



# **YEARLY STATUS REPORT - 2022-2023**

## Part A

## Data of the Institution

**1. Name of the Institution** VIDYASAGAR KALA MAHAVIDYALAYA



- Phone no./Alternate phone no. **8788635687**
- Mobile No: **9423605177**
- Registered e-mail **info@vidyasagarartscollege.org**
- Alternate e-mail **pkukp16@gmail.com**
- Address **Khairi (Bijewada)**
- City/Town **Khairi, Ramtek**
- State/UT **Maharashtra**
- Pin Code **441106**

## 2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
  - Type of Institution **Co-education**

- Location Rural

- Financial Status UGC 2f and 12(B)

- |                                      |   |
|--------------------------------------|---|
| • Name of the Affiliating University | <b>Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur</b> |
| • Name of the IQAC Coordinator       | <b>Dr. Sawan Dharmpuriwar</b>                                 |
| • Phone No.                          | <b>9420960958</b>   |
| • Alternate phone No.                | <b>9420960958</b>   |
| • Mobile                             | <b>9420960958</b>   |
| • IQAC e-mail address                | <b>iqacvidyasagar@gmail.com</b>                               |
| • Alternate e-mail address           | <b>d.sawan10@gmail.com</b>                                    |

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

<http://vidyasagarartscollege.org/cote dor import/admin/ckfinder/usersfiles/files/VK%20AQAR%202021-22.pdf>

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

Yes

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

[http://vidyasagarartscollege.org/cote\\_dor\\_import/admin/ckfinder/usersfiles/files/Academic%20Calendar%202022-23.pdf](http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/usersfiles/files/Academic%20Calendar%202022-23.pdf)

## **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 IOAC 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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

- Upload latest notification of formation of IOAC [View File](#)

**9.No. of IQAC meetings held during the year      4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- 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**

- If yes, mention the amount

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

- Prepared academic calendar for the session 2022-23 (Odd & Even Semesters) in accordance with the academic calendar of RTM Nagpur University.
- Initiated formation of various committees and statutory Cells for the session 2022-23.
- Established MoU and Linkages for academic, co-curricular and professional activities.
- Organized Health and Law awareness workshops for female students.
- Played crucial role in organizing Mega Marathon on the Memorial Day of the founder president of the institution.
- Organized extension and community outreach programs in collaboration with other institutions.
- Played crucial role in starting Post Graduation Courses in the subjects Marathi and Sociology were started from the session 2022-23.

**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 prepare academic calendar and form various committees and statutory Cells for the academic session 22-23.	Semester wise (Odd & Even Semesters) Academic Calander is prepared for the session 2022-23. Various committees and statutory cells were constituted for the academic session 2022-23
To start Post Graduation Courses in the subjects Marathi and	Post Graduation Courses in the subjects Marathi and Sociology

<b>Sociology.</b>	were started from the session 2022-23.
To organize Mega Marathon on the Memorial Day of the founder president of the institution.	Mega Marathon on the Memorial Day of the founder president of the institution is organised successfully. More than 250 runners from the various age groups participated in the marathon.
To visit adjoining Junior colleges for guidance and orientation of students.	The teachers from the college visited adjoining Junior colleges for guidance and orientation of students.
To inspire teachers to participate and organize guest lectures, seminars, workshops and other Faculty improvement programmes.	Teachers participated in the seminars and workshops. Guest lectures were organised for the orientation of students.
To host the Vidarbha level Dr. S.R. Ranganathan research article writing competition.	Vidarbha level Dr. S.R. Ranganathan research article writing competition was organized by the department of Library science of the college.
To establish MoUs and linkages for academic and cocurricular activities.	MoU and Linkages for academic, co-curricular and professional activities were established.
To organize extension and community outreach programs in collaboration with other institutions.	Several extension and community outreach programs in collaboration with other institutions were organized.
To organize Health and Law awareness workshops for female students.	Health and Law awareness workshops were organised for female students.

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

Yes

- Name of the statutory body

Name	Date of meeting(s)
CDC (College Development Committee)	30/10/2023

**14.Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

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

**2.Institutional status**

• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur</b>
• Name of the IQAC Coordinator	<b>Dr. Sawan Dharmpuriwar</b>

• Phone No.	9420960958				
• Alternate phone No.	9420960958				
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• IQAC e-mail address	iqacvidyasagar@gmail.com				
• Alternate e-mail address	d.sawan10@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/VKM%20AQAR%202021-22.pdf">http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/VKM%20AQAR%202021-22.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/Academic%20Calendar%2022-23.pdf">http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/Academic%20Calendar%2022-23.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.20	2018	03/07/2018	02/07/2023
<b>6. Date of Establishment of IQAC</b>		14/07/2018			
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		Yes			
• Upload latest notification of formation of IQAC		<a href="#">View File</a>			
<b>9. No. of IQAC meetings held during the year</b>		4			

