.2020 Payment Dt. 26.05.2020	LIBMAN software Library Management	NDL, DELNET	19-20	-	
Annual	Master Software Services, Nandanwan, Nagpur.	LIBMAN software for Library Management	-	18 -19	-	
Annual	Master Software Services, Nandanwan, Nagpur. Paymentfor	LIBMAN software Library	-	17-18	-	

	Date:14.09.2017	Management			
Annual	-	-	-	16-17	-
Annual	-	-	-	15-16	-

File Description	Document
Upload any 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: A. Any 4 or more 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: 0.46

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.42	0.54	0.69	0.34	0.33

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
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: 4.4

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

Response: 41

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

1. **No. of Computers:** At the inception of the college in 2008, there were only 12 computers. In 2019 - 20 we had 57.
2. **Advanced Config. Computers:** Each time new computers are purchased, they are of a higher and more advanced configuration viz. dual-core I3 and I4 processor computers, DELL INSPIRON 3268-I3 (Slim) computers, DELL INSPIRON 3250-DUAL CORE (Slim) computers, LENOVO-V520.
3. **Thin Clients:** The Digital classroom (205) has a server and 05 Thin clients.
4. **Networking:** networking facility exists in room no 104 and room no. 105 (computer labs) by using two 24 port switches and two 8 port switches.
5. **Internet:** The IT Lab. has Internet access using BSNL FTTP (Fibre Optic) connection.
6. **Upgradation:** The previous BSNL 2 MBPS Broadband connection has been upgraded to BSNL 100 MBPS fiber-optic connection.
7. **Wi-Fi:** Initially Wifi was only on the ground and first floor. Presently all the classrooms, library and office are Wifi enabled with routers.
8. **Smart Classrooms:** Initially we had only one mobile projector. Presently, 4 LCD TVs and 3 projectors have been added
9. **Management Software:** Initially we had an offline College Management System. Presently, we have 2 College Management software for performing all the online tasks:
10. **Cloud-based ERP CCMS (Centralized Campus Management System)**
11. **LMS (Library Management System)-LIB-Man.**
12. **Website:** College has a website www.maniarcollege.ac.in purchased from MasterSoft ERP

Solutions Pvt. Ltd.

13. There is a Digital Class Room (Room 204) for use by students and the PCs of Comp. LAB-I have been upgraded with advanced RAM (13-DDR2(2GB) and 6DDR3-2GB)

14. A reprographic facility exists within the premises for students and Staff.

15. MOPAC (Cloud Based) is used by students and teachers.

16. A Dish TV has been installed for viewing SWAYAM channels.

17. High capacity JK 12.5 KVA Online UPS has been installed.

File Description	Document
Upload any additional information	View Document

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

Response: 16:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 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: 66.28

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
46.04	40.53	32.14	24.11	14.07

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

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:

1. Housekeeping is the responsibility of **four non-teaching employees who sweep and wipe classrooms, desks, benches, verandahs, and toilets on the four floors as well as the office, library, and ground floor.** As they move around the whole college every day, they make a note of malfunctioning taps, fans, lights, broken furniture, civil works and inform the office. This activity is overseen by a supervisor who takes a daily round of the premises. Supervision does not take much time and she otherwise works as an accountant. Electrician, plumber, carpenter, and civil contractor are available on call. The **watchman** is available for 24 hours since he has been provided accommodation within the premises. He is basically an electrician and also handles minor plumbing works and ensures that adequate water is pumped from the bore well to the overhead tank. Opening classrooms in the morning, closing them in the evening, taking feedback from the cleaning staff, students, teachers regarding any matter that requires maintenance, and taking requisite action is also his responsibility.
2. There is a **security guard** at the gate who controls the entry and exit of people.
3. Our **laboratory assistant maintains the computers, printers, projectors, televisions, routers, CCTV systems, sound systems, and other electronic gadgets.** Additionally, should any complicated hardware or software problems arise, our scholarship clerk being a qualified hardware person is computer savvy and resolves these very efficiently. We seldom have problems with our ICT facilities.
4. **The Computer laboratories (two) have 47 PCs** in all and are good but we need to add some more computers.
5. The **Digital Class Room** is adequately equipped with a server and 5 thin clients for use by students.
6. Of the **two computer laboratories**, computers in one lab have the English language software installed and also serve as a language laboratory in time slots during which no practicals are being conducted.
5. There is a girl's common room on the fourth floor.
6. The **Commerce department** (room no 101) is located on the first floor.
7. The **Science Department** is located on the ground floor adjacent to the library.
8. The library and office are located on the ground floor.
9. A separate space with medical aid facility is made available on the ground floor. In case of emergencies, a full-fledged hospital (Radhakrishna hospital) is just two km away.
10. The Director and Principal are seated in the office in their cabins located on the ground floor.
11. The **two office clerks, the scholarship clerk, an Accountant, and a peon** who assists the office staff together cater to all the office work.
12. There are **nine restrooms** in all, and this facility is adequate for students and staff. The ground floor has two restrooms, one for ladies and one for gents staff. There are two restrooms (one ladies and one gents) on each of the first, second, and third floor for students, and the fourth floor has one

restroom for gents and there is one storeroom.

13. There is adequate storage space by way of **built-in cupboards, and steel cupboards** for the office and library, and lockers and steel cupboards for teachers.
14. Albeit small, there is a much sought-after functional **canteen** on the ground floor. If a requisition is placed it also caters to delicious homemade lunch during meetings.
15. A **reprographic facility** exists on the ground floor.
16. The ground floor has a large open area where a stage is arranged and is sometimes used for the purpose of the conduct of programs and also for indoor games during the annual social gathering.
17. Trees have been planted in the vicinity of the college and there is a small garden with a lawn.
18. Ample parking space exists on the college premises, on either side of the main building.
19. There is a small garden with a lawn and some trees in front of the college building.
20. Our senior college student strength has increased seventyfold since inception. With the addition of a Junior college, this is a hundredfold as on today.
21. A complete college campus is under CCTV surveillance. 48 cameras cover the entire college premises.
22. A Solar On-Grid System with a capacity of 15KWP has been installed.
23. There is an On-Line UPS with a capacity of 10KVA so that all practical work requiring the use of computers goes on unhindered. 24. The library has a MOPAC library application (Cloud Based) with access to all students and Teachers. The above support and maintenance mechanisms being in place creates an effective ambiance for unhindered curricular, extracurricular, and administrative activities.

