



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	VIDYASAGAR KALA MAHAVIDYALAYA
• Name of the Head of the institution	Dr. P. K. Unnikrishna Pillai
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8788635687
• Mobile No:	9423605177
• Registered e-mail	info@vidyasagarartscollege.org
• Alternate e-mail	pkukp16@gmail.com
• Address	Khairi (Bijewada), Ramtek
• City/Town	Khairi, Ramtek
• State/UT	Maharashtra
• Pin Code	441106

2.Institutional status

• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur				
• Name of the IQAC Coordinator	Dr. Sawan Dharmpuriwar				
• Phone No.	9420960958				
• Alternate phone No.	9420960958				
• Mobile	9420960958				
• IQAC e-mail address	iqacvidyasagar@gmail.com				
• Alternate e-mail address	d.sawan10@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year)	<u>http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/AQAR%20Final%202019-20.pdf</u>				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<u>http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/Ac%20Cal%2020-21.pdf</u>				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.20	2018	03/07/2018	02/07/2023
6. Date of Establishment of IQAC		14/07/2018			
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	
Not Applicable	0	N / A	---	0	
8. Whether composition of IQAC as per latest NAAC guidelines		Yes			
• Upload latest notification of formation of IQAC	<u>View File</u>				

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* Played crucial role in successful organization of two national webinars in the institution. * Initiated the programme 'Ek Hat Madaticha' through the medium of NSS & Alumni Association. *Prepared curriculum planning and finalized academic calendar for the session 2020-21 (Odd & Even Semesters) * Various extension and community reach activities are organised through the medium of NSS taking care of the Covid 19 guidelines issued by the government.</p> <p>*Initiated three value added courses for students.</p>		
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 increase the number of need based value-added short-term certificate courses.	Four value-added short-term certificate courses were conducted during the session
To organize conferences and workshops based on teaching learning activities.	Two National Webinars based on teaching learning activities were organized in the institution.
To increase extension and community reach activities through the medium of NSS.	Various extension and community reach activities through the medium of NSS were organised taking care of the Covid 19 guidelines issued by the government
To create Facebook page of the college to become more social media friendly.	Facebook Page of the institution is created to become more social media friendly
To increase number of MoUs and linkages for internships and on-job training activities.	Two functional MoUs were established. One with the cottage-industry for student's on-the-job training and second with the the educational institutions for collaborative educational activities.
To enhance efforts to make campus cleaner and greener.	Efforts were taken to make campus cleaner and greener
To make mentor-mentee exercise more student friendly and effective.	Steps were taken to make Mentor-Mentee exercise more student friendly and effective by Mentoring Committee
To inspire and educate students to undertake online teaching and learning activities.	Online teaching learning process is made more student friendly. Teachers created student friendly Online Study material based on the syllabi.
To increase alumni engagement activities under Alumni Association.	Alumni Association and NSS unit initiated activity 'Ek Hath Madaticha' to help the needy people during covid pandemic.

To Establish Cement Benches in the campus for the students.	Seven Cement benches are established in the campus from the funds of local civil representatives.
To make fresh application for starting Post Graduate Courses in the institution.	As there was no scope for starting PG Courses in Ramtek Taluka as per the perspective plan of RTM Nagpur University for the year 2020-21, the institution was unable to do so.
To display Flex Board in the campus with the names and photos of students with outstanding performance in university examination, sports and cultural activities.	Flex Board with the names and photos of students with outstanding performance in university examination was displayed in the campus.
13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	
Name	Date of meeting(s)
College Development Committee (CDC)	09/10/2021
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	16/02/2022

Extended Profile

1.Programme

1.1

8

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 **263**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **291**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **77**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **9**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **10**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1

8

Number of courses offered by the institution across all programs during the year

File Description

Documents

Data Template

[View File](#)

2.Student

2.1

263

Number of students during the year

File Description

Documents

Data Template

[View File](#)

2.2

291

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description

Documents

Data Template

[View File](#)

2.3

77

Number of outgoing/ final year students during the year

File Description

Documents

Data Template

[View File](#)

3.Academic

3.1

9

Number of full time teachers during the year

File Description

Documents

Data Template

[View File](#)

3.2		10
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template		View File
4.Institution		
4.1		4
Total number of Classrooms and Seminar halls		
4.2		2.80
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		15
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

The college, being affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, follows the curriculum and syllabus prescribed in the Semester pattern at the UG level in B.A. The principal holds the meeting with all the teachers at the opening of each academic session to discuss and delineate annual teaching plans for teaching which ultimately helps in executing the scheduled curriculum effectively. The teachers prepare a teaching plan and they submit the same to the IQAC for approval. Before the commencement of the pre-university college exam, the principal calls the meeting with the heads of each department to assess if the annual teaching plan is executed effectively within the specified period. In case of failure of completing the planned curriculum in the stipulated time, the faculty engages extra classes to complete all the units and subunits in the syllabus.

In complement to this, in the academic session 2020-21, the institution took the following initiatives -

- As the session went through unprecedented pandemic crises of Covid- 19, we explored more digital platforms for the disbursement of the curriculum as per the convenience of the students.
- During the pandemic situation, special What's App groups of Learning Resource Centre were created where regular updates about open access e-resources, e-newspaper were shared regularly. Syllabi, models of question papers in the online mode were also provided. Queries related to various topics such as exams, syllabus, information about books were handled through social media platforms.
- The individual teaching plan is also prepared at the beginning of the session and monitored by IQAC on monthly basis.
- Teaching Plans prepared by the teachers are tuned with the Academic Calendar to accomplish goals of academic teaching-learning in a prescribed period.
- Month-wise teaching plan is formulated and implemented.