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• Prepared academic calendar for the session 2022-23 (Odd &amp; Even Semesters) in accordance with the academic calendar of RTM Nagpur University.</li> <li>• Initiated formation of various committees and statutory Cells for the session 2022-23.</li> <li>• Established MoU and Linkages for academic, co-curricular and professional activities.</li> <li>• Organized Health and Law awareness workshops for female students.</li> <li>• Played crucial role in organizing Mega Marathon on the Memorial Day of the founder president of the institution.</li> <li>• Organized extension and community outreach programs in collaboration with other institutions.</li> <li>• Played crucial role in starting Post Graduation Courses in the subjects Marathi and Sociology were started from the session 2022-23.</li> </ul>	
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To inspire teachers to participate and organize guest lectures, seminars, workshops and other Faculty improvement programmes.	Teachers participated in the seminars and workshops. Guest lectures were organised for the orientation of students.
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13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
CDC (College Development Committee)	30/10/2023

**14.Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-22	08/02/2023

**15.Multidisciplinary / interdisciplinary**

Our college, affiliated with R.T.M. Nagpur University, Nagpur, seeks to transform it into a multidisciplinary institution as recommended by the new education policy. Our institution offers courses in the humanities, but shortly, we are planning to convert it into a multidisciplinary institution. The college follows the curriculum recommended by RTM Nagpur University. As the university enforced the CBCS pattern, we followed the same for our courses. The institution itself encourages stakeholders to have adaptable knowledge and experience. Therefore, the faculties assign various projects and fieldwork to the students. The project work allows them to work with the community. They design questionnaires undertake surveys, and learn about community engagement and other social, and environmental issues. We have such activities regularly, and the departments of History, Sociology, Political Science, and Economics have always been at the forefront. The institution will follow a multidisciplinary flexible curriculum that enables multiple entries and exists at the end of the first, second, and third years of undergraduate education as designed by the parent university. In addition to this, the institution also intends to design short-term certificate courses at the college level to create more opportunities for multidisciplinary learning. We are also engaged in increasing the number of research-oriented field projects concerning social sensitization. In the present situation that our institution runs courses in the faculty of humanities, we have been promoting an interdisciplinary approach in teaching teaching-learning process. 'Shodhsamruddhi' is one of our best practices under which students undertake research projects in Sociology, History, Political Science, and Economics. All the projects were designed on distinct topics with different perspectives. These project works are intended to develop a spirit of assimilation and adaptation while working in a community and to reach out to the factual data collection and findings related to society's most challenging issues.

**16.Academic bank of credits (ABC):**

The institution fulfils the requirements of the academic bank of credits as proposed in NEP 2020. We are encouraging our students to register under the Academic Bank of Credits and avail the benefits of multiple entries and exit during the chosen programme as prescribed by the university. The faculties are encouraged to design their pedagogical approaches within the approved framework. Brainstorming sessions are being organised for the faculties to acquaint them with the NEP framework. They are encouraged to participate in the process of reading material selection, designing the textbooks, assignments and evaluation at the university and institutional level. The institution is all set to undergo the implementation of the Academic Bank of Credits in the institution given in NEP 2020.

**17.Skill development:**

Our institution runs B. A. course in the humanities. To develop skill of the students we have designed some skill-based and value-added courses. These courses are conducted simultaneously along with the curriculum designed by the university. The certificate is given to the student after the successful completion of the course. No extra fee is taken from the students for admission to these skill-based short-term certificate courses. The institution also celebrates various programmes like international days, birth and death anniversaries of great personalities to inculcate moral amongst the students. The institution also enters into various MoUs with local institutions, firms and small-scale industries for student internships and on-the-job training. As per NEP 2020, the institution is focused on acquiring new practices for skill development.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The institution follows the curriculum as prescribed by the parent university, RTM Nagpur University, Nagpur. Courses like History, Sociology, Economics, Political Science, Marathi, and English literature have many topics dealing with the integration of the Indian knowledge system in the teaching-learning process. The medium of instruction for optional subjects is Marathi. Most of the students seeking admission to our institution belong to rural and tribal areas. The faculties are using bilingual mode for classroom delivery. Many of the topics in courses taught are in tune with themes related to Indian arts, Indian traditional knowledge, Indian culture, and tradition. Students and teachers

of the institution recite a prayer written by Rashtrasant Tukadoji Maharaj in the chorus as a value-added practice. Every year the college organizes an annual social gathering where all students perform cultural activities. It not only allows them to know the rich Indian knowledge system and cultural heritage but also develops their personality.

#### **19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The institution offers B.A. General Degree programme of three years. At present three-year degree course consists of two compulsory languages and three optional subjects; History, Economics, Sociology, Political Science, English Literature, and Marathi literature. Students can choose any three courses among the six optional subjects. The student who completes the B.A. Degree courses successfully can continue higher education that is a Postgraduate Degree course in any one of the subjects at U.G. level. A graduate is also eligible to appear for a wide variety of competitive examinations. The institution along with the curriculum of the parent university offers skill-based short-term courses. Organizing these short-term certificate courses is an attempt by the institution to deliver outcome-based education (OBE). Some of the outcome-based certificate courses run by the institution are a Certificate Course in Basic Grammar and Language Skills, a Certificate Course in Creative Writing, a Certificate Course in Yoga & Mental Health, Certificate Course in Career Guidance & Counselling. This way the institution tries to make the learner more confident in the upcoming career.

