



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**S.P.M.Tatyasaheb Mahajan Arts and
Commerce College Chikhli-443201.
Dist.Buldana (MS)**

- Name of the Head of the institution **Dr.Subhash D. Gawhane**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **07264242075**
- Mobile No: **9850314885**
- Registered e-mail **spmtmchikhli@gmail.com**
- Alternate e-mail **gawhanesubhash121@gmail.com**
- Address **Deendayal Nagar, Chikhli**
- City/Town **Dist.Buldana. 443201 (MS)**
- State/UT **Maharashtra**
- Pin Code **443201**

2.Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Semi-Urban**

• Financial Status

- Name of the Affiliating University **SGBAU, Amravati**
- Name of the IQAC Coordinator **Dr.Kedar A. Thosar**
- Phone No. **07264242075**
- Alternate phone No. **07264242263**
- Mobile **9921755350**
- IQAC e-mail address **spmtmchikhli@gmail.com**
- Alternate e-mail address **thosar.kedar@gmail.com**

**3.Website address (Web link of the AQAR
(Previous Academic Year)**

spmtmchikhli.ac.in/aqar/AQAR_report_2019-20.pdf

**4.Whether Academic Calendar prepared
during the year?**

Yes

- if yes, whether it is uploaded in the
Institutional website Web link:

spmtmchikhli.ac.in/aqar/Academic_Calendar_2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	67	2004	Nil	Nil
Cycle 2	B	2.23	2015	15/11/2015	14/11/2020

6.Date of Establishment of IQAC

27/11/2018

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

**8.Whether composition of IQAC as per latest
NAAC guidelines**

Yes

- Upload latest notification of formation of
IQAC

[View File](#)

9.No. of IQAC meetings held during the year 03

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Follow up of student contact by teachers.

Support to students and society in the Pandemic.

In view of the Covid-19 Pandemic, effort to continue various activities in online mode.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To continue existing activities	An effort to continue existing activities has been done. For this, online mode has been used.
To conduct workshop for students	Workshops for students have been conducted.
To conduct various environmental activities	Some environmental activities have been conducted. Sapling distribution was given importance.
To submit new proposals and do follow up of already submitted major and minor research project	No new proposal has been submitted. Follow up of already submitted major and minor research project has been done. But due to Pandemic, there was no sanctioning or release of grants.
To organize online state or national Webinars, Workshops, FDPs etc.	Online college, university, state and national level Webinars, Workshops, FDPs have been organized. In addition to this, teachers attended good number of such programmes organized by various agencies.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Development Council	31/12/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	S.P.M.Tatyasaheb Mahajan Arts and Commerce College Chikhli-443201. Dist.Buldana (MS)
• Name of the Head of the institution	Dr.Subhash D. Gawhane
• Designation	Principal
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• Location	Semi-Urban
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• Mobile	9921755350				
• IQAC e-mail address	spmtmchikhli@gmail.com				
• Alternate e-mail address	thosar.kedar@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	spmtmchikhli.ac.in/aqar/AQAR_report_2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	spmtmchikhli.ac.in/aqar/Academic_Calendar_2020-21.pdf				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			03		
• Were the minutes of IQAC meeting(s)			No		

and compliance to the decisions have been uploaded on the institutional website?		
If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
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13.Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
College Development Council	31/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020 - 2021	01/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme					
1.1 Number of courses offered by the institution across all programs during the year	02				
<table> <tr> <th>File Description</th><th>Documents</th></tr> <tr> <td>Data Template</td><td>No File Uploaded</td></tr> </table>	File Description	Documents	Data Template	No File Uploaded	
File Description	Documents				
Data Template	No File Uploaded				
2.Student					
2.1 Number of students during the year	267				
<table> <tr> <th>File Description</th><th>Documents</th></tr> <tr> <td>Data Template</td><td>No File Uploaded</td></tr> </table>	File Description	Documents	Data Template	No File Uploaded	
File Description	Documents				
Data Template	No File Uploaded				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	50 %				

File Description	Documents
Data Template	No File Uploaded

2.3	61
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1	14
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	15
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	14
Total number of Classrooms and Seminar halls	