- Tests and quizzes are conducted continually as a part of regular evaluation and assessment of the learners.
 - Experiential learning is provided through various activities, projects, and training.
 - PPTs are shown to the student to make teaching-learning more engaging.
 - ICT in teaching is used to simplify the subject and arouse the desire and curiosity of the learners.
 - Regular staff council meetings under the supervision of IQAC help assess the effective implementation of the curriculum.

 - Guest Lectures are organized to provide supplementary knowledge to the students.
 - Departments maintain a detailed record of the classes, assessments, project reports, etc. College administration also keeps a vigilant eye on the results, departmental proceedings, and students' needs, and also keeps a record of the different activities of the college regarding the teaching-learning process.

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)

The IQAC constitutes the Continuous Internal Evaluation Committee (CIE) at the beginning of each session. to bring transparency in the examination process and facilitate the students to enhance their performance. Therefore,

- Two tests and one term exam are conducted before each semester exam. The term-papers are strictly based on university patterns.
- These papers are duly checked by the respective teachers of each subject and are distributed to the students at the earliest.
- The result sheet of each subject is submitted to the examination committee by the teachers, and the record is maintained by the respective teacher of each subject.
- After the second term examination, doubt-solving classes are conducted for the students to solve their difficulties and to help them to revise their syllabus.

Due to Pandemic crises in the session 2020-21, assessments were taken from the students through online mode. The schedule for class tests and assignments was notified to the students in advance and uploaded and shared on WhatsApp groups. The college administration monitors the effective implementation of the timetable. The internal assessment record was uploaded on the university portal within the time limit. The university has devised a new exam pattern - the objective pattern of the course content. Therefore, all the teachers have prepared the question bank for every subject and shared it on the WhatsApp group. The practice papers were conducted on google form, Quizzes.

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**

D. Any 1 of the above

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

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

1

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

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)

4

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

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

150

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

150

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

1.3 - Curriculum Enrichment

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

The mission of our institution is to develop the all-round personality of students and make them better human beings and responsible citizens of India. The vision insinuates human values to be infused in the character of a learner. Therefore, the institution concentrates on the development of the students with all human values. Teaching ethical values to the students would transform them into reliable human beings. The college is located in the notified tribal region and works primarily for the rural and tribal students. The majority of students belong to the underprivileged sections of society; they are first-generation learners. Every teacher keeps an extra eye on moral teaching while dealing with curricular aspects. The college begins with a common prayer "Ya bharatat bandhubhav nitya vasu de" by Rashtrasant Tukadoji Maharaj which changes the entire atmosphere of the college campus. The IQAC prepares the academic calendar giving enough space to the celebration of all the important national and international days, and they are celebrated forcefully on the specific date to develop social sensitization and human values; this is an opportunity to present the heroic deeds and noteworthy sacrifices of our national leaders, social reformers and freedom fighters. We organize special programs on 9 August Kranti Din and College Foundation Day, and 1 January - Late Dr. Vinodkumar Jaiswal Commemoration Day. Gurupoornima, Teachers' day, Swami Vivekananda Jayanti, Dr. Babsaheb Ambedkar Mahaparinirvan Din, Gandhi Jayanti, Savitribai Phule Birth Anniversary, Constitution day, NSS Foundation Day, D. Lakshminarayan Commemoration Day,

International Sports Day, Human Rights Day, Aids Awareness Day, etc. The cultural committee celebrates International Women's Day by requesting women from different promenades to speak on issues of gender inequality prevailing in society. Women's cell of the college organizes a special program concerned with women's health where we invite a female physician to talk on the issue of health. The college also has an active Nature club in which we make students conscious of environmental issues like the importance of trees, Oxygen, Ozone layer, Carbon footprint, and many more. The club runs a tree plantation drive during July and August. To understand the significance of professional ethics and work culture, we organize speech sessions of different professionals.

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

1

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)	View File

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

160

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

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	B. Any 3 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)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/20-2_1%20Feedback%20Act%20ion%20Taken.pdf

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**

560

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

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**

258

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

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**

The institution has students with different abilities. The introductory classes enable teachers to evaluate the learning levels of the students. After identifying learning abilities, the teachers motivate them and provide an opportunity to become more efficient in any subject. The Bridge Courses in all subjects are conducted to meet the void of learning. The English teacher utilizes different teaching methods and applies the bilingual method of teaching at the initial stage. Our college wishes to spread higher education to the deprived section of society. The stakeholders are primarily first-generation learners having hesitation due to a lack of exposure. Therefore, we work on fear management. Most of the teachers are techno-savvy. The teachers use audio-visual tools to provide resource material to the students and to encourage learning of the advanced and slow learners. Through tutorials, extra classes, and remedial sessions, we intend to bring the slow learners into the mainstream of learning. Short-term courses are also conducted to atone the

existing gap. The professors employ diverse methods like Peer learning, open-book exams, individual and group project work, etc. for the understanding of the basic concepts in an easy way. Several certificate courses are conducted for advanced learners to have an extra feather to their hats. The advanced learners are encouraged to participate in debate competitions, quiz competitions, interactive programs on the topics in the syllabus. They are taught presentation skills and encouraged to continue their study of different competitive exams and civil services. They are recommended and inspired to consult several online and offline resources in the library.