File Description	Document
Upload any 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: 34.95

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

2019-20	2018-19	2017-18	2016-17	2015-16
309	310	273	270	238

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: 54.77

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

2019-20	2018-19	2017-18	2016-17	2015-16
546	548	498	357	302

File Description

Document

Upload any additional information

[View 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: 24.9

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
188	555	85	180	65

File Description	Document
Number of students benefitted 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: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
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: 6.24

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
16	15	11	8	6

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: 35.96

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

Response: 82

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	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
00	00	00	00	00

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
00	01	00	00	00

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	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: 5

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
4	1	0	0	0

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
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:

Students not only participate actively in various activities of the college but also enthusiastically come up with new ideas for its efficient and smooth functioning.

Teachers' Day is an all students affair, as also the Fresher's Day. The week-long Annual Social Gathering with its plethora of activities is managed mostly by the students. Besides these, all NSS activities, specifically those during the camp are organized by the students. Given an opportunity for managing an event, the teaching staff is full of praise as they are left wondering as to wherefrom the students have such talent and organizational capacity.

There is a student member on the IQAC too. The result is that he has first-hand information on the 'why' and 'how' of measures adopted by the college for quality improvement and this percolates to all the students through class representatives.

Each class nominates a class representative and the latter conveys student's views, grievances if any, changes required in academic as well as non-academic matters.

For all academic sessions from 2015 to 2019, a regular elected Students Council with a university representative existed in the college since the formation of a Students Council has been stipulated in the University rules. In 2019 – 2020, however, the university did not issue orders for its formation due to COVID 19 lockdown. However, on our own part, posts of class representatives and student representatives

were filled by the college.

Students and their representatives engage in the following activities

Coordination in

1. communicating the information between students and teaching faculty
2. organizing cultural events
3. organizing sports and games for the students.
4. arranging industrial visits for the students.
5. assistance in organizing seminars and workshops.
6. as mediators for settling grievances of students.
7. make recommendations regarding facilities like library, laboratory, students common room, canteen, reprographic facility etc.

File Description	Document
Upload any additional information	View Document

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

Response: 13.6

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
21	17	08	11	11

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 institution has a registered Alumni Association under the name “SUDHA SURESHBHAI MANIAR COLLEGE ALUMNI ASSOCIATION, NAGPUR” and the Registration Number is “Nagpur/0000114/2018”. The association has started functioning and contributes to the development of the institution. The role of the association is advisory.

The association helps present students in:

1. Projects
2. Career Guidance
3. Interview Techniques
4. Placement activity,
5. They work as resource persons at workshops and seminars and deliver talks.

“SUDHA SURESHBHAI MANIAR COLLEGE ALUMNI ASSOCIATION” acts as a bridge between the former students, current students, and authorities. The college interacts with the association and through it, Alumni meets have also been organized. The first meet was held on 25th August 2018. 42 alumina attended the function.

Presently, the alumni do not hold authoritative positions but their heart is with us and they will do everything to uplift the students of their own college with the passage of time and enhance the quality of the institution. The love and affection with the teachers that were conveyed during the meetings is adequate proof of the same.

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: E. <1 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:

The vision of the Institution

To prepare for challenges with confidence and develop a competitive spirit.

The mission of the Institution

1. To create awareness of the opportunities
2. To strive for self-actualization
3. To become computer literate
4. To Inculcate value systems among students

Our institution exposes the students to a plethora of activities through invited talks, NSS, computer courses, training for competitive examinations, English language lab, etc. This enables them to achieve the above goals. In addition, books are available in the library to prepare for various competitive examinations. Students have access to DELNET and the National Digital Library. The annual social gathering is an eagerly awaited event for showcasing their talent. In addition to all of the above, sports and cultural activities help in self-actualization. We have a strong NSS team that helps build empathy. Students vie with each other to be selected for the team that participates in the seven-day NSS camp since only 50 students are selected.

The innumerable Add On courses to which students are exposed helps them to develop skills that augment their self-confidence and enhance their employability. Imparting moral values is part of the curriculum. Each teacher is assigned a class to read stories from the book "Chhatra Jeevan hai Anmol". There is a good bond between teachers and students through mentoring, counseling, guiding, and developing them to be recognized as good personalities. The celebration of Teacher's day with great gusto by the students is proof of this fact. Students like our college not only because of the discipline within the campus but also because of the completion of syllabi on time.

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:

Case Study: Participative Management

Organizing the Annual Social Gathering

The Annual Social Gathering “PRAYAS” which is held every year is the most anticipated event of the college. The Director discusses the modalities of organizing the event with all the faculty members. Students too give their views and these are also taken into consideration. A consensus is reached as to the constitution of members and chairpersons of each committee. The class representatives and students of NSS are the most active members of this event.

Generally, the following committees are constituted.

1. **Sports Committee:-** This Committee arranges outdoor and indoor games for students and encourages them to participate in sports. There are sub-committees for each game viz. carrom, chess, cricket etc. They also maintain the records of winners.
2. **Rangoli and Mehendi competition committee:** This committee organizes Mehendi and rangoli competitions to enhance creativity and bring out the hidden potential of the students. This committee maintains the records of total participants of students in different cultural activities. They also maintain a record of the winners.
3. **Stage and sitting arrangement committee:** Students and teaching staff actively participate in the preparation of stage, technical arrangement, purchase of necessary material, plan seating arrangement, display of the banner, felicitation of guests, maintaining discipline, and timely completion of all the events of the gathering.
4. **Anchoring committee:** The committee members select the anchors from among the students for the final event of the gathering.
5. **Discipline Committee:** This committee comprises teachers as well as class representatives to maintain discipline during the function.
6. **Catering Committee:** This committee involves teaching and non-teaching staff for deciding the menu for lunch for the students and all teaching staff and snacks for the invitees.
7. **Cultural activities This has many sub-committees :**
 1. **Dance:** This committee shortlist the entries for solo, duet and group dances as also a fashion show.
 2. **Singing:** This committee shortlists the students for participation.
 3. **Fashion show:** This takes rehearsal and shortlists the items
 4. **Photography:** Selects photographs.
1. **Prize distribution committee:** The prize distribution committee maintains the record of winners of all events of the gathering. Prizes are purchased, certificates are prepared and given to the winners. The toppers in the university examination are also given prizes.