4.2	Rs . 2, 02, 550/-
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	40
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

documented process

So far as curriculum designing is concerned, it is designed by the university and colleges are expected to follow the same with slight liberty of implementation. Colleges have, of course, space to enrich it by adding some new innovations helpful for the students. Ours is an undergraduate college where two streams Arts and Commerce are run. We strive to make effective delivery of the university syllabi by preparing annual plan of teaching. We maintain teaching plan diaries. In diary, teachers make plan of the year, half year, month and week. Annual plan includes unit tests, seminars, education tours, guest lectures and effective use of ICT. To make teaching- learning process effective, feedback of the students, parents and stake holders is taken. Achievers are hailed before all with proper prizes. Teaching faculty also aims to excel in academic growth. More than 80% of the present teachers are Ph. D., and 08 (Eight) of those are Ph. D. supervisors. Some of the teachers have worked on board of studies. Presently, one teacher is on senate and university management council. To make learning enjoyable and interesting, supporting courses like Bridge Course in English help them understand English. At the same time we aim to address cross-cutting issues relevant to gender, environment, human values and ethics. In short, every care is taken to implement university designed syllabi smoothly with some changes needed locally. There is a little scope of internal subject flexibility in Arts stream and Commerce too, but we try to give the best possible in available condition. In the Covid-19 Pandemic situation teachers have learnt the online teaching modes. They are doing effort for effective online course delivery. Online examinations and evaluation have been done correctly.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Yes. The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE). In the beginning of the academic year, academic calendar of the institution is prepared on the base of academic calendar of the parent university i.e. SGBAU, Amravati.

In the year 2020-21, general plan was chalked out. Due to Covid-19 Pandemic, it was kept understood that some changes will have to be done as per the situation of the Pandemic. It happened, likely. Those changes and adaptations were done time to time. Yet, an effort was always done to adhere to the academic calendar including for the conduct of Continuous Internal Evaluation. Only the mode of Evaluation was to be changed from offline to online.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Yes. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and

Sustainability into the Curriculum. Specially, in the syllabus of languages and social sciences such issues get covered. While teaching these parts, the teachers integrate all such issues with their explanation. In this academic year, it was not possible to conduct any activities about awareness of those issues. Only in online lectures, all these issues were discussed.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

50

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	D. Feedback collected
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

720

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

50

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

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

Some efforts are definitely done by the institution to cater the needs of advanced learners and slow learners. As per the university norms, 80:20 semester wise pattern is implemented. For the effective and transparent internal assessment, college takes every care to do it transparently. College conducts Unit Test Exam, Seminars, Home Assignments, Viva, GD. Workshops, etc. After conducting Unit Tests, teachers discuss performance of the students in the class individually. Every care is taken to make slow learners understand their mistakes and for the advanced learners, special guidance is given. If any student is not happy with his result, he may reach to the department of examination or concerned teacher to get satisfied. College promotes students for healthy academic competition by giving 80+ Award or such kind of incentives in the form of scholarships and prizes.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
267	14

File Description	Documents
Any additional information	No File Uploaded

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

Every year some experiential learning and participative learning activities are conducted. But since academic year 2020-21 was fully pandemic, no such activity could be conducted. To cope with the situation, online mode of teaching was adopted to complete syllabus. Besides online teaching, some eminent scholars were invited to give more knowledge. Still, university level online workshop for students was organized in which 35 students sent their research papers. Two surveys were also conducted observing all Covid-19 guidelines. If situation permits, such experiential and participative teaching activities would be conducted.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

We have well-equipped ICT hall in college for effective teaching-learning process. Some teachers are well trained using ICT, while others are trying to adopt it. In the pandemic year, teachers made enough use of ICT. Everybody made use of Zoom App, Google Class Room, You Tube Videos, Google Form, Testmoz etc. Tests and terminals took place online by making use of ICT. We found use of ICT more effective than usual teaching. Students give more attention while using ICT. Their interest seems more in ICT teaching, in comparison to theory periods. Teachers also can make better analysis of the result by using auto-analysis system. In short, use of ICT is a need of time and we are adopting it sufficiently.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