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
263	9

File Description	Documents
Any additional information	View File

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

The college always appreciates promising efforts to enhance the teaching-learning process. The teachers employ student-centric methods in classroom teaching. The use of ICT enables the students to understand the fundamental concept of the subject. Audio-visual aids are used to make the classroom experience more interesting. The video lectures commuted to the content of the syllabus are shown. YouTube videos are shown, and e-contents are provided too. The teachers created short videos of the curricular items and post them on the WhatsApp groups. The students are given projects in History, Political Science, Sociology, and Economics so as to develop an in-depth insight into the subject. Group learning, group discussion, debate, classroom seminars, etc. are incorporated in the classroom teaching to encourage participative

learning. The students form and exchange their views and thoughts. The teachers distribute different topics to the groups of students, and they are asked to present their topic. It is followed by a Question-and-answer session where they argue and answer the queries raised by their Peers. It creates a friendly atmosphere. In language and literature, e-contents are of great usefulness. The prescribed play, fiction, or short stories are shown on the bigger screen of the projector. In Marathi and English literature, the drama is shown. In the English language, the teachers show several video clips related to the teaching items. Study Tours are also organized to get a practical discernment of society and social issues.

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

The college has three ICT-enabled classrooms. All the teachers use technological tools to make their teaching-learning process more effective. They also operate PowerPoint presentations as an inseparable part of their classroom teaching. The teachers have prepared their videos and uploaded them on their YouTube channels. The e-resources of the entire course have been drafted and circulated on the concerned WhatsApp groups so that students can access them according to their convenience. This activity has been proved to be a great asset during the lockdown period. The institution encourages faculty-member to join Faculty Development Programme organized anywhere by other institutions, and also faculties exchange their technological skills with each other. The teacher Exchange Programme offers teachers and students a great opportunity for self-development. The teachers always explore more student-friendly mobile apps to animate the teaching-learning experience.

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

8

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

9

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

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

7

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

133

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.

The College does an internal assessment on two levels 1. Curriculum level 2. Extracurricular level. On the curricular level, the College Examination Committee plays an essential role - leads the process of evaluation and assessment of the students for the entire session. It conducts two unit tests and a preliminary exam based on the university pattern before every semester examination. As per the semester pattern prescribed by the parent University, internal assessment is obligatory and holds the weightage of 20 marks out of 100. Therefore, all the faculty members are vigorously involved in unceasing and extensive evolution. They conduct unit tests, terminal examinations, home assignments, project works, Viva-voce examinations, etc.

On the extracurricular level, the departments like the National Service Scheme, Department of Lifelong Learning and Extension, Cultural Activities, Sports and Games involve in the assessment of

the students. The marks provided by these departments are additional and shown in the University marksheets.

The institute minutely observes the conduct and performance of the student on both levels. The students are given unbiased marks. They have conveyed the outputs of their performance from time to time. The individual or group projects prepared under the Department of Lifelong Learning and Extension are assessed by the external examiners. A record of the student's participation in any activity, either curricular or extracurricular, is kept and allotted marks exclusively based on their performance.

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

Internal Examination Committee conducts all the internal examinations. It has developed a well-organized, transparent, impartial, time-bound mechanism to negotiate with the grievances related to internal examinations. During 2020-21, the examinations were executed online. The committee stocks the question papers of every semester examination. It is ensured that every student should appear for the examination. In case of non-appearance of the examinees due to some genuine reason, they are given second chance after a certain interval, or if needed, third too.

If any discrepancy emerges in any subject, the subject teacher is consulted and the issue is fixed. Nevertheless, the issue persists, students can report to the Students' Grievance Cell. The cell takes action as early as possible, but it is mandatory to take action within seven days. The institution has no tolerance for any kind of injustice.

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 program and course outcomes of BA are displayed on the college website; conveyed to students in the induction program and very often during classroom teaching. Students are informed about the advantages of studying these subjects, and how they could contribute to the career of civil services. The institution has six optional subjects with two compulsory languages. Studying Marathi helps them understand the regional cultural asset in Maharashtra, and can express their view with clarity while learning English opens ample avenues at a broader level. English literature sharpens their language skills and also provides a career option in different fields. In Political Science, they perceive the detailed background of political activities, law, order, governance, constitutional rights, and duties. Sociology sensitizes them to various social issues. History brings the wisdom of the past and motivates them with multiple characters. Economics provides the basic foundation for future entrepreneurship.

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.

The institution not only concentrates on effective curricular delivery but also its evaluation. After the theoretical sessions, the teachers turn their priority to the evaluation of the knowledge of the students. After completion of the prescribed unit, they conduct the unit test, and before the university semester exam, the preliminary exam, designed as per the University pattern, is conducted. Thus, the assessment is accomplished regularly. They are shown the result of their performance, and the same is communicated to their parents. The diagnostic sessions are conducted for those who did not perform well in the examination. Regular class tests, surprise tests, group discussions, classroom seminars are organized. Each subject teacher gives a precise assignment and asks them to submit it within pre-decided time.