The Annual Social Gathering is a week-long event and involves the participation of all teaching staff as well as many students and the success of the gathering is due to participation and co-operation of all.

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:

Extend support to teachers for attending conferences and workshops.

Teachers were encouraged to enhance their job skills. Not only was 50% of registration fees to attend online as well as offline seminars, conferences, workshops, orientation programs, Refresher courses (ARPIT as well as Academic Staff College), SWAYAM courses shared by the institution but they were constantly motivated to attend these.

The result is that most of our teachers have attended a plethora of these activities. Seven teachers have undergone Orientation Course and eight ARPIT Refresher Course.

Strategic Plan and Deployment Document

S.no	Strategic plan	Deployment
1	Apply for recognition under 2f by UGC	2f recognition has been granted
2	Invited talks by eminent people	Guest lectures were organized
3	Appoint qualified staff	UGC approved teachers have been appointed
4	To improve ICT facilities	Additional computers, Smart TVs and printers purchased
5	Use of ICT by teachers	Teachers use ICT extensively
6	Organize industrial visits and Educational tours	Industrial visits and Educational tours were organized
7	To expand and improve infrastructure	The fourth floor with all requisite paraphernalia has been completed
8	Community engagement	Bicycles were distributed to needy students A concession was granted in fees to many Anandwan – leprosy center, old age home, orphanages, etc were undertaken.
9	Add one more unit of NSS	An additional unit of NSS has been added number of field outreach activities
10	Village adoption	For the past three years one village viz. D...
11	Extend support to teachers for attending conferences and workshops	50% financial aid was given to teachers to attend conferences, workshops, refresher and short term courses at Academic Staff college
12	Addition of Junior college which	A Junior college has been started

	would serve as a feeder class of students for senior college		
13	e- Governance	90 % of the work originally done manual software thereby increasing efficiency.	
14	Rain Water Harvesting	Complete	
15	Solar Electricity facility	Installation of Solar Electricity facility i	
16	CCTV Cameras	48 CCTV Cameras have been installed	
17	UPS for all PC'S in college	UPS has been installed and all PC's have supply	
18	Special attention to slow learners and advanced learners	Teachers were in direct contact with slow extended assistance as per their requirem	

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

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

Response:

Coordinated efforts of Shri Nagpur Gujarati Mandal, Nagpur, our governing body, College Development Committee, Director, Principal, committees set up for execution of various tasks, teaching, and non-teaching staff, university representative on the students' council and students leads to successful management of the college to attain the desired goals.

Most of the day to day administrative work is executed by the Director who ensures

1. timely submission of information by office staff to the university
2. progress of teaching work and its completion
3. appointment of teaching and non-teaching staff after consultation with the President of the Management who is in charge of our college.
4. adequate measures for maintenance of the college infrastructure
5. purchase of books on the recommendation by the library committee through the librarian who is the chairman
6. Guiding the teachers in NAAC SSR preparations
7. Advising the NSS Program Officers in conduct of NSS activities
8. Initiation and execution of all activities viz. Admissions, Annual Social Gathering, invitation lectures, examinations etc. by assigning duties to individuals and committees

With a rich experience of more than fifty years, advice of the Management is often sought and the latter is quick in it's response.

The officiating Principal, besides teaching, oversees all documents to be sent to the university, allocation of subjects to teachers, admissions, time table as also career guidance for competitive examinations.

Teachers complete teaching assignments, conduct all programs enthusiastically, conduct college and university examinations, guide the students, put forth any problems that they or students face to the Director, and also come up with solutions. Good teachers are the backbone of our college. University representative, class representatives, as well as students, also meet the Director for their demands as well as grievances.

We have an efficient Librarian who meticulously maintains all records in OPAC software and ensures that books are purchased without delay.

There is 6 office staff. Scholarships clerk who also visits the university for office-related work. Besides, he is also a qualified hardware technician. Senior and Junior office clerks, maintain students' records, submit examination and documents for enrollment forms to the university, the issue I- cards, Bonafide, Leaving certificates in Masters Software. An Accountant collects fees, makes payments, and maintains a record of all finances. A qualified Chartered Accountant visits the college periodically to ensure correct maintenance of Accounts. One Laboratory Assistant maintains all PCs and electronic equipment. An office attendant issues mark lists, degrees, and examination - cards to students. A peon is available for all work related to the office.

Four cleaning staff maintain the cleanliness of the college premises. An electrician, a carpenter, and a plumber are available on call.

With all the above mechanisms in place, our college runs smoothly and efficiently.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: 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

6.3 Faculty Empowerment Strategies

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

Response:

The Institution is keen on the professional development of the teaching and non-teaching faculty. Full support is extended by the Management for the academic enrichment of the faculty members. Following efforts are made for the professional development of its staff

Teaching Staff

- Many teachers have participated in Orientation Programs, Refresher, and short-term courses conducted by the Academic staff college of UGC and have also undergone FDPs, ARPIT, and SWAYAM courses for quality improvement.
- Financial assistance is given for participation in Seminars/ Workshops/Conferences.
- Duty leave is sanctioned for paper presentation and participation in Seminars/Workshops/Conferences.
- The college provides a Wi-fi Internet facility.
- Teachers are encouraged to pursue doctorate degree / NET /SET. Four of them hold doctorate degrees, one has submitted the thesis and two have registered for Ph.D.
- Casual leaves and medical leaves are given as per policy
- Fully functional canteen
- If a faculty takes leave due to university-related work/seminar/ conferences, necessary alternate arrangements are made accordingly.
- As financial support to faculty members pursuing higher education, they can use library facility, computers, printers, and stationery

Non-Teaching Staff

- Permitted to attend various training programs to update their technical knowledge.
- The loan is sanctioned under specific situations.

List of the existing welfare measures for teaching staff is attached.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 18.63**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
10	2	6	0	0

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:** 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
4	4	2	0	0

File Description**Document**

Upload any additional information

[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:** 139.16**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
112	14	3	3	0

File Description	Document
Upload any additional information	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:**

A Performance Appraisal “self-assessment “ form as per guidelines laid down by the UGC and ratified by Govt. of Maharashtra was filled up by the teaching and non-teaching staff only this year (session ending March 2019) for data during the past five years. This ensured that information on multiple activities is appropriately captured and considered and a record is maintained. The teaching staff is given regular annual increments. Additionally, teachers in whose subjects there is a 100% pass percentage, are rewarded and felicitated during the Annual Social gathering.