#### **20. Distance education/online education:**

We followed the online/ offline teaching mode as per the timely guidelines of the university and joint director of higher education during the covid 19 situation. Now also the teaching-learning process is conducted through the blended learning mode. More digital platforms are explored for the disbursement of the curriculum at the convenience of the students. We have Three ICT-enabled classrooms and one general classroom. Three projectors with independent screens are installed in each classroom for teaching-learning purposes. The institute has fifteen computers for educational and administrative purposes. The institution installed a modem of 30MBPS speed with open Wi-Fi enabled campus. The college has an automated Library using LIBTECH Software. The college has updated the E-Resource facility by subscribing to the Inflibnet N-LIST Database. Teachers develop e-contents and online study material, which is made available to the students through the medium of YouTube lectures, zoom meetings and students'

WhatsApp groups. The institution runs the centre of Yashwantrao Chavan Maharashtra Open University (YCMOU). This centre offers opportunities for distance education to the students. The centre conducts B.A. and B.Com. Degree programmes and undergraduate courses in arts and commerce faculty in distance learning mode. Students are provided with the study material. Counselling sessions are conducted on Sundays to clear the doubts of the students.

## Extended Profile

### 1.Programme

1.1	<b>24</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	<b>293</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>360</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>67</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>3.Academic</b>		
3.1 Number of full time teachers during the year		9
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		10
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1 Total number of Classrooms and Seminar halls		4
4.2 Total expenditure excluding salary during the year (INR in lakhs)		2.65
4.3 Total number of computers on campus for academic purposes		15

## 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

Our institution, affiliated with RTM Nagpur University, follows the curriculum designed by the BoS of the University. Some faculty members of our institute, who are members of BoS in the University, contribute in designing the curriculum of their subjects. The college, in compliance to the university academic calendar, schedules the college academic calendar, and the college academic council discusses the pros and cons in the meeting. The head of each teaching department conducts departmental meetings and disperses the curricular items according to available time and

prescribed workload. The planning for effective delivery of the curriculum is done by the individual teacher in an academic diary. Furthermore, the planning regarding co-curricular and extra-co-curricular activities is done for the enrichment of the curriculum, and the draft is submitted to the Principal. In the first few lectures, complete information about the syllabus, examination pattern, teaching methods, and co-curricular and extra-curricular activities is given to the students. Student-centric learning methods are adopted by the faculties to impart curricular aspects in a meaningful way. The institution organizes various activities like seminars, workshops, guest lectures, etc. Traditional chalkboard methods and new ICT tools are utilized to avoid monotony in classroom teaching.

File Description	Documents
Upload relevant supporting document	<b>No File Uploaded</b>
Link for Additional information	<b>Nil</b>

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

The college timetable committee prepares a timetable assessing the period of curriculum delivery and periodical assessment mentioned in the calendar of the affiliating university. The overall performance of the student is considered through internal and external assessment. B.A. programme is spread over three years with three odd and three even semesters. For the UG programme, 20% of the marks are awarded based on an internal assessment, and 80% of the marks are awarded based on an external assessment by the university. The head of the department prepares the departmental academic calendar and teaching programme and ensures the implementation of the teaching programme. Term-end examination is conducted through theory and internal assignments and viva voce. Affiliating University provides the guidelines for the conduct of examinations, and the same is followed for CIE. Continuous Internal Evaluation is robust as it ensures the setting of question papers according to the syllabus and the conduction of the examination as per specified norms of the affiliated university. Continuous Internal Evaluation is transparent as it involves discussion on answer sheets with students, display of results on notice board, and discussion of results with students as well as parents during parent-teacher meetings.

File Description	Documents
Upload relevant supporting documents	<b>No File Uploaded</b>
Link for Additional information	<b>Nil</b>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 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**

**3**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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	<a href="#">No File Uploaded</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

120

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

120

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

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 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. The college has a cultural programme committee that organizes timely events. Women Redressal Cell celebrates International Women's Day by requesting women speakers to voice on issues of gender inequality prevailing in society. The women's cell of the college organizes a physician's talk to address the issue related to the health of women, the college also felicitates the success of women in the community. The Green Club is a dedicated body that addresses environmental issues and sustainable development.

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

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<b>No File Uploaded</b>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

162

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>

**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**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/1_20Feedback%20Report%202022-23.pdf">http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/1_20Feedback%20Report%202022-23.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

720

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#"><u>View File</u></a>

**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**

291

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of seats filled against seats reserved (Data Template)	<a href="#"><u>View File</u></a>

## 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 college is situated in a predominantly rural area. Most of the students are representative of the first generation. The teachers spend the first few classes to know the learning level of the newly admitted students. The frequent interaction and discussion with students inside and outside the classroom give idea to the subject teachers about the needs and difficulties of students. The initial counselling sessions enable faculties to maintain good rapport with the students. After a thorough assessment, they are categorized as slow and advanced learners. Various activities - remedial coaching classes, bridge courses, field visits, tours, guest lectures, class seminars, group discussions, etc. are conducted to enrich the quality of slow learners. As per the competency of students, the college adopts methodologies of the classroom. The library provides more books, study materials, and open-access facilities to advanced learners. Semester toppers and university rank holders are felicitated in the college's annual gathering. They are guided for entrance and competitive examinations. Guest lectures of eminent persons are organized. Teachers motivate slow learners to boost their confidence to improve their progress. Efforts are made to identify the reason

behind the poor performance and find suitable solutions for them.