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****69**

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/forms/d/1FuVew8mxKhTXnkJpcv-0ZZZHxtwhjxeHR0Emyld20rg/edit?usp=sharing>

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)****Nil**

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)	View File

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)	View File
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****2**

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

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

10

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

6

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

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

The NSS unit of the institution launched awareness campaign during the days of covid 19 pandemic. The volunteers stitched masks at their homes and distributed them to the underprivileged masses. At the same time, they counselled the people regarding Covid-19 precautionary measures; motivated them to install Arogya Setu App on their mobiles, and also made them aware of the "I GoT Portal". Of Govt. of India. The Poster Competition was organized to highlight precautionary efforts to be taken during covid 19 pandemic period. The NSS unit made awareness regarding masks, sanitizers; informed them of the significance of washing hands frequently, the importance of Yoga and mental health. The sessions were organized to keep the students motivated. Different competitions were conducted online to provide exposure to their creativity. The

teachers also conducted sessions emphasizing the role of nutrition in diet and how they could enhance their immunity. The institution also initiated the activity named "Ek Hat Madticha" to help the needy and deprived people during the days of pandemic in coordination with the Alumni Association and a group of Alumni's 'Aawaj Lekicha' Sanstha during the Covid Pandemic crises. The bags with essential food material, mask and sanitizer were prepared and those were distributed among the needy people of nearby villages. It was a small gesture of the institution and its alumni towards social cause.

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)	View File
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

7

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)	View File

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****576**

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

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****2**

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

2

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

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.

The institution has adequate facilities for teaching-learning. We have Three ICT-enabled classrooms and one general classroom. The institution also has a staff-room, a boy's common room, a girl's common room, physical education department room, NSS unit room and adequate infrastructure facilities for administrative works. Three projectors with the independent screen are installed in each classroom for teaching learning purpose. The institute has fifteen computers for educational and administrative purposes. five printers, two photocopy machines. The institution installed a modem of 30MBPS speed with open Wi-Fi enabled campus. There are two independent departments - NSS and Sports and Games. Furthermore, the college has an automated Library by means of LIBTECH Software. The college has updated the E-Resource facility by subscribing to Inflibnet N-LIST Database.

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.

The Institution has adequate facilities for cultural, sports, games, and yoga activities. We also utilize the classroom of B. A.

(I) as a multipurpose hall. The courtyard is spread over 3 acres of land where we have demarcated grounds for numerous sports and games, and also, we have a reserved zone for cultural activities. The outdoor games played by the students are Volleyball, Kabbadi, Kho-Kho, Ball Badminton and Netball. In Athletics, facilities for Field Events like Shotput, Long Jump, Discus Throw and Javelin Throw are available. The institution has also facilities for indoor games like Chess, Caroms and Yoga practice.

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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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)	View File

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	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is automated with complete computerization. The library is using LIBTECH Library software. LIBTCH is an Integrated Library Management Software on the server client-based version. The software has all the modules to simplify different operations of the library. It assists in several activities. Accession, cataloguing, Circulation, Serial Control, OPAC, etc. works are easily handled with this software. The research scholars and students can avail the facility of using the software shodhganga for their research studies. The library has membership of N-LIST for free access to the national international journals, books on various subjects. The institution regularly renews its membership of N-LIST.

File Description	Documents
Upload any additional information	No File Uploaded
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)	View File

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)

5900

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

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

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

There are fifteen Desktop Computers and two Laptops in the institution. The institution has well equipped knowledge resource centre with ten computers connected with a LAN facility. The administrative office and library have computers with a LAN facility. The whole campus is Wi-Fi enabled. We have been regularly updating the Wi-Fi speed. The old Wi-Fi speed was 10 to 15 MBPS but now it is updated to 30 MBPS. There are three smart classrooms with roof mounted LCD projectors with screens for ICT enabled teaching.

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

4.3.2 - Number of Computers**15**

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

4.3.3 - Bandwidth of internet connection in the Institution**C.10 - 30MBPS**

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)****2.80**

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)	View File

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.

The institution has organized procedures for maintaining and utilizing physical, academic, and physical infrastructure such as a library, IT infrastructures, sports facilities, computers, and classrooms. The maintenance of the existing building and the campus and new constructions in the campus are looked forward by the Management body. The local agencies are used by the institution for the maintenance of the physical infrastructure. The institution has outsourced local technicians for repairing electric and plumbing-related works and maintaining water purifier (RO) in the institution. A full-time library attended is appointed in the library for maintaining the library-related resources and looking after the library properly. The library management system (LMS) is maintained by Library Technology Software (LIBTECH). Yearly stock verification of sports items and sports facilities available in the institution is done by the Physical Education Director. Peons help Physical Education Director in maintaining and looking after the sports goods and facilities. The local IT experts are hired for the maintenance of IT facilities, ICT tools, IT infrastructure in the institution. The full-time peons maintain cleanliness in the campus. The IQAC has constituted Campus Development Committee to monitor maintenance works.