The non-teaching staff too is given annual increments. Being a young and self-financing institution, yearly increments in the salary are given and additional increments are based on the performance of the teachers.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly****Response:**

Yes, the college has the mechanism for internal and external audits as per the details given below:

Internal Audit

- All payments made by cheque are signed by two authorized signatories.
- An internal approval system for all expenses is in place.
- Accordingly, every expense voucher is approved by the Director.
- All vouchers are audited by an Internal Auditor on a routine basis.

External Audit

- Books of accounts are prepared as per statutory requirement
- The ledgers are checked by the Chartered Accountant regularly as per the government policies.
- The auditor ensures that all payments are duly authorized.
- A single audited report is prepared for all the institutions run by Shri Nagpur Gujarati Mandal, the parent society, which includes that of our college.
- Donations to the college are routed through the parent society.

File Description	Document
Upload any 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: 4

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
2	0	2	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
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

Yearly budget proposal is prepared at the college level and is presented by the Director to the management at the beginning of the academic year in the LMC meeting.

- The yearly budget is prepared after taking into consideration the annual intake of students, revenue so generated, and needs and requirements of the college, departments, laboratory, infrastructure development, students, faculty and staff requirements, augmentation of equipment as per latest technologies, etc.
- Director scrutinizes the budget and recommends the same to the management.
- The Management approves items of expenditure after discussion in the College Development Committee.
- The Gujrati Mandal runs many educational institutions and with its vast experience of working with educational institutions, it is well aware of the strategies to be adopted.
- At the end of the year audit report is prepared
- Every effort is made to provide facilities to staff and students without compromising on the quality.
- Over the years we have made considerable progress viz. a CCTV system, software for the library, College Management software for students record, Accounting software, digital attendance system for teaching and non-teaching staff, adequate number of books, computers, desks benches, projectors, Televisions, scholarships to students and many more facilities is proof of successful strategies deployed for mobilization of funds and the optimal utilization of resources.

File Description	Document
Upload any 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:

IQAC members discussed the following points in their meetings.

- Preparation of Academic calendar before the commencement of the Academic session. The calendar shall include all academic activities, college exams, and university exam schedules.
- The college shall fill vacant positions of teaching and non-teaching posts. As far as possible teachers with NET / SET / Ph.D. Qualifications are appointed. All formalities for appointment viz. NOC, advertisements, and interviews are conducted to hasten up the appointment procedures.
- Faculty development programs should be organized for the benefit of the teaching staff.
- Guest lectures should be organized for the academic development of the students. Some of the key areas on which lectures could be arranged were career enhancement schemes, financial management, skill development program, technical lectures related to the subject, etc.

- In an attempt to adopt sophisticated ICT tools, the college proposed smart classrooms for students and teachers.
- Mentorship be assigned to each member of the Science and Commerce faculty.
- College should

1. Apply for recognition under 2f
2. Prepare a proposal for Add-on courses.
3. Conduct Industry-Academia bridge workshop.
4. At least one industry visit every year.

Example of Best Practice institutionalized as a result of IQAC initiative

Best Practice 1: Faculty Development Program

Faculty Development Program on “C, C++ Industrial Perspective” was organized in collaboration with Quick Heal Foundation, Pune on 31st July and 1st August 2017. The program was organized in association with colleges affiliated with R.T.M. Nagpur University..Ms. SugandhaDani, Executive Director, Quick Heal Foundation, Pune, was the speaker on both days. She inspired the faculty members to implement industry standards from the time of inception to students so that they became industry-ready by the time they passed out.

Best Practice 2: Due to increasing student’s strength and implementing advanced technology, the College Development Committee (CDC) decided to purchase projectors and smart TV sets that work both as tv as well as a projector for presentations. CDC also sanctioned the purchase of computers to cope up with increasing student strength.

File Description	Document
Upload any 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:

Although a formal IQAC was formed only in 2017, assessment of the teaching-learning process, structures & methodologies of operations, and learning outcomes in routine practice.

Introduction of futuristic Add On courses and Industry academia Bridge workshops as per IQAC.

It is solely due to the valuable suggestions of IQAC that futuristic AddOn courses were conducted in our college. Among them were SalesForce, Interview techniques, Communication skills, and English

speaking. The IQAC repeatedly stressed the importance of good communication skills to increase employability. Therefore, of the 26 AddOn, Certificate, and skill-based courses conducted in our college, six are based on interview techniques, English speaking, and communication skills. This has given the students a broader insight of happenings around the world, beyond their syllabus, and enabled them to plan and brace the situation after they went out into the world on graduation.

Teaching methodology, online feedback collection from students on Teacher Efficiency, and Periodic assessment of the extent of course completion.

In order to ensure promising learning output, data is regularly collected by feedback on teachers' performance and methodology of teaching. The Director, who is chairperson of IQAC, analyses and interprets the same, conclusions are drawn on this basis, and requisite action is taken. If any dissatisfaction from the students on any aspect of teacher efficiency is identified, this is discussed with the concerned teacher who is asked to improve, failing which he /she is asked to put in his papers resignation papers.

In order to ensure timely syllabus completion, course completion by teachers is also overviewed. If required, remedial classes are undertaken, lacunae in the methodology of teaching pointed out so that teaching is up to the level of students satisfaction. Use of ICT tools is encouraged including information to students on viewing NME and NPTEL lectures. Some teachers also show these lectures to students and some routinely make presentations while teaching.

Assessment of performance of the students in examinations is done by the analysis of Course outcomes. Teachers are encouraged by rewarding them during the Annual Social Gathering for having achieved 100% results in the subjects they taught. If the CO is poor, teachers are asked to improve. Poor CO was noticed particularly in Maths based subjects.

Evaluation reforms. It was noticed that students often remained absent when a specific date for class tests was announced. It was, therefore, decided that a specific date should not be announced for the conduct of class tests and that class tests should always be 'surprise tests' to be conducted as follows. During the 45 minute period, 15 minutes should be allotted to discuss and explain the topic of the test. Students are asked to explain as much as they know about the topic and teachers to explain the manner in which they should write the answers and thereafter, students write the test.

File Description	Document
Upload any 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 initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

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:

Adequate measures have been adopted for the promotion of gender equity during the last five years.