18

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Yes, Academic calendar is prepared at the beginning of every academic year. The department of internal examination takes every care to make the programme simple, transparent and easy to follow. At least 15 days before (the examination) time table is displayed on notice board and students are informed in the classes. All the teachers prepare internal examination question papers and keep it confidential. Examinations are conducted seriously and its evaluation is done as per the norms and papers are given back to the students in the classes. Then the feedback and opinion of the students about internal assessments is orally taken. This year, the process has been done in online mode.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Yes, the mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. Teachers try to satisfy any problems, if arise, regarding evaluation. Even then, if any student is not happy with the clarification of the teachers, he is allowed to meet Principal or concerned department. Concerned authority demands clarification of the same from the concerned teacher in time bound and efficient way. Generally, all this process is done orally and few grievances are there. In this year, internal examinations have been conducted online. Students have been given opportunity to appear in the examination at their convenience. Thus, there were no grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The institution implements the syllabi prepared by the affiliating university, SantGade Baba Amravati University, Amravati. Course outcomes, programme specific outcomes and programme outcomes are prepared by the teachers of the concerned subject of the college. Course outcomes of all courses offered by the institute are published on the college website. Teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the students about what they are supposed to get at the end of each programme. The programme outcomes of all the subjects are made known to the students. POs, PSOs and COs are communicated to the students in the classrooms. The programme specific outcome and programme outcomes are achieved through a curriculum that offers a number of courses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

General discussion about attainment of programme outcomes and course outcomes are done and evaluated in staff meetings by the institution. In addition to this, informal discussion is done among faculty members. The Principal and IQAC Co-ordinator also discuss these things with the teachers. But, a formal system for evaluation of attainment of programme outcomes and course outcomes is yet to be developed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

60

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/spreadsheets/d/13BS4Kh0C-eqWplqBVia3_yNpZ59GhzDL3N1LtZUwiQ/edit?usp=drivesdk

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

06

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

20

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

29

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

Following Extension and outreach activities have been conducted by the college,

- 1. Sanitization at Sevasankalp project- 02 teachers and 40 students participated in the activity.**
- 2. Food distribution at Sevasankalp project - 02 teachers and 21 students participated in the activity.**
- 3. AIDS Awareness Campaign at rural hospital, Chikhli - 02 teachers and 160 students participated in the activity.**
- 4. AIDS Awareness Rally in collaboration with rural hospital Chikhli and Red Ribbon Club - 02 teachers and 110 students participated in the activity.**
- 5. HIV Test - 02 teachers and 98 students participated in the activity.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

06

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

200

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

06

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

06

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

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

Our college has established system and procedures for use and maintenance of various physical, academic and support facilities available in the institution. Different committees, faculty members and non-teaching staff members as well as the heads of various departments work in close co-ordination with the college administration to ensure the optimum utilization of these resources. Feedback from the students and other stakeholders is taken into consideration for the improvement and up gradation of

infrastructure and other facilities. All these systems and procedures can be summed up as follows :- 1. Our time-table committee makes sure that all classrooms, seminar halls are utilized in an optimum way. 2. The Library is looked after by the Library Advisory Committee. This committee takes care of up gradation and maintenance of the library. The library staff issues books, journals, periodicals and access to electronic resources to the students, faculty and staff members. 3. Issues related to hardware and software update and antivirus subscription are addressed on call basis. 4. Cleanliness on campus is ensured with help of staff and students. The Campus Enrichment Committee takes care of the plantation and water conservation. NSS volunteers also participate in activities like carrot grass eradication.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Our college has various physical, academic and cultural activities and support facilities. Our institution celebrates Ganpati Festival, Dahihandi Festival, Annual Gathering, and our students participate in youth festival and other cultural activities. Our campus is quite useful to the town for performing any cultural programme. 'Vaidya Appasaheb Sulekar Rangmanch' -the stage is quite large and very useful. The gymnasium of the college is well-equipped.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

- **Name of ILMS software - SOUL**
- **Nature of automation (fully or partially) - Fully**
- **Version : 2.0**
- **Year of Automation : 2010**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.3

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

0

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Some efforts are done by the college to update IT facilities including Wi-Fi. In this academic year, we have increased the speed of Wi-Fi from 10 mbps to 40 mbps. In Computer Laboratory, we have installed a camera to conduct online lectures unit the use of whiteboard.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

2,02,550/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

As academic and administrative head of the institution, the Principal looks after maintenance and utilization of physical, academic and support facilities. Various committees in the college and the office staff assist and support the Principal in this work.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

174

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

240

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

240

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The college has a healthy tradition of students' participation in various activities of the college. In the year 2020-21 a formal Students' Council was not formed. The reason being uncertainty about the elections of students' council in the Maharashtra state, delay and then policy not to conduct the elections due to Covid-19 Pandemic. Yet, we formed committees of the active students under the guidance of related teachers. Participation of students is not limited only in various activities. From the session 2018-19 onwards, we have formed some new committees, and reframed some. We have student representatives in following committees :- 1. Anti Ragging Committee 1 student of first year. 2. Women Anti Sexual Harassment Committee 3 girl students. 3. Students' Grievance Redress Committee 4. IQAC 1 student.