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

258

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)	View File

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 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)	View File

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

136

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

136

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

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	View File
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**

33

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	View File

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	View File
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.**

1	
File Description	Documents
e-copies of award letters and certificates	View File
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)	View File
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)	
<p>Every year the institute forms the students' council to ensure active participation of students in administrative and academic planning. The council collaborates with all the students to serve the college community and provide a means for students to express and assist in college affairs. The student council provides an opportunity for students to develop leadership by organizing several college activities. The student council works as the representative body of all the students. In addition to the representation in the student council, the college ensures that more students are given representation in different committees. The co-ordinators of the committees nominate one or more students in their respective committees to ensure smooth and effective functioning in the concerned work. The NSS Programme Officer, the Director of Physical Education, and in-charge of the College Cultural Committee nominate their student representatives. Student representation is given in various committees such as IQAC, College Development Committee, College Internal Complaints Committee, and Nature Club. Also, students have active participation and representation in all the study boards. Due to lockdown periods caused by the corona outbreak, we did not receive any such circular from the university during the year 2020-21. Therefore, the college has nominated students scoring the highest marks in the university examination on the College Development Committee, IQAC committee, and one member on the cultural and extension activity committee as representatives of students.</p>	

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

139

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	<u>View File</u>

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

The college has a functional Alumni Association. It has been effective since its formation in the year 2011. The Alumni Association conducts two meetings every year. They share valuable suggestions to the college as resolved in the meetings. The alumni organize various activities in the institution, and they give a vital contribution to the development of the institution. The association organizes an annual social gathering to discuss the development of the college and the role of alumni in its development. The alumni enthusiastically contribute their financial support and time to the college whenever required. They sponsor some prizes to the meritorious students. The Alumni association also initiated 'Alumni Association Scholarship' for the topper students of B.A. Part I & B.A. Part II. 2020-21, they contribute to the initiatives taken by NSS and the IQAC during

lockdown crises. They collaborated in the program called "Ek Hat Madticha" launched by the NSS department, and provide their wholehearted support in distributing masks, sanitizers, kits of some essential daily needs to the needy people.

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 vision is to develop the college into a centre of excellence in education, and our mission is to develop the all-round personality of students and make them better human beings and responsible citizens of India. To achieve our goal, we have the Management body at the top of the organizational structure of the institution. The College Development Committee is constituted as per government norms. The IQAC adheres to the vision and mission of the institution. We provide higher education to first-generation learners in the rural and notified tribal region. The students are admitted as per the instruction of the parent university. We offer financial assistance to the needy, meritorious, sportspersons, and financially challenged students. Irrespective of gender, caste, financial status, language, and religion of the stakeholder, our institute deliberately contrives for their all-round development. We give equal importance to curricular as well as extra-curricular activities. Add-on certificate courses at a minimum cost or sometimes free of cost are provided to the maximum students, and workshops and skill development programmes are also organized frequently to enhance their skills. We believe in participative administration hence teachers, students, and alumni are given representation in several

committees.

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.

The Management, CDC, Principal, IQAC, and various other committees, initiate and promote decentralization and participative management in the institution. The principal, in a meeting of the academic council, constitutes all the committees in such a way that all the teachers get equal distribution of work; he also considers the interest and calibre of a particular faculty in a specific area. In different committees, they work under the convenorship of one another. The participation of students in different committees is also designed in a democratic way. They are given an equal chance to have exposure at every stage. Our departments and committees like NSS, Sports and Games, the Cultural Committee, etc. provide opportunities to all the stakeholders to develop their leadership. We review and reconstitute the committees as per the data received in the feedback of teachers, students, and alumni.

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

The institute serves the needs of the students predominantly living in the rural and tribal regions. Therefore, the College wishes to facilitate them with maximum inputs apart from the curriculum. We conducted four value-added short-term certificate courses. The functional MoU is established with Raj Kapoor Udyog, Nandapuri. Ten students got training for four weeks. A functional MoU was also established with Rajkumar Kewalramani Mahavidyalaya Nagpur and Shrimati Binzani Mahila Mahavidyalaya, Nagpur for

conducting collaborative academic activities. The activities not only helped the admitted students of our organizing institutes but also the students learning in RTM Nagpur University, Nagpur. The campus development committee maintains cleanliness and greenery in the campus of the institution. The committee installed seven cement benches in the college campus. The Mentor-Mentee committee took positive initiatives in disseminating academic information and counselling students during lockdown crises. The online study material was prepared and posted on the concerned WhatsApp groups. The flex boards with names and photos of students for their outstanding performance in the university examination were displayed in the campus. During the lockdown period, on 29 June 2021, a webinar titled "Teaching-Learning Methodologies in Post-Covid Scenario" was organized in collaboration with IQAC, Mahatma Gandhi Mahavidyalaya, Parseoni. Departments of Languages and the IQAC organized a webinar on "Literature and Culture during Covid Pandemic" on 30 June 2021. The Facebook Page was created to reach all the stakeholders through digital social media.