File Description	Documents
Link for additional Information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

Number of Students	Number of Teachers
<b>293</b>	<b>9</b>

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

To enrich the teaching-learning process, the faculty members adopt multiple methods: for example, lecture method, interactive sessions, project and fieldwork, seminars and workshops, computer-assisted methods, etc. Teaching and learning activities become more interactive and interesting. Most of the time, faculties use the traditional chalkboard methods, especially in subjects like economics and linguistic grammar, where they teach practical examples. All the faculty members use PowerPoint presentations and ICT-based tools. YouTube lectures can be accessed in the classroom to deliberate the matter convincingly. Working in a group brings vast insight to students; they share their ideas on numerous topics with one another. Therefore, our institute engages some selected students in project work. It stimulates student's interest in the subject and provides them with an opportunity for freedom of thought and free exchange of different views. The students are motivated to participate in group discussions, role-play, quizzes, news analysis, educational games, Q&A sessions on current affairs, etc. To learn curricular items concerned with social issues, we try to give them practical knowledge. We visit old age homes, orphanages, small-scale industries, and historical places to make them understand the first-hand experience of theoretical knowledge.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

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

Our college introduces students to a facility to get information whenever and wherever they want through the knowledge Resource center, well-equipped with computers and WiFi connectivity. The faculty members utilize the IT-enabled teaching tools. PPTs, Video clippings, Audio systems, screening online sources, expose students to refined knowledge and helpful learning. Classrooms are equipped with LCD projection systems, Screens, and Green Boards. Faculty makes classes interactive by using these innovative implements. In the case of online classes, the institution conducts classes through Zoom, Google Meet, Microsoft Team, and Google Classroom. The students and teachers avail the facility of Digital Library resources like N-LIST, and NDLI. The institute is equipped with a digital library, online search engines, and websites to prepare effective presentations. Students are using the online public Access Catalogue which includes a virtual library, Bibliography, E-Journals/Books/Databases.

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

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

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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****8**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
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)	<a href="#">View File</a>

**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**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#"><u>View File</u></a>

## 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 mechanism of internal assessment is transparent. The directions and schedule of Rashtrasant Tukadoji Maharaj Nagpur University are followed strictly for internal assessment. The guidelines and instructions are communicated to students by circulating them in WhatsApp groups and noticeboards of the college, mentioning the academic calendar published on the college website. The college academic calendar is prepared keeping all these aspects in mind. During the orientation and induction programme, students are informed about the pattern of internal assessment. Internal assessment is based on handwritten assignments and oral examinations as per university guidelines. The college examination committee conducts pre-university exams as per the pattern and standards of the university. The term-end examination is also conducted as per the schedule provided by the university, and the result of the same is prepared and uploaded within a specified period on the university website. All the activities are maintained officially and secretly. The institute has zero tolerance against any kind of biased evaluation and partial assessment.

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

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

The college has an examination committee and a robust mechanism to handle issues related to the examination. At the college level, the subject teacher or the HoDs solves the issue. If it is severe,

the committee and the principal take the initiative to resolve the problem raised by the student. At the university level, if there is any mishappening, the head clerk, following rules and instructions, solves the problem. The examinee can demand a photocopy of the answer book from the university. The process is time-bound. As the student gets a photocopy, he can challenge and get a revaluation of the same answer book. The college keeps all the processes transparent and tries to justify the issue as early as possible to avoid academic loss of the examinee.

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

## 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 college website has been the medium for publishing all sorts of information related to college administration and academic outputs. We ensure the display of course outcomes and programme outcomes on the website. The academic calendar of the college consists of departmental meetings that we utilize to communicate POs and COs with the faculty members. In addition to the website, certain programmes like orientation programme and induction programme for freshers are utilized to inform them with POs and COs.

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

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	<b>No File Uploaded</b>
Paste link for Additional information	<b>Nil</b>

### 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

32

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<b>Nil</b>

### 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)

[http://vidyasagarartscollege.org/cote\\_dor\\_import/admin/ckfinder/userfiles/files/SSS%20VIDYASAGAR%20KALA%20MAHAVIDYALAYA%2C%20Khairi%20\(Bijewada\)%2C%20Ramtek.pdf](http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/SSS%20VIDYASAGAR%20KALA%20MAHAVIDYALAYA%2C%20Khairi%20(Bijewada)%2C%20Ramtek.pdf)

### 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	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<a href="#"><u>View File</u></a>

**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)	<a href="#"><u>View File</u></a>
Any additional information	<b>No File Uploaded</b>
Supporting document from Funding Agency	<b>No File Uploaded</b>
Paste link to funding agency website	<b>Nil</b>