5. Student Council. (Ad hoc for Annual General Gathering) 58 students. In addition, all subject study circles have Council or Working Committee of students. At around 40 students work as office-bearers and members in these committees.

But in this year, due to online education, participation of students has been quite less. Still, discussion with student representatives was done as far as possible.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

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

Alumni Association has not been registered till the date. Yet, it is in process.

An innovative activity of Sunday Lecture Series has been continued in this year also. Some members of Alumni Committee delivered useful online lectures to students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year
(INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

Our college is run by Shikshan Prasarak Mandal, Chikhli and the management body of our institution has members from various sectors of the Society. According to the vision, the management is keen on providing quality education and equal opportunities to all the sections of the society. The key decisions about the college are taken by our governing body. We also have College Development Council (CDC) to take decisions on certain issues. The above two councils always guide the principal and IQAC for college development and to implement future strategies by giving them freedom. The above councils completely run as per UGC Regulations and Maharashtra Public Universities Act 2016, prepared by state government, following deliberations with all the stakeholders in the field of higher education as well as educationists. The Management plays an important role in decision-making process. While taking such decisions, if needed, the management discuss with teaching, non-teaching staff and former students of the college. Following mechanism is in place for ensuring this :

Governing Body : The Governing Body of the institution takes policy decisions. Members of the Governing Body are elected from the life members of the parent trust Shikshan Prasarak Mandal. Principal is the ex-officio member of the Governing Body. One member each from teaching and non-teaching staff is elected to the Governing Body for five years. **College Development Council :** According to the Maharashtra Universities Act 2016, the Local Managing Committee has been replaced by CDC. Members from the teaching, non-teaching staff and students are represented on the CDC. **The Principal :** The Principal is the executive head of the institution. He is authorized to take decisions regarding financial matters, appointments, punitive actions, admissions etc. in accordance with the policy matters decided by the GB and the CDC. **The Internal Quality Assurance Cell :** The IQAC is headed by the Principal and run by the Coordinator who is selected from

among the faculty members. Due representation is given to faculty members, non-teaching staff members, students and external experts. This year, IQAC has been reframed with representation of teachers well-acquainted with ICT and other new trends. Heads of the Departments : Heads of the various teaching departments look after the regular teaching and research in their departments and address various issues of the students, faculty and staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Our college is run by Shikshan Prasarak Mandal, Chikhli and the management body of our institution has members from various sectors of the society. According to the vision, the management is keen on providing quality education and equal opportunities to all the sections of the society. The key decisions about the college are taken by our governing body. We also have College Development Council (CDC) to take decisions on certain issues. The above two councils always guide the principal and IQAC for college development and to implement future strategies by giving them freedom. The above councils completely run as per UGC Regulations and Maharashtra Public Universities Act 2016, prepared by state government, following deliberations with all the stakeholders in the field of higher education as well as educationists. The Management plays an important role in decision-making process. While taking such decisions, if needed management discuss with teaching, non-teaching staff and former students of the college. Following mechanism is in place for ensuring this : Governing Body : The Governing Body of the institution takes policy decisions. Members of the Governing Body are elected from the life members of the parent trust Shikshan Prasarak Mandal. College Development Council : According to the Maharashtra Universities Act 2016, the Local Managing Committee has been replaced by CDC. Members from the teaching, non-teaching staff and students are represented on the CDC. The Principal : The Principal is the executive head of the institution. He is authorized to take decisions regarding financial matters, appointments, punitive actions, admissions etc. in accordance with the policy matters decided by the GB and the CDC. The Internal Quality Assurance Cell : The IQAC is headed by

the Principal and run by the Coordinator who is selected from among the faculty members. Due representation is given to faculty members, non-teaching staff members, students and external experts. In 2020-21, IQAC has been reframed with representation of teachers well-acquainted with ICT and other new trends. Heads of the Departments : Heads of the various teaching departments look after the regular teaching and research in their departments and address various issues of the students, faculty and staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students : Before the academic sessions began the teachers as per the action plan decided in the presence of management, visited the villages. The teachers were asked to arrange meetings with the villagers and organize the counseling sessions for the villagers with respect to the higher education of their children, especially girls. They were also given pamphlets regarding college information courses in the college for further education, as most of them were found reluctant about higher education. Despite this, the institution adopted the policy of first come first serve basis. The reservation policy is also followed to give admission to the students. The students of outstanding achievement are given preference and the rules of university are also observed.