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 Management body is at the top of the organizational structure of the institution. Our college has a College Development Committee (CDC). There are three teacher-members elected by the teachers and one non-teaching representative elected by the non-teaching staff, and the Principal nominates one HoD from any of the teaching departments. The Principal and the coordinator of the IQAC are also members of the CDC. The President and Secretary of the Students' Council are also members of the CDC. The Chairperson and Secretary of the Management or their nominee are also the Chairperson and the member of the CDC respectively. Four local members from the fields of education, industry, research, and social service are also nominated. The CDC has at least four meetings a year. The CDC has prepared the perspective plan of the institution regarding the academic, organizational, and infrastructural growth. Effective implementation of the

development plan will enable the institution to excel in curricular, co-curricular, and extra-curricular activities. The CDC also discusses the reports of the IQAC and makes suitable recommendations. There is sufficient representation of teachers in the CDC and this ensures participation of teachers in the governance of the institution. The college is affiliated with Rashtersant Tukadoji Maharaj Nagpur University, and all the appointments are done as per the service rules of the University and the Government of Maharashtra. The Principal is the academic and administrative head of the college and plays the role of secretary in the college development committee. The college has a staff council comprising of the teaching and non-teaching staff members assisting the Principal. There are various committees formed to assist in the smooth functioning of the college.

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	E. None of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff
The institution extends full support to the welfare measures of

the teaching and non-teaching staff. The institution assists in the procedure of Home Loan, Vehicle Loan, Personal Loan, Life Insurance Corporation Premium, GIC, Accidental Insurance, Loan from G.P.F.

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)	<u>View File</u>

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

1

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)	View File

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

2

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	View File
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 an annual performance appraisal system for the teaching staff. The teachers have to fill out a PBAS form, designed by the University, at the end of the academic session where they document their personal and departmental performance

for the year. The forms are reviewed and assessed on their role in various committees of the college, their memberships and participation in the subject bodies, their representations in seminars and conferences, publications of research papers, books, articles, Ph.D. supervision, their mentoring, their innovative teaching and learning methodologies, and their awards. The HoDs and IQAC review these forms and give suggestions and advice for their progress. The principal then signs their forms. There is no such performance Appraisal system for the non-teaching staff in the institution.

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

The institution has a mechanism audit by the Chartered Accountant PVR Associates, Nagpur through its Chartered Accountant Mr. Vaibhav Toshniwal, every year, at the end of the financial year. The audited statement consists of the Auditor's Report and the statement of Accounts. The internal audit is condensed by the office of the Joint Director, Nagpur Division, Nagpur. It is done in two stages. First, there is an assessment of the utilization of salary grants paid by the Govt. Of Maharashtra and the verification of the Audited Statement of Accounts. Based on the assessment, the quantum of the non-salary grant is released to the institution. The second stage is that, based on the Assessment Report, the senior Auditor of the same office verifies and certifies the whole thing. The same office also has a mechanism for settling audit objections by making adjustments in the release of future grants. The internal audited Statement and report are placed before the College Development Committee (CDC) of the institution for its consideration.

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)	View File

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

The institution was recognized under section 12 (B) in 2016. The institution has not yet received any developmental assistance in the form of grants from the UGC. Nor has the institution received grants from any other funding agencies, governments, and non-government. Moreover, the institution is located in a rural background. Hence, it has little scope for the mobilization of any other funds. Despite all this, the institution has taken an initiative to mobilize funds from the Local MLC and MP. From their funds, the institution was provided with Computers, Printers, and Projector. With the help of this and the optimal utilization of these resources, the institution has upgraded its IT infrastructure for smooth academic and administrative functioning. The institution, with all its limitations in physical infrastructure and financial resources, has adopted its strategy, over the years, for maximum mobilization and utilization of all available resources.

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

The IQAC is concerned with the planning and execution of various academic activities like teaching, learning, and assessment in the college. The IQAC prepares the plan of action for the year and works accordingly to achieve the goals set in the plans within the specified time. The IQAC provides all the teachers and the students with equal opportunity and responsibility in the development of the college. The IQAC, after discussing all the yearly aspects, formulates an Annual academic calendar where all the teaching hours, cultural programmes, and extra-curricular activities are planned clearly. It has been maintained that all the departments, after conducting their events, share the report comprising the details of the events, number of participants, photographs, and news publication. This way all the programmes are well documented and preserved permanently for future usage.

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

The IQAC decides the teaching learning process, structures, and methodologies of operation and learning outcomes in its meetings, and also designs action plans for internal and external academic audits. Reviews are conducted in the presence of the management. The teachers used to follow the chalkboard and PowerPoint presentation for teaching-learning, but the extended Covid lockdowns made it indispensable for every teacher to be familiar with online teaching. They conducted their classes using various internet applications, prepared their videos, and uploaded them on

their YouTube channels. The IQAC conducted training programmes for teachers and reviewed the teaching and learning of all the subjects. The teachers participated in webinars, e-conferences, and Faculty Development Programmes to enrich their abilities and deliver the best.

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 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)	C. Any 2 of the above
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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)	<u>View File</u>

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

Our college has a Discipline Committee which takes care of the safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the academic campus. The college has zero tolerance against eve-teasing and ragging. The institution

maintains gender equity in all the activities and gives equal opportunity in curricular, co-curricular, extracurricular, and extension activities. The academic calendar holds a special space for programmes regarding gender equity. The college professors also have close monitoring of students along with the discipline committee. The mentor-mentee system regulates all the student-related issues. The mentor does one-to-one and group counselling of the students. The college has a Women's Complaint Cell that resolves all the issues related to female stakeholders. The complaint box is ensconced on the wall of the staircase of the building where any complaint can be lodged and it directly goes to the police station. The college possesses a common girls' room adjoining the girls' toilet and a sanitary napkin vending machine are facilitated in it. Also, the Women's Complaints Cell organizes several programmes for gender sensitization, especially Women's Day is celebrated giving exclusive representation to women in every activity on the stage. The college has 24X7 CCTV surveillance to control antisocial activities. Students and other employees in the college stay cautious about the surveillance. Discipline is also maintained and it also provides a sense of security to the students and even their guardians. Students wear identity cards to confirm their identity.