- A **CCTV system** has been installed. There are 48 cameras in and around the college premises. This instills a sense of safety and security among college students since they are well aware that they will be caught on misbehaving.
- A **security guard** is posted at the gate to prevent the entry of undesirable elements.
- To assist female students a **Women Redressal and Sexual Harassment Cell** has been constituted and a banner displaying the members and contact details has been prominently displayed in the premises.
- **Counseling** of the students is done as and when required
- There is a **Girl's common room** in the institution.

Many curricular and co-curricular activities have also been undertaken.

- An **essay competition on gender equality** was organized in our college on 16th April 2018. 37 students participated in an Essay Competition on "Are women as competent as men in every field." Winners were given prizes.
- An comprehensive article on Gender sensitivity "She is the answer" by Bina Agarwal in the Indian Express was read in every classroom on 10th Dec., 2018. A brainstorming was held on the subject. According to her gender equality is the key to food security. A brainstorming was held on the subject.
- A skit on "Problems faced by Transgenders" was enacted by our students to highlight the issue at Deolapar village on 20.12.2018 and also at Gurukul Ashram school.
- During the Annual Social Gathering of the college on 25.12.2018 too, a play was enacted and an effort made to elucidate the constitutional rights of a transgender.
- A video on LGBT (Lesbian, Gay, Bisexual, and Transgender) was shown in our college to students on 25 Dec 2019
- A gender equality in jobs program was conducted in our college on 20.2.2019, during which a list of 143 jobs were given to students to highlight as to which jobs could also be done by women. They were surprised that almost all jobs could be done by women.
- "Narcotic Drugs and Psychotropic Substances" was the topic of a talk delivered on 18th Sept. 2019 by Inspector RajendraNikam. He gave real-life examples and cautioned the girls to be careful as there were many instances of drugs or psychotropic substances being dissolved in drinking water and undue advantage being taken. He said that in Nagpur greater number of girls were drug addicts than boys. He shared his contact number and informed the students to contact him in case they found illicit drug trafficking or drug addiction cases.
- A workshop on "**Sexual Harassment of women at workplace act 2013**" was organized on 27th February 2017. Adv. A. P. Dande, Lawyer at Civil Court, gave comprehensive information about the Act and induced awareness among the students and teachers about this act.

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: B. 3 of the above

File Description	Document
Geotagged Photographs	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 and liquid waste management is the subject of Nagpur Municipal Corporation. We have appropriate systems in place for the disposal of solid, liquid, and e-waste.

- **Solid waste management:** Dry waste is collected in small waste bins placed on each floor. The number of bins on the ground floor is much more than those on other floors. The laboratories and office have separate bins located at convenient places. The contents of all these small bins are collected in a large dry waste container supplied by the Nagpur Municipal Corporation. The wet waste from the canteen is collected in a separate container meant for this purpose. A waste

collection vehicle of Nagpur Municipal Corporation collects this waste twice a week.

Thermocole disposal is carried out within the college by reducing the volume after dipping in acetone.

- **Liquid waste management:** There exists a well-planned and laid out drainage system extending from toilets and washrooms of all the floors up to the manhole located outside the premises. In case there is a choke-up of the drains the municipal corporation team is called upon and the problem is attended to. Wastewater from the drinking water facility is also disposed of in a scientific manner into drainpipes and thereafter into the manholes outside the premises.
- **We do not produce Biomedical waste**
- **E-waste management:** An arrangement has been made for E-waste collection with Nagraj E-waste recycling. The latter is an authorized e-waste recycler registered under MPCD and membership from UCCI for handling hazardous and e-waste.
- **Waste recycling:** Newspaper, plastics, metal objects, cardboard are sold to raddiwala (scrap purchaser) and this is then recycled. UPS batteries are returned to the shopkeeper who gives a discount on the purchase of new batteries.
- **We do not produce Hazardous chemicals and radioactive waste.**

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	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: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	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
Link for any other relevant information	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: A. Any 4 or all 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

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	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:

The institution conducts various programs for inculcating tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities.

- Gandhi Jayanti is celebrated with much fervor. His famous song “Vaishnav Jan ToTeneKahiye” is the background on which all staff and students engage in personally cleaning up college premises with brooms in hands.
- The Birth anniversary of Sardar Vallabhbhai Patel was celebrated as National Unity Day (RastriyaEktaDiwas). Students took the National Unity Pledge in English and Hindi to keep the people of our country united, integrated, and secure as per the vision of late SardarVallabhbhai Patel.
- On the 125th anniversary of Swami Vivekananda's, Digvijay Divas celebrated in our college on 11th September 2018. On the 11th September 1893, Swami Vivekananda delivered a historic speech at the Parliament of the World’s Religions’ in Chicago. Students delivered the same speech in the college premises.
- The Hindi Diwas was celebrated in our college on 16th September 2017. The guest of honor was Mr. RavindraDewaghare, Shalabh, Sanyojak of BhashaBharati and Dr. S. A. Bhide, Director. Hindi is the third most spoken language after English and Chinese in the world. Mr. RavindraDewaghare explained the importance of Hindi in India.

On the occasion of International Literacy Day’ on 8th September 2015, the Department of Management Studies, KDK College of Engineering had organized a Poster and Elocution competition for the students to express their views on literacy. Students from various colleges participated in the poster and elocution competition. Mr. Palash V. Khobragade(B.Com. Part I) of our college was awarded the first prize (Rs. 500/-) in the poster competition and Mr. MukeshBharadwaj (BBA Part I) also from our college, was awarded the second prize (Rs. 500/-) in the elocution competition.

- On 11th Sept., 2019, our students took a pledge to abide by their duties, truth, peace, and communal harmony.

File Description	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:

Moral responsibilities and duties mentioned in the constitution are: We must respect the National Flag and National Anthem, obey the laws of our country, protect the power, unity, and integrity of the country, safeguard public property, pay our taxes with honesty promptly, protect and preserve cultural heritage sites, protect, preserve and improve the natural environment, we must guard the country and maintain the spirit of a common brotherhood, we must respect, value and follow all the noble ideals used in the national struggle for freedom, etc. The inclusion of such commitments to the Constitution is important for the progress, peace, and prosperity of the country. Our institute organizes various activities to incorporate values, rights, duties, and other responsibilities. Following are some of the programs organized by our institute to incorporate constitutional obligations:

- In order to encourage more young voters to participate in the political process, our institute celebrates 25 January as "National Voters' Day".
- Constitution Day or 'Samvidhan Divas', also known as National Law Day, is celebrated on 26 November to commemorate the adoption of the Constitution of India.
- Banners displaying National Identities and Symbols have been displayed in the Institute premises to create awareness among students and staff.
- Health checkup camps were organized in slums by our students. Teachers and students visit slums to spread awareness about cleanliness and hygiene, necessary for a good and disease-free life.
- Students carried 'no spitting' banners in the vicinity, world population day was celebrated, nearby slum areas were cleaned, programs and rallies for Aids awareness, dengue awareness, and digital finance literacy campaigns were also held by the institution.