Industry Interaction / Collaboration: The institution has given autonomy to the Principal regarding this activity. The Head of the Commerce department, with prior permission of the Principal conducted the industry visit.

Human Resource Management: For internal administration of college thirteen committees have been formed and an action plan is taken from these committees. The institution manages its work with the available human resources. For the technical purposes the mechanics are called with whom an agreement for the maintenance and repairing is done. The procedure for appointment is observed as per the regulations of UGC and rules of Govt. Of Maharashtra and SGBAU, Amravati.

Library, ICT and Physical Infrastructure / Instrumentation :
Books and ICT equipments are purchased as per need.
Infrastructural upgradation is done as per necessity.

Research and Development: Management encourages and supports the research activities in the college. The teachers are advised to publish their research papers in national level, international level, and peer reviewed impact factor journals. The teachers, who are awarded Ph.D. or M. Phil degree, if any, are felicitated by the management at the end of every session. There is a research centre of five subjects (ENG, MAR, HIS, Comm, Library Sci.) for Ph.D.in the college

Examination and Evaluation: The institution endeavours to undertake more evaluation methods for students' assessment. Moreover, adequate material for conduction of the internal two Unit Tests, Prelim Examination is also provided. Successful students are felicitated and failure students are counselled as well as their parents are also communicated. The teachers are supported for activities to be undertaken for the evaluation of the students.

Teaching and Learning : The management has always inspired the teachers for the optimum use of ICT tools in teaching and learning process. Feedback from the Principal and students are taken by the management about teaching learning process in the college. The management and staff members have declared cash prizes for the meritorious students. Management takes 'Review Meeting' of the staff and the issues about the teaching and learning process are always discussed.

Curriculum Development : Since the college has to adopt the syllabus prescribed by the University, the institution has little scope for curriculum development. Dr.P.H.Barad (Library Sci.) Dr.B.S.Ingle (Business Econocics) are members of Board of Studies. They contribute in their capacity in curriculum development.

Being a small unit, IQAC is part of the college policy decisions. We had decided to conduct two surveys. This survey was undertaken by Dr. S.S.Malshikhare (Head, History Department) with due participation of students. Topic of the survey was "Chikhli Talukyatil Puratan Mandirancha Aitihaasik Abhyaas". (Historical Study of the Ancient Temples in Chikhli Tahsil)

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The Governing Body is the apex body in the organizational structure. Its members are elected every five years from the members of the parent trust Shikshan Prasarak Mandal, Chikhli. Dist. Buldana. The Governing Body decides policy matters and takes key decisions including the confirmation of the services of the services of the employees.

The College Development Council, established as per the Maharashtra Universities Act, 2016 consists of representatives of the management, teachers, non-teaching staff, IQAC and the society. It looks after the routine affairs of the college and works for the overall development of the college on a more frequent basis than the Governing Body.

The IQAC works for the promotion of quality culture in the institution and monitors teaching learning and evaluation processes. It also works for research promotion and a better student support. It coordinates various stakeholders viz the management, the principal, the staff and the students.

The Principal is the executive head of the institution and is responsible for the daily administration. He monitors the routine functioning of the college. Being a small unit of 14 teachers and nearly 400 students on the compact campus, the Principal is the key person of our institution. He is assisted in this by the IQAC, the heads of various department and other committees.

The Office Superintendent is the head of the college office which includes three sections Establishment, Accounts and UGC, each headed by a head clerk. There are other clerks, assistants and peons to assist them in their work. Works like admissions, fee collection, scholarships, issue of various certificates, maintaining service records of the employees, keeping accounts an

dealing with UGC schemes are done by the college office.

The Librarian heads the library. He is assisted Library Attendant. He is guided in his work by the Library Advisory Committee.

Service and Promotion Rules : The service rules decided by the UGC and the State Government for the appointments and promotions of the Teachers, Director of Physical Education and Librarian are followed.