**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	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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**

7

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

4

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 institution has organized various collaborative extension and outreach programmes during the year for sensitizing students to social issues, for their holistic development. These activities**

are organised through various departments of the college such as NSS, Savitribai Phule Women Studies Centre, teaching departments, Internal Compliance Committee and library. Many of these activities are organised in collaboration with local administrative bodies, Grampanchayat, social and educational institutes. During the year college has organized Har Ghar Tiranga Rally and distributed of National Flags to the students and the natives of Khairi-Bijewada village. Cleanliness drives under the title 'Swachhata Hi Sewa Mohim', awareness rallies against tobacco and alcohol, tree plantation drive, National Unity Day, August Kranti Diwas, NSS residential camp were organised by NSS. The programmes like Sanvidhan Diwas, book exhibition on National Reading Day, celebration of national and international days, commemorative functions of great personalities were organized for sensitizing students to social issues. At the same time activities like international yoga day, visit to the old age home and distribution of donation of food material, historical tour to the excavation at Mansar, Helth and Law awareness workshops for students were also organized in collaboration with local Grampanchayat bodies and other institutions.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

### **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	<b>No File Uploaded</b>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#"><u>View File</u></a>
e-copy of the award letters	<b>No File Uploaded</b>

**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**

8

File Description	Documents
Reports of the event organized	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

254

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **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**

3

File Description	Documents
e-copies of linkage related Document	<b>No File Uploaded</b>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

### 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

4

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

## 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 college has adequate facilities for teaching-learning. College has 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, five printers and a photocopy machine for educational and administrative purposes. The institution installed a modem of 50MBPS speed with open Wi-Fi enabled campus. There are adequate physical facilities for the independent departments like- Sports and Games, NSS and YCMOU Centre. 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. IQAC has recommended College Development Committee (CDC) for the expansion of the infrastructure and build an independent Multipurpose Hall.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**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 utilize the classroom of B. A. (I) as a multipurpose hall for organizing various cultural activities. IQAC has recommended College Development Committee for the expansion of infrastructure and to build a new multipurpose hall. The college campus is spread over 3 acres of land where we have demarcated grounds for handball, volleyball, kabaddi courts etc. In Athletics, facilities for Field Events like Shotput, Long Jump, Discus Throw and Javelin Throw are available. Our institution also has reserved zone for organizing mega events. The institution has also facilities for indoor games like Chess, Caroms and Yoga practice.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**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	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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	<b>No File Uploaded</b>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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	<b>No File Uploaded</b>
Paste link for Additional Information	<b>Nil</b>

**4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**0 . 41**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**21**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<a href="#"><u>View File</u></a>

#### 4.3 - IT Infrastructure

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

The college has Knowledge Resource Centre with ten computers and a printer. All the computers are connected to a LAN facility. The administrative office is developed with all the required devices. The whole campus is Wi-Fi enabled since 2018. We have been regularly updating the Wi-Fi speed. The present speed has been updated to 50MBPS. Knowledge resource centre has been established in the library where ten computers with Wi-Fi facility are reserved for exclusive use of students.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

#### 4.3.2 - Number of Computers

15

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Student – computer ratio	<a href="#"><u>View File</u></a>

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

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

#### 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)

**2.65**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 college has organized procedures for maintaining and utilizing physical, academic, and physical infrastructure such as a library, IT infrastructures, sports facilities, computers, and classrooms. CDC looks after the maintenance of the existing building, modification or improvement in the campus, and the activities related to construction. The local agencies are used by the institution for the maintenance of the physical infrastructure. The institution has outsourced local technicians to repair electric and plumbing-related works and maintain water purifiers (RO). Yearly stock verification of sports items and sports facilities available in the institution is done by the Director, Department of Physical Education. Peons help Physical Education Director in maintaining and looking after the sports goods and other facilities. The local IT experts are hired for the maintenance of IT facilities, ICT tools, IT infrastructure in the institution. A full-time library attendant is appointed in the library to maintain library-related resources and look after the library properly. The library management system (LMS) is maintained by Library Technology Software (LIB TECH).

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**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****202**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

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

80

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

80

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)	<a href="#">View File</a>

**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	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

1

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

16

File Description	Documents
Upload supporting data for student/alumni	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of student progression to higher education	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**5.3 - Student Participation and Activities**

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

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

0

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

**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 )**

**Institution ensures students' representation and engagement in various administrative, co-curricular and extracurricular activities. The students are given representation on various committees and bodies of the college. Institution forms a students' council every year. The student's council works as a bridge between the students and college affairs. The council collaborates with the students and ensures their participation in various activities of the institution. The students are also given representation on the various study boards of different subjects taught in the college. The college ensures that more students are**

given representation in different committees. The co-ordinator teachers of the various committees nominate the names of the students to the respective committees to ensure the successful completion of the task. Student representation is given in various committees such as IQAC, College Development Committee (CDC), College Internal Complaints Committee (ICC), National Service Scheme (NSS), Sports and Games, Cultural activities Committee and Nature Club.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