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	https://drive.google.com/drive/folders/1DwJ50uFM0jrJizrz1Kp-FnUWqkhddAy2?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power efficient equipment	D. Any 1 of the above
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File Description	Documents
Geo tagged Photographs	View File
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

Ours is an Arts faculty college hence there is no issue of biomedical waste, hazardous chemicals, and radioactive waste management. The collection van of gram panchayat collects garbage in the institution on daily basis. There are dust bins placed in every passage, in offices, in classrooms and departments. An e-waste corner is available in the college where e-waste is deposited. Use of single use plastic bag is prohibited inside the Campus. Most of the College Students use Bicycles. The use of cloth and paper bags is promoted and practiced.

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:

B. Any 3 of the above

- 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

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	D. Any 1 of the above
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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 : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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).

Our institution makes all effort in providing an inclusive environment. Boys and girls both are encouraged to participate equally in sports and other extracurricular activities. We have students from different financial and social backgrounds. The institute hardly finds linguistic and regional barriers as we have primarily the students in our locale. To bring an inclusive environment into force, the college takes several assignments: visiting the Old Age Home, the orphanage and organizing small tours to temples, viharas, and monasteries are our regular activities, but due to lockdown they encountered certain limitations. The institute organizes educational tours to different historical places and acquaints students with the glorious past and culture of the nation. The Cultural Committee celebrates the birth and death anniversaries of great leaders and remembrance of historical events - Kranti Din, Savitribai Phule Jayanti, Independence Day, Republic Day, Dr. Babasaheb Ambedkar Mahaparinirvan Din, Gandhi Jayanti, Women's Day, Vivekananda Jayanti, etc. Every year we organized Marathi Bhasha Sanvardhan Pandharwada to preserve Marathi, the regional language. The students are allowed to speak in any language of their competency. The language departments organize Kavisammelan where the participants can recite their poems in any language. The institute has no tolerance for a biased and prejudiced mindset.

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

It is our mission to develop the all-round personality of the students and make them a responsible citizen of India. As per the mission of the institution, we make the students conscious of the values, rights, duties, and responsibilities of citizens. The institution sensitizes teachers, non-teaching staff members, and students in the institution with the constitutional obligations in varied manners. We organized programs on Constitution Day, Human Rights Day, Voters Day, etc. An online Quiz on the topic "Indian Constitution and Politics" was organized on Constitution Day. On the occasion of Voter's Day, an online essay competition was organized. In participative and decentralized management, the college offers a representation of men, women, and students. There is a Students' Grievance redressal Cell to justify any issue democratically. The NSS unit works on all the campaigns launched by the government from time to time.

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

B. Any 3 of the above

organized

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

The institution sensitizes teachers, non-teaching staff, and students to the constitutional obligations in assorted manners. The college organizes various constitutional days like Independence Day, Republic Day, Constitution Day, Maharashtra Din etc. Flag hoisting is done on 15th August, 26 January, and 1st May Maharashtra Din every year in our college where teaching faculties, non-teaching staff members, and students participate with great enthusiasm. The college organizes Constitution Day on 26th November. The Political Science department organizes this event every year. We also celebrate International Women's Day on 8 March, and the National Sports Day on August 29 to honour the hockey legend, Major Dnyanchand. 9th August is our Founder's Day, coincidentally 9th August has been celebrated as Kranti Din: the institution celebrates it by inviting management, IQAC members, Alumni to express their views on the historical perspective of the day and development of the institution since its inception. Moreover, The IQAC plans the celebration of all the essential days in its calendar and we execute all of them without fail on the same day, it doesn't matter whether it is a holiday or working day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

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 Practices: 1

- Title of the Practice

Ek Hath Madticha(A Helping Hand during Covid-19)

- The objective

The Main Objective of this practice was to sensitize students to unprecedented crises.

To imbibe the concept that we have some social obligation.

To teach them ultimately how they should work protecting themselves while serving people.

- Context

We have remained in the threat of novel coronavirus for about two years and have hardly one-to-one communication with our close ones. Numerous enterprises had collapsed, and small vendors, wage-workers, and most other people in the lower strata of the society suddenly became disadvantaged. They did not find a way to come out of it. They were unaware of dealing with the novel coronavirus. In such a situation, the NSS and Alumni took initiative and launched this project.

- Practice

NSS unit of the institution, the Alumni, a group of alumni named 'Aawaz Lekicha', our teachers, and the students requested

donations from the known and well-to-do people with their self-contribution in the form of cash, grains, grocery items, and items in daily needs. They stockpile all these items in one place, make some kits consisting of some common and essential things. They explored the specific area and needy people in the vicinity- and distributed these kits amongst the needy. In addition to the survival kit, the volunteers distributed homemade masks. Those who had stitching machines at home learned the skill of making masks at a very low cost. We assigned a specified location, went there with proper precaution, and accomplished the task. The contribution of the Alumni Association of our college had been noteworthy and commendable. The volunteers and staff members worked wholeheartedly.