For the non-teaching staff, the rules of the university and the State Government are followed.

Maharashtra Universities Act 2016 is also followed carefully. CAS promotions of the eligible teaching staff has been done on time by the administration.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Financial help to the families of staff-members in case of the untimely demise of a staff member is done through fundraising. This scheme covers temporary teachers and non-teaching staff members also. Till now, it is done in informal manner, but we intend to formalize the system.

Easy short term and long term loans as well as group insurance for the teaching and non-teaching staff members through the college employees credit co-operative society, are available.

Fee Waiver free ship for the children of non-teaching staff members, is available.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

04

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution has been strictly following UGC's Performance Based Appraisal System (PBAS) for the teaching staff ever since it was implemented in 2010. Before that, we had our own Self-Appraisal forms which the teachers used to fill and submit to the

Principal.

Presently, the teachers fill their PBAS forms by the end of every academic session and file them with the college office. These forms are scrutinized before every stage of the teacher's promotion under the Career advancement Scheme by an internal screening committee of the college. They are then finally reviewed by the Placement Committee of the university which consists a nominee of the state government also. Apart from this, head of the concerned department also gives his Confidential Report (CR) about the teachers in his department. These reports are also maintained by the college office.

The performance of the non-teaching staff is appraised every year with the help of the confidential report of the head of the concerned department. The promotions of the non-teaching staff are done as per the time bound promotion scheme of the state government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Our institution regularly conducts internal and external financial audits. Internal Audits are carried out by our chartered accountant every year before 31 July. External Financial Audit is carried out by the auditors of the office of the Joint Director for Higher Education, Amravati region at a time of their choice. Shri Bhagwan Nagwani (C.A.), The Principal, the Office staff members settle any queries. The details of internal and external financial audit of our institution carried out in the last year are as follows :

Sr. No

Date

Type of Audit

Auditor Mechanism

01

02 July, 2021

Internal Period 2020-21

Local Auditor, Shri Bhagwan Nagwani

02

2019

External Audit 2011-12 to 2017-18

Joint Director, Higher Education, Amravati Region, Amravati

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our main sources of funds are as follows:

- 1. Fee :** Fees charged as per the university and government norms from students of various granted and self financed courses.
- 2. Salary Grant :** The college receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the full time permanent teachers and non-teaching staff as well as part-time teachers working on granted posts, if there are any in that session.

Our resource mobilization policy and procedures are as follows :

- 1.** The institution has a Planning Board set up as per the directions of the UGC given in the Manual.
- 2.** The Planning Board, in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.
- 3.** The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

In this academic year 2020-21, we were better prepared to face the Covid-19 Pandemic and conduct activities. No doubt, frequent lockdowns, upsurge in number of patients in intervals compelled us to reschedule some activities. Due to uncertainty in conduct of examinations and schedule, some difficulties at once jumped up in front of us. Yet, the positive mental set up of the teaching faculty proved very useful. We conducted student workshop in online mode. IQAC promoted the teachers to continue with the schedule of activities and helped to reschedule some, when needed.

In the Covid-19 Pandemic, the teachers have shown their commitment to continue this activity in the academic year 2020-21. IQAC humbly states that this is a kind of achievement for the IQAC and our college unit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 year with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word each :-

In this academic year, IQAC focus has remained on adaptation in teaching-learning with uncertain situations. Every effort was done to increase effectivity of online teaching and online activities. So, informal discussion continued throughout the year for the same. The Principal and even the parent organization has informally and formally communicated with the teaching and non-teaching staff about the online teaching-learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

D. Any 1 of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
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 year	
(b) Ex student of college, Ms. Indu Shejol was invited for a special online lecture on the occasion of International Women's Day i.e. 8 march (2021). She guided the girls and boys in the college about competitive examinations and the concept of gender equity. She also emphasized the need to increase participation of girls in competitive examinations as there are ample opportunities for girls in this field.	
File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	C. Any 2 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management The quantity of total waste in the campus is very small. Leaves of the trees is the most voluminous waste. It is either burnt or burried in small pits near the big trees. The rough papers or scrap is sold to the relevant merchants who transfer it for recycling.	
File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 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	B. Any 3 of the above
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File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

No students were present physically in the campus. So, it was not possible to conduct any activity physically.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Due to Covid-19 Pandemic situation through the year, college was online. There were so many restrictions on physical conduction of the activities. Yet through many online programmes institute did an effort. Prayer is conducted and preamble is read by all teachers and staff.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above
File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
Even in the Pandemic, all regular national and international commemorative days, events and festivals have been celebrated. Maximum students joined some programmes in online mode. An effort for representation of students has been done.	
File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File
7.2 - Best Practices	

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

Best Practice - I

Academic Feedback

Even in the Covid-19 Pandemic, when the classes have been conducted online, we have put in all the efforts to continue students workshop and surveys on social issues.