File Description	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

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

Response:

Institute celebrates national festivals and birth/ anniversaries of the great Indian personalities with great fervor. Independence Day, Republic Day, Gandhi Jayanti, Teachers Day Ambedkar Jayanti, Ganesh Chaturthi, are some of them. Independence Day and Republic Day are special occasions celebrated with great enthusiasm. Students wear costumes of great Indian personalities, viz. Rani Laxmibai, Mother Teresa, Lokmanya Tilak etc. Flag hoisting is followed by the National Anthem. Gandhi Jayanti is celebrated as Swach Bharat Abhiyan'. Songs including Gandhiji's famous bhajan "Vaishnava Jana To" are played and students, as well as staff, engage in cleaning of college premises. Teachers Day is celebrated on 5th September, the birth anniversary of Dr. Sarvepalli Radhakrishna. It is an all students affair and students come up with innovative ways of celebration including stage decoration and games for teachers followed by snacks. Students and staff participate in the Ambedkar Jayanti celebrations on 14th April every year. Students read the preamble of the constitution. Swami Vivekananda Digvijay Diwas was celebrated on Sept., 11, by reading his famous model speech delivered at the Parliament of World's Religions held in Chicago. Rashtriya Ekta diwas" or National Unity Day is celebrated on 31st October, Sardar Vallabhbhai Patel's birth anniversary. Apart from the above activities Ganesh festival also known as Vinayaka Chaturthi was also celebrated. Constitution day commemorates the adoption of the Constitution in India and is celebrated on 26th November by taking a pledge. This is a day to express gratitude to the makers of our constitution and to reiterate our commitment to building India of their dreams.

File Description	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 no. 1

1. Title of the Practice

“Student Centric methods”

2. Objectives of the Practice

- Inherent talents of the students should be nurtured
- Financial constraints should not hamper students’ growth
- Provide all types of assistance for the academic growth of students
- Participation in cultural activities should be encouraged to bring out the hidden talents in the students
- Those with true aptitude in sports must not lag behind for want of finances
- Contribute to their all-round development so that they do not develop an inferiority complex for want of finances
- Boost the morale of the students so that they grow with confidence

3. The Context

Most students of our college hail from the vicinity that comprises a socioeconomically backward area. Bringing them up to a minimum standard level was out of necessity a task with priority. It was noticed that although intelligent, some students discontinued their studies. While some did not have the resources to pay examination fees, still others did not participate in cultural competitions because they did not have money to pay for the rent of the costumes. Still, others won several prizes and medals in local sports competitions but did not have the resources for a good diet and good shoes for competing at the state level. Parents of many students are daily wage workers, vegetable vendors, household workers, etc. It was construed that personality development and English speaking would improve their confidence levels. A sequel to address these difficulties faced by students warranted a multi-pronged approach to mitigating them.

4. The Practice

To bring the students up to a minimum standard in all aspects the following measures were adopted.

- **Merit Scholarships** - SangitaYashwantThakre student of B.B.A. Part I who had scored more than 60% marks in part I first-semester examinations and said that she left studies because she did not have the money to pay the college fees. A donation of Rs. one lakh each was given by Dr. S.A. Bhide and Mr. A.D. Bhide it was decided to pay Rs.10,000/- each to 20 needy and intelligent students. Applications were screened and candidates for the award were on the basis of a first-class and their economic background. They all had happy faces and bright smiles on receipt of this money.
- **“FIRST IN CLASS”**. Students who scored the highest marks in their class in University examinations were all given a prize of Rs. 100/- and a badge “FIRST IN CLASS” at the hands of the Chief Guest at the Annual Social Gathering. This also served as a motivation for others to do better in their next exams.
- **Cultural activities participation** – Our college had a fine team of the traditional Gujrati ‘Garba’ dance. This team wanted to participate in the Intercollegiate Garba competition organized by K.D.

M. College for women. However, none of the team members came forward for participating in the competition. The Management decided to pay for the registration as well as all other expenses viz costumes on rent, props, etc.

- **Sports scholarship:** SauravTiwari, a student of B.Sc. Part III came to the Director and showed all the medals he won in local level competitions and said that in the State level competition his shoes gave way and had this not happened he would have got a prize. Besides, he was also advised to take a specific diet for which he did not have the resources. The Management was consulted and it was decided to pay Rs.4000/- per month to him.
- **Distribution of Bicycles:** The Management distributed bicycles to needy students

Besides above

- Personality development – courses were conducted in Eng. Speaking, Interview techniques, and communication skills.
- Invited talks on Career development viz. how to become a CA, Industry-Academia Bridge workshops, Guidance in competitive examinations, viz. talk by SandeepTamgadge, IPS., etc.
- Add on courses - Salesforce, PHP, Corel draw, Photoshop (not in syllabus)
- Internship and live projects for M.Sc. (CS), B.Com, and BBA students
- Development of empathy through innumerable extension activities
- Timely solutions to students' problems.
- Financial aid for participation in Intercollegiate competitions
- Encouraging students for registration in SWAYAM courses.

5. Evidence of Success

- Of the 20 needy and intelligent students being given. 10,000/- each as scholarship, some could continue with their studies, desperation vanished in the others and they have started working with greater enthusiasm.
- On being given financial assistance, students of our college participated in the Intercollegiate cultural program viz. Garba competition by KDM college and won a cash prize of Rs. 12,000/- and a trophy. The team also won the third prize in another Garba competition conducted by VMV College, Nagpur.
- On being awarded a scholarship, SauravTiwari, a laborers' son, won the third prize in the State level Cross Country Championship. This has enthused him and he is practicing for the National level Championships. He wishes to join the army.
- Students who were given “FIRST IN CLASS” badges went about proudly wearing them and this served as a motivational factor for others to compete for this coveted badge.
- Personality development – It was a joy to watch students participating in a debate at the end of the Eng. Speaking and communication skills courses organized by the institution.
- Career development programs viz. How to become CA, Industry-Academia Bridge workshops, Guidance in competitive examinations, lectures viz. SandeepTamgadge, IPS, etc were organized

by the institution motivated some of them to sit for the whole day in college preparing for competitive examinations.