- Evidence of success

Alumni, NSS volunteers and teachers of the institution participated in the actively. The girl volunteers stitched 530 masks and distributed them to needy people, and about 370 kits were distributed. Each kit consisted of some food items, goods needed for daily use, mask and a bottle of sanitizer and some items of general usage. we could observe the happiness of serving people.

- Problems Encountered and resources required

It was difficult to identify needy people; it required a small survey of the locality a day before the kit distribution. Sometimes it was difficult to convince policemen about our work. To maintain self-hygiene consciously was difficult in the initial days. We encountered several problems in collecting grains on our vehicles as the other vehicles were not permitted in lockdown, and financially also it was beyond our resources. It was a minimal contribution from our side. If the funds had been raised at a higher level by any means, we could have provided our service more promptly and for a longer time.

Best Practice: 2

- Title of the Practice

Shodhsamruddhi (Developing Research Aptitude)

- Objectives

It's our prime objective to make students familiar with research-

based activities, to provide the opportunity to work on tiny and foundational research assignments so that it would enable them to manage their future careers. The research projects force them to think and identify the research problem in the vicinity. These works are intended to percolate the essence of assimilation and adaptation while working in a community and to develop an in-depth perspicuity of any subject exemplifying the practical research project.

- The context

It has been an integral aspect of our academic culture to provide students with opportunities to be a part of the manifold research assignments. Involving students and teachers in the research project creates a healthy atmosphere for the overall development of students. In session 2020-21, the college undertook four research projects in Sociology, History, Political Science, and Economics. All the projects were designed on distinct topics with different perspectives

- Practice

The culture of involving students in research projects has sustained even in pandemic circumstances. The coordinators of the projects discussed several topics with students, and after exhaustive discussion, they selected one. They planned the basic draft of the allocation of works regarding projects. They also specify the time required for the activity. The issues like the sample size, the nature and scope of the questionnaire, the qualitative and quantitative data, and resources were examined with utmost care. They had several informal meetings whenever they required. The entire data was collected and analysed in front of the students by the coordinators. They played a very crucial role in all these activities. They gave timely suggestions to each one and informed them of their errors and flaws in the process. They prepared a rough draft of the project, and later on, the compilation process started. The coordinator distributed the workload and responsibilities among the students. And thus, we had the final copy of the research project.

- Evidence of success

All the projects are kept in the library to give access to all the students who have not been participated in research activities. The compiled projects give inspiration to the students. The compiled projects are inaugurated by the Principal or the members

of the management body or any senior teacher. These projects are appreciated by the Principal and the members of the management committee of the college. Students get motivation to do such projects. Because of research aptitude, our students excelled in their careers. The activity proved to be a double blessing: it developed the research aptitude in students and also provide more data for teachers to explore the same at an advanced level.

- Problems encountered and resources required

All the projects were funded by faculty members; no contribution in any form was taken from the students. Most of the students lived in distant villages, so they had to use public transport facilities. Therefore, attending all the activities on time posed a problem. The projects did not carry additional marks in the University examination. Hence, the participants did not have an attraction for the projects at the initial level. In the pandemic situation, there had been several restraints on fieldwork. Whenever the lockdown was relieved, the team got involved in their fieldwork. We endeavoured to do maximum work through social media and other digital tools.

File Description	Documents
Best practices in the Institutional web site	View File
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

A carefully cultivated heritage of values and academic discipline makes our institution exemplary in the Ramtek region. We, at Vidyasagar Kala Mahavidyalaya, aim to live to the vision of our founder President Late Dr. Vinod Kumar Jaiswal to be a secular institution and facilitate students to be responsible citizens. All the stakeholders are continually working towards creating a conducive atmosphere for students to acquire insight into their academic pursuits to make them more skilful and scholarly. We conduct curricular, co-curricular, and extra-curricular activities to develop the wholesome personalities of students. Facilitating students all the way, we established functional MoUs with academic

institutions and some small-scale industries. Our college is located in a pilgrimage zone, hence there is no option to have linkage programmes with large-scale industries, but we try to provide training programmes to some of our students through our association with the owners of small-scale industries. We also promote research and innovative programs for students and teachers. We are involved with our collaborating institutions in academic activities like developing e-content and making video lectures, developing online Quizzes on curricular items. It has proved to be of great importance during lockdown periods. The mentor-mentee committee not only provided administrative and academic information but also conducted Yoga and counselling sessions with the assistance of the Sports and Games Department of the college. The Librarian circulated e-newspapers and e-books daily which kept our stakeholders updated and engaged during the critical period of the corona pandemic.

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

7.3.2 - Plan of action for the next academic year

1. To organize webinars of Social Science, Library Science & Physical Education Departments.
2. To increase collaborative academic and co-curricular activities with other institutions.
3. To establish new MoUs and Linkages with small scale industries for student's training and placement.
4. To decorate the pathway of the institution.
5. To organize Guest lectures for the students.
6. To start NCC unit in the institution.
7. To organize library orientation programme and book exhibition.
8. To prepare academic calendar and form various committees and statutory Cells for the next academic session.
9. To organize Covid 19 vaccination camp for students with the help of local PHC.
10. To update Wi-Fi facilities in the college campus.
11. To start project of organic compost production in the institution.
12. To organize professional development activity for teaching and non-teaching staff.