### 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

10

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
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)	<a href="#">View File</a>

### 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 Institution has a functional Alumni Association active since its formation in the year 2011. The institution. A senior most teacher has been appointed as the coordinator of the association. Every year two meetings of the Alumni association are conducted to decide and monitor the yearly activities of the association. The association has raised a fund through which various activities are

organised in the institution. Alumni Meet is organised every year in the college to provide a platform to discuss the development of the college and the role of alumni in its development. The alumni association also plays a crucial role in the residential camp organised by the national Service scheme and various activities conducted by IQAC. The Alumni association has also initiated an 'Alumni Association Scholarship' for the topper students of B.A. Part I & B.A. Part II. in the form of tuition fees to seek admissions in the remaining terms of the degree course. Alumni Association felicitates the students securing highest marks in the university exam by giving cash prizes and memento.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

#### **5.4.2 - Alumni contribution during the year      E. <1Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **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 institute aims to generate knowledge for academic growth and ethics. Institution has envisioned the students to cater to the social, regional needs of the nation. Our institution aims to develop the calibre of the students to make them independent and responsible individuals. We also work on the realization of national and global concerns of our students. We furnish the unrestrained spirit of innovation, exploration, and creativity. Our institution has been devoted exclusively to education for educationally deprived learners without any discrimination of caste, creed, language, or sex. All the stakeholders strive to make the institutional goal attainable. They play a vital role in smooth governance, and their representation is influential in IQAC, the College Development Committee, and all the other committees. The faculties are assigned responsibilities in various

committees that bring positive output to the college. The students are admitted as per the admission policy of the parent university. Our institution gives financial help to the needy, deserving students.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

The institution follows the academic calendar provided by RTM Nagpur University that conveys guidelines about admission, internal and external assessment, and curricular and extracurricular activities. All the departments and committees work under the supervision of the Principal. The academic planning and administrative policies are designed after thorough discussion with all the concerned staff members. While executing any activity in the college campus, we distribute assignments amongst all employees and student representatives. Thus, the institute decentralizes responsibilities and authorities. At the initial meeting of the academic staff council, different committees are constituted so that they can plan and execute all the enlisted programmes in the academic calendar. For the proper functioning of the institute and promotion of participative management, the institute runs on a decentralized management operative process, wherein students and non-teaching staff also get their representation in the governance of the institute. Thus, decentralized and participative governance leads to a harmonious and positive environment. the Placement Cell, NSS committee, Women's Development Cell, Anti-Ragging Committee, Admission Process and Counselling Committee, Public Grievance Redressal Cell, Academic Staff Council, Sports and Games Committee, and Campus Development Committee are some of the committees that have been working for the session.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plans for academic and administrative works are formed by the Head of the Institution after due discussion with the members of the Management Committee and concerned faculty members. During these formal or informal meetings, new ideas and planning, such as introducing new courses, recruiting CHB staff, installing supplementary infrastructural facilities, etc. are discussed. The sequence of the works is upheld on the priority and intensity of the need. After having a dialogue with the members of the Management Committee, the Principal presents the ideas or the suggestions before the Management. After approval, they are consulted with the blueprints of execution and onsite changes; their pieces of advice and suggestions are endorsed in the impending happenings. PG courses in Marathi and Sociology have been started. Efforts to enhance greenery on the college campus have been a progressive activity, where every stakeholder put his own efforts. Most of the students of the Institution come from the very low-income group of rural and tribal parts. They do not have computer and printer facilities in the village. The library is re-structured and pest control has been done to avoid the loss of books from pests or other insects.

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

### 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 institute is well organized and well monitored as it believes in the participation of all stakeholders in implementing policies to achieve its vision. The college has an organized system to execute any project or to implement any policy decision. The Management body is at the top of the administrative setup. The College Development Committee (CDC) is the policy-making body, and the members of the CDC make decisions after consultation with the members of the management body. It is established as per the standards and rules of the Maharashtra Government. The CDC frames

the educational, organizational, and infrastructural plans of the institution. It is responsible for the overall development of the institution. It discusses the reports of the IQAC and makes suitable recommendations. The college committees give their reports to the IQAC. The Principal, being a secretary of the college development committee, maintains rapport with the members of the management committee, community members, and the staff members of the institution. The college has a staff council comprising teaching and non-teaching staff members assisting the Principal.