Shri V.K.Wakode shouldered the responsibility of the survey conducted by Commerce Department on 'Effects of Corona on the Marginal Farmers in Chikhli Tahsil.' Forty (40) students from B.Com. second year visited ten farmers each in their village or villages nearby Chikhli. The effects on 400 marginal farmers have been studied in this survey.

Other survey has been conducted by Political Science Department on 'Role of Political Parties in the Elections of Grampanchayat Elections in Chikhli Tahsil-Special Reference, 2020 General Elections.' Dr. Nagesh K. Gaikwad, Head Political Science Department led the students in B.A. to conduct the survey. 10 students actively participated in this survey.

The title of the Workshop for students organized by Commerce Department was 'Outbreak of Corona and its Impact on Retail Trade and Industry'. 80 students participated in this online University Level Workshop and 35 students sent their papers for the workshop.

Best Practice - II

Environment Awareness Drive

It was quite difficult to conduct activities about environment conservation and plantation drives in this year. Still the college unit has found way outs and done a satisfactory work in this Best Practice.

More than 250 Saplings have been distributed for plantation throughout the year. All the staff members donated pots (flowerpots) to beautify the college campus. Tree plantation was done in the college campus and adopted village Palaskhed Sapkal.

A special workshop was arranged on 21 March, 2021. One of the faculty members Dr.P.U.Gawai has developed a beautiful garden at

his residence. This 'Parasbag' or 'Backyard Garden' has been developed with simple ways and using a number of waste materials. In a zoom meeting, Dr. Gawai presented beautiful scene of flora and fauna in his garden. He delivered detailed information of the plantation and budding process. He also guided the students about developing Backyard and Terrace Garden. 45 students participated in this workshop. They asked a number of questions and some students have started cultivating their garden.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

'Vidya Param Divatam' is the motto of our parent institute and the college. So, All the members of the teaching and non-teaching staff do every effort to continue efforts of 'Vidya Daan'. Regular lectures, regular examinations and tests are important tools to achieve this goal. To maintain 'Sanskaraas' morning prayer the 'Pasaaydaan' of Sant Dnyaneshwar, programmes of Birth and Death Anniversaries of great people are the tools, used throughout the academic year. An effort to continue informal system of communication is done. Even in administration, many discussions, decisions are done informally. This helps to avoid stringent system and to increase bonding among the staff members.

In the pandemic situation the students and their families were facing number of problems. The teachers and the office staff maintained regular telephonic contact with the students and their families. Whenever students asked any help, it was willingly and quickly given by the staff. All this was done informally as a humanitarian work. As we consider it as our duty, the documentation and photo graphic record has not been done. In the area of academic development of students as well as development of research attitude in them and efforts for better environment have been points of thrust for the institution in the recent years. This year, some activities have been conducted in both these areas. Yet, due to Covid-19 Pandemic and resultant restrictions, there is no notable accomplishment. To continue the activities, seems to be an accomplishment, in itself.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plans of Action for next academic year (200 words)

In the year 2020-21, we expected better situation in the academic year 2021-22. Hopes were alive of offline classes and on-campus activities. So, a rough future plan was prepared. The staff decided to wipe out the lethargy and negativity among the students. We also hoped to move some steps ahead, again. But the situation of Covid-19 worsened and we had to rethink about the thrust points about the next academic year, 2021-22. Following are the thrust points in this action plan :-

2021-2022

01. To continue existing activities - online or offline as per situation.
02. To conduct research workshop for students.
03. To conduct Social Surveys.
04. Registration of Alumni Association and to arrange Alumni Meet.
05. To run one or two add on courses.
06. To conduct one or two short term useful courses for students and teachers.
07. To conduct activity about intellectual property rights.
08. To create awareness for use of digital library in academic research.