- Add On courses - Salesforce, PHP, Coral draw, Photoshop (not in syllabus) which add skills are also being conducted by the institution free of cost.
- Internship and live projects were undertaken by M.Sc. (CS) final year and BBA

final year students.

- Students enrolled for different SWAYAM courses

6. Problems Encountered and Resources Required

- The main problem encountered was financial assistance and mobilization of resources. The college is a self-financed institution, nevertheless, every effort is made to assist the students. The management tries its level best by providing facilities and support to the students.
- Students belonging to the OBC category and offering subjects like 'History' and Geography which never change are given scholarships by GOI. OBC students that form a majority, and offering Programs that have utility today viz. B.Sc. (I.T)) , BBA, BCA are not eligible for scholarships by GOI. Serious thought needs to be given to this disparity.

7. Notes

- It is envisaged that the response of an institution must be quick to get desired results.
- It may be made mandatory to have a corpus fund by every college to take care of the financial constraints of students to bring out the best in them.
- Irrespective of the category of the students, in order to give impetus to programs that have direct utility today, students offering such courses must be paid a flat sum of Rs. 10,000/- each, per year, so that we nourish today for a bright tomorrow.

Best practice no. 2

1. Title of the Practice

Teacher Centric practices.

2. Objectives of the Practice

- To follow practices that would result in the all - round development of teaching staff.
- Motivating teachers to participate actively in faculty development programs /workshops/ symposia, orientation. and refresher courses.
- Inculcating the habit of the use of ICT tools.
- To develop among teachers academic and technical excellence, sensitivity, and sense of responsibility towards students.
- To develop empathy towards society through extension activities.

Keep themselves abreast of the happenings around them.

3. The Context

Prime importance is attached by the college is not only appointing teachers that are good at their task based on the student's feedback, but also furthering their academics for achieving this goal. Most teachers are in the age group of 25 to 35 and it was felt that this was the stage in their career when efforts need to be made to mold them. Deputing them to conferences, symposia, and workshops in order to keep themselves abreast in their fields, providing incentives for achieving 100% result in the subject that they teach, motivating them to register and pass ARPIT program, deputing them for Orientation and Refresher Courses to acquaint them with various updates from Human Resource Development Ministry through Academic Staff college, and rewarding them for excellence in Extension activities are some of the initiatives that were considered to be important.

4. The Practice

- 50% of the registration fees of teachers who participate in conferences/seminars/workshops are borne by the institution.
- Faculty Development Programs are conducted.
- Teachers are motivated to appear for the online Annual Refresher Program in Teaching (ARPIT) course.
- They are encouraged to participate in Refresher, Orientation, and Short term courses conducted by Academic Staff College.
- It is mandatory for all teachers to develop their own Moodle website and acquaint the students to use the same.
- Periodic checking is carried out to ascertain the progress of completion of the syllabus. On noticing that a certain teacher is lagging behind due to unavoidable circumstances other teachers are called in for simultaneous teaching of the subject to complete the course.
- Teachers are trained for use of Online Public Access Catalogue by the librarian and they in turn trained the students to use.
- Prior to the selection of teachers for a permanent job, they are required to give one or two demo lectures, and only after approval by students are they called for an interview and selected. During the probation period too if it is noticed that they are not up to the mark, their services are terminated.
- Those who achieve 100% result in the subjects taught by them are felicitated during the annual social gathering.
- They are motivated to register for a doctorate degree. Of the nineteen full-time teachers, 5 hold the doctorate degree, two are registered and one has submitted the Ph.D. thesis.
- In order to improve their English, all teachers were motivated to enroll in the online English Grammar <https://www.learngrammar.net/course> during the lockdown period (18 March to 30th April 2020).
- They are motivated to enroll in MOOCs and SWAYAM courses and they, in turn, are asked to motivate the students to do so.
- They are encouraged to use as much of the ICT tools as possible during teaching
- A sense of responsibility is inculcated in the teachers so that they inform well in advance if they would remain absent in college and are asked to inform their colleagues to engage their periods so that students do not loiter and waste their time.
- Timely solutions to teachers' problems.

5. Evidence of Success

- As 50% of registration fees are borne by the institution, in the form of conveyance allowance, teachers were eager to attend conferences/workshops.
- 23 teachers participated in 2 workshops organized by our Institute, and 8 in 3 workshops by other colleges.
- Five teachers cleared six Annual Refresher Program in Teaching.
- 4 teaching staff deputed for 3 orientation courses, and one for a short-term course at Academic Staff College.
- Orientation training at NSS Empanelled Training Institute – two teachers
- 77 teachers benefited from 7 FDPs conducted by our institute, 1 teacher by that conducted by another college, and 1 by NPTEL-AICTE.
- FDP on the “Online English grammar course” was completed by all the teachers of the institution during the lockdown period.
- Felicitation of teachers with a certificate and trophy for having achieved 100% result in the subject taught by them instilled a sense of pride and motivated them to do better.
- Consequent upon felicitation with a cash prize of 1000/- for being awarded “Best NSS unit and Best NSS Program officer” by R.T.M. Nagpur University, the PO and students are trying for the State and National level award.
- Teachers’ are satisfied with quick solutions to their problems.

6. Problems Encountered and Resources Required

- Some teachers who were not computer savvy were reluctant to use ICT tools. These had to be assisted and brought around psychologically to use them.
- The main problem encountered is financial assistance to those working for Ph.D. degrees.
- Since our institution is self-financed, resources are limited. Most high-tech jobs take away the best lot of Computer Science postgraduates, hence it is very difficult to induct NET / SET or Ph.D. candidates for teaching.
- It is sincerely felt that Government policy of paying high salaries to age-old programs viz. History, Geography, and the pure sciences need drastic rethinking. A rational approach of wage freeze at Rs. one lakh, and to bear a minimum salary amount of Rs. 35,000/- for every approved teacher of non - aided colleges would attract talent in fields such as Computer Science which have direct utility today.

7. Notes (Optional)

- Prior to recruiting teachers on a permanent job, they must be made to teach for a year on a temporary post and recruited only thereafter, based on the feedback of the students and other staff.
- It should be made mandatory for teachers to inform well in advance if they propose to remain absent from college and also make alternate arrangements as far as possible so that students do not waste time loitering around.
- It should be made mandatory for all teachers to undergo at least one training program under SWAYAM or MOOCs or ARPIT.
- They should be motivated to undertake the Ph.D. program.