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

### **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**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<b>No File Uploaded</b>
Screen shots of user interfaces	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#"><u>View File</u></a>

## **6.3 - Faculty Empowerment Strategies**

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

The college maintains GPF/NPS accounts for the permanent teaching and non-teaching staff. The permanent staff of the institution availed the benefits of the 7th pay structure. All the permanent staff are ensured of medical coverage. During financial or some personal or social crisis of a staff member, the entire staff has

always extended a helping hand. The members of the institution stand by one another like the members of a family in adverse times. Medical leave is provided to all employees. The teachers are provided Duty Leaves to attend seminars, conferences, workshops, FDPs, etc. The faculties are felicitated upon their achieving doctoral degrees. Earned Leaves are also granted as per the government and the University rules. The institution has Internal Compliance Committee (ICC) and Grievance Redressal Cell that retaliates the issues raised by the students and the staff alike. There is an SC/ST Cell in the institution that works for the rights and welfare of the staff members that belong to the Schedule Cast and the Schedule Tribe. The Placement and promotions of teaching and non-teaching staff are done on time.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

#### **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	<b>No File Uploaded</b>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#"><u>View File</u></a>

#### **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**

**0**

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

**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**

0

File Description	Documents
IQAC report summary	<b>No File Uploaded</b>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#"><u>View File</u></a>

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

The performance of each employee is evaluated annually after completion of one year of service. It aims to evaluate his/her performance as per standard norms and deliver an impartial report that gives scope for self-improvement for the employee. The

performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance-Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for the UGC Career Advancement Scheme. The API score of the faculty determines the promotion to the next stage. Besides academics, the institute undertakes a wide range of activities, for which faculty members are assigned additional duties and responsibilities. The Institute considers the right weightage for his assistance in their overall appraisal. As the due date of placement comes near, the faculty applies for the placement procedure. The PBAS proforma filled by the Faculty Member is checked and verified by the IQAC and the Principal. The screening-cum-selection committee finalizes the score and recommends for promotion. All non-teaching staff are also assessed through annual confidential reports and annual performance appraisals.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<b>No File Uploaded</b>

#### **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 college accomplishes internal and external financial audits at the end of every financial year. Officials of the Regional Joint Directorate and Directorate of College Education monitor the funds received from the state government. The expenditure concerning departmental activities, excluding salary, is budgeted at the beginning of the financial year. The Principal consolidates the budget received from various Departments and proposes it to the CDC for approval. The CDC designs a budget for the year. They presume the required furniture, equipment, books, software, maintenance cost for existing machines and other miscellaneous expenses. The details of all the expenditures/transactions of the entire financial year are consolidated and maintained by the administrative officials, and submitted to the auditor at the end of the financial year. The Auditors also assess the suitability of accounting policies and the rationality of the accounting estimates made by the management. Audited financial statements are published on the institute's website for public information. Every year Academic Audit is conducted and online report is submitted to

the Rashtrasant Tukadoji Maharaj Nagpur university, Nagpur. Internal audit at the college level is done for the verification of the transactions and updating of all bank accounts/ statements.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

#### 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	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#"><u>View File</u></a>

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

The college has limited resources for mobilizing funds. Fees charged as per the university and government norms from students of various granted and no grant section has been the major source of income. The College receives a salary grant from the State Government. This grant includes salaries of the full-time permanent teachers, nonteaching staff, and part-time teachers working on granted posts. Our college is under 2F and 12B as per the UGC Act and is also permanently affiliated with RTM Nagpur University. The institute has received no grant from any of the agencies so far other than the salary grants. We received little funds from individuals, and local political leaders. The management provides need-based loans to the college. Alumni contribute to the institute by raising funds to sponsor scholarships for some deserving students. The Purchase Committee of the college takes care of all purchases whether they are done properly and by the rules. The College Development Committee

reviews the mobilization of funds and the utilization of these sources periodically in their meetings. Regular internal audits from the Chartered Accountant and external audits from the government ensure the mobilization of the resources.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

## 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 college, through IQAC, carries academic audits of each department and various committees to improve and strengthen the quality of education. At the beginning of the academic session, the Academic Audit Committee collects academic plans from all concerned teachers. The academic calendar prepared by IQAC is an important document that organizes curricular, co-curricular, and extracurricular activities properly. It consists of the probable dates and time duration of extension activity, community collaboration, innovative projects, best practices, assignments, ICT-based activities, students' competitions, annual day, cultural programmes, the celebration of birth and death anniversaries of historical personalities, seminars, and workshops. The report of the committee is submitted to the IQAC, and the same is presented to the College Development Committee for discussion, direction, and consent. The IQAC prepares Annual Quality Assurance Reports (AQAR), and Self-Study Reports for NAAC. IQAC works consistently on the Performance Based Appraisal System (PBAS) for the Career Advancement Scheme (CAS), Academic Calendar, Stakeholder Feedback Reports, SSS, Action Taken Reports, and New Programmes as per National Missions and Govt. Policies. It also plays a vital role in conducting academic, non-academic, curricular, co-curricular, extra-curricular, and community outreach activities in the institution.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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 top management, in assistance with CDC, makes strategies and IQAC executes them practically in the institute. The IQAC reevaluates the teaching methodologies and upgrades as per the conditions. Teaching-learning is an important process in the development of students. IQAC analyses teachers' performance through the PBAS and API. Keeping the learner at the center, all the teachers revise their teaching techniques and methodologies. To achieve the desired goal, we follow certain steps like preparation of an academic plan and action plan; teaching plans and attendance of the students; adoption of new specialized gadgets, conducting the transparent and effective assessment process, and evaluating the performance appraisal of the teachers by collecting appraisal report and provide the feedback for the improvement. Various webinars, seminars, guest lectures, and class talks related to students' orientation, faculty development, and the overall development of students and their well-being are organized by IQAC. These activities help with the regular upgradation of knowledge and improvement in the teaching-learning process.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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**