File Description	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:

1. Title: Use of several modes of learning and teaching viz. MOODLE, Google classroom G- Suite, Google Drive, Google meet, Google forms, MOOCS including SWAYAM, and enrollment in National Digital Library and DELNET.

2. Objectives: MOODLE being accessible anytime, anywhere, is compatible with any browser, and can be accessed from any device and hence it was decided to use this Learning Management Systems in addition to classroom teaching.

For the convenience of valuation of assignments and because a larger number of students could be enrolled, GOOGLE classroom G Suite is used by our teaching staff for online teaching and evaluation of assignments, links for further reading, etc. WordPress is also used. With MOOCS and SWAYAM, videos and ppts from renowned authorities in every field are available and a vast database of books and journals can be accessed through the National Digital Library and DELNET, hence students and teachers utilize these facilities.

3. The Context:

Effective teaching up to the satisfaction of the students has always been a priority since the inception of the college. Apart from the classroom method of teaching, with TV, projectors, and the traditional chalk and blackboard method, all our teachers have their personalized MOODLE site and effectively use this for teaching.

Due to lockdown during COVID 19, the necessity arose for use of an online learning management system in which a larger audience could be enrolled. Hence it became necessary for teachers to acclimatize themselves from the offline to the online mode of teaching.

4. The Practice

MOODLE site. Teachers have uploaded course syllabus, ppts, university question papers, assignments, notices to students, links to books, etc. on their sites.

The very fact that in the Student's feedback form, 93% of students stated that they visit the MOODLE website of the teachers is proof of the utility of the practice.

Google Classroom. Thorough homework was done by the teachers and a webinar was held on the subject

to thrash out the pros and cons of each application. Google Classroom G- suite was selected for use among all other available options viz. Google hang out, Google talk, e –Siksha,(RTM Nagpur University application) EZ– talks, etc. Ease of use, ability to cater to a larger number of students, free use, security, dependability, and trustworthiness were criteria used for the selection of the method for the online conduct of teaching.

Both MOODLE site and Google classroom have been effectively used for:

1. **Completion of the course syllabus** by teachers who could not do this due to COVID 19 lockdown.
2. **Direct Contact program with Advanced learners.**

Teachers made inquiries as to the topics they would like to be repeated or be taught in-depth for scoring good marks in the university examination. It was noticed that students were very happy and eager to share the problem areas with the teachers. Guidance was given to these students up to their satisfaction and students were a contented lot.

1. **Direct contact program with slow learners.**

Slow learners were asked to identify topics that they found difficult to understand. Notes, links to lectures and ppts were uploaded on the MOODLE site and they were asked to go through the same carefully. Their problems were also sorted orally.

1. **Conduct of Prelims examination.** Prelims examination of some courses began but had to be abruptly stopped and could not be completed due to lockdown. Online examination of the remaining papers was conducted and students were asked to upload their answer sheets in Google Classroom. Valuation of papers was effectively done by using this Learning Management System.

5. Evidence of Success

Since our teachers routinely used their MOODLE site and students too were in the habit of visiting these sites, both teachers as well as students were acclimatized to this online learning management system and could use the GOOGLE classroom with ease. This was a great boon particularly during the unprecedented and sudden announcement of lockdown in the country due to the COVID 19 pandemic. Teachers enrolled themselves in several FDPs and workshops and could easily switch to the online mode of teaching.

Google meet is arranged to convey information to the students regarding important notifications and to sort their queries if any.

Sample MoodleCloud web details of one Computer Science teaching staff is given below.

Computer Science teaching staff.

1. Name: Suhashini Chaurasia

S.No.	Class	Subject	Ppt's uploaded	Book upload
1.	B.Sc. IT & BCA Sem. 2	C++ Programming	1	2
2.	B.Sc.IT Sem. 3 & BCA	Linux Operating System	2	2

	Sem. 2			
3.	B.Sc. IT Sem. 2 & BCA Sem.3	DBMS	5	
4.	B.Sc. IT & BCA Sem. 3	Data Structure	8	
5.	B.Sc. IT Sem. 3	Microprocessor and ALP	5	
6.	B.Sc. IT Sem. 4	Oracle	4	
7.	B.Sc. IT Sem. 5	Graph Theory	4	
8.	B.Sc. IT Sem. 4 & BCA Sem. 4,5	Software Engineering		1
9.	B.Sc. IT Sem. 6	Cloud Computing		2
10.	M.Sc.(CS) Sem. 3	Mobile Computing		1
11.	M.Sc.(CS) Sem. 4	Parallel Computing		1
12.	M.Sc.(CS) Sem. 2	Computer Organization and Architecture	4	
13.	B.Sc. IT & BCA Sem. 1	C Programming	5	1
		Total	33	9
14.	Link to NDL	https://ndl.iitkgp.ac.in/		
15.	Link to DELNET	http://164.100.247.26/ username mhssmccm Password ssm8275		
16.	Link to Spoken Tutorial	https://spoken-tutorial.org/		
17.	Link to SWAYAM	https://swayam.gov.in/		
18.	Link to RTMNU website	https://www.nagpuruniversity.ac.in/v2/		
19.	Link to college Website	www.maniarcollege.ac.in		

Google forms are routinely used to obtain feedback.

MOOCS and SWAYAM.To keep themselves abreast of the latest from the best in their fields, students, as well as teachers, use MOOCS as well as SWAYAM courses.

Many students, as well as teachers, have registered in the **National Digital Library and DELNET** for access to the vast database of knowledge resources.

File Description	Document
Link for appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

Additional land is required for the enhancement of infrastructure so that new programs could be added.

Concluding Remarks :

Looking back over the years, it has been a satisfying journey. The yardsticks given by NAAC have given us direction. Much is left to be done. Grant of 12B would be first on the priority list. Attracting funds from external sources would go a long way in enhancing quality. A Teacher-student exchange program needs to be implemented. More NET/ SET / Ph.D. qualified teachers must be recruited. We need a playground for outdoor games. Creativity and innovation need to be given a boost. Confidence-building measures require a fill-up. Students need to be groomed thoroughly to make them competent to face interviews.

Nevertheless, the achievements so far have indeed been noteworthy.