File Description	Documents
Paste web link of Annual reports of Institution	<b>Nil</b>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#"><u>View File</u></a>

## 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

The institution gives equal opportunity to all the students regardless of their gender, caste, creed, religion or social and economic status. Gender equity is kept in all the activities conducted in the institution. Students are given equal opportunities curricular, co-curricular, extracurricular, and extension activities conducted in the college. Majority of the students admitted in the college are female students. The college has zero tolerance policy against any actions related to safety or harassment of female students. The college has constituted Internal Compliance Cell (ICC) as per the instructions of Government of Maharashtra. All issues related with the female students are cautiously dealt by this committee. The college has installed a Complaint Box in which students can drop their complaints secretary. It is not mandatory to disclose their identity while putting complaints in the box. A separate complaint box is installed by the local police department specially for female students. These complaint boxes are opened at the end of every month in presence of concerned authorities to look for the complaints if any. The institution has installed CCTV cameras in the campus to maintain safety and security of students and to record any antisocial activities in the institution.

File Description	Documents
Annual gender sensitization action plan	<b>Nil</b>
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	<b>Nil</b>

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

Our institution is an arts faculty college hence there is no issue of bio-medical waste, hazardous chemicals, and radioactive waste management. To keep the institution neat and clean Dustbins are placed in all the class rooms, in every passage, in offices, and departments of the institution. Separate dustbins are kept to collect dry and wet waste. Garbage in the institution is collected on daily basis by the garbage van of gram panchayat. Institute takes every possible initiative to maintain a plastic free environment in the campus. Use of Plastic is prohibited inside the Campus. The use of jute, cloth and paper bags is promoted and practiced in the college. An e-waste corner is available in the college where e-waste is deposited. The paper waste, e-waste is sold to the local vendors for the recycling process. Most of the students and staff use state transport buses and bicycles to reach college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<b>No File Uploaded</b>
Geo tagged photographs of the facilities	<b>Nil</b>
Any other relevant information	<b>No File Uploaded</b>

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

#### **7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

#### **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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**D. Any 1 of the above**

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<b>No File Uploaded</b>
Details of the Software procured for providing the assistance	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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 is determined to provide an inclusive environment to all the stakeholders. Our students and teachers belong to**

diverse social, cultural, economic and linguistic backgrounds. The institute hardly finds linguistic and regional barriers as we have primarily the students in our locale. Boys and girls both are encouraged to participate equally in sports and other extracurricular activities. To bring an inclusive environment into force, the college takes several activities such as gender equity programmes, special awareness programs for female students, law awareness programs, voter awareness workshop, health check-up camps, boarding camps at the villages situated in the vicinity, organizing small tours to temples, viharas, and monasteries, visiting the old age homes and orphanages. These are some of our regular activities and efforts in providing and maintaining all inclusive environment in the institution.

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

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

The institution is dedicated to sensitizes its students, teachers, non-teaching, and other stakeholders of the institution to the constitutional obligations, values, rights, duties and responsibilities as the citizen of the nation. College offers a representation to all the stakeholders of the institution through participative and decentralized management, the. The NSS unit works on all the campaigns and civil programmes assigned and launched by the government from time to time. Republic Day and Independence Day are celebrated in the institution with complete enthusiasm and great zeal of patriotism. Voter's Day programme is organized in collaboration with the local Panchayat officials. Human Rights Day is celebrated by the NSS unit. The Constitution Day is celebrated by Political Science Department.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

The IQAC plans for the celebration of all the essential days in the year while preparing the academic calendar for the current session. Independence Day and Republic Day are celebrated with patriotic fervour. Birth and Death anniversaries of Mahatma Gandhi, Chatrapati Shivaji Maharaj, Swami Vivekananda, Dr. Babasaheb Ambedkar, Rashtrasant Tukadoji Maharaj D. Laxmi Narayan, founder president Vinodkumaraji Jaiswal are celebrated in the college by organizing various programmes. The institution also organizes programmes on International Yoga Day, Women's Day, NSS Day, Human Rights Day, Kranti din Samaroh, Rashtriya Ekata Din, Shiv Swarajy Din etc. Sports competitions are organised to mark the celebration of 'National Sports day' on the birth anniversary of hockey legend Major Dhyanchand. The Dept. of library science celebrates 'Wachan Prerana Din' on the occasion of the Birth anniversary of Dr. A.P.J. Abdul Kalam. Programmes like Book exhibition, essay writing competition, quiz competition, book reading sessions are organized by library science dept to celebrate National Librarian Day on the birth anniversary of S.R.

Ranganathan. A workshop on Women Safety Law Awareness Workshop and felicitation of successful women on the occasion of on the occasion of International Women's Day was organised in the institution.

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

## 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:** Book Exhibition & Book Review Activity

**Best Practices: 2**

**Title of the Practice:** Sanvidhan Quiz (Quiz based on the Constitution of India)

Details of these two Best Practices implemented by the institution during the year are given in the link below:-

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

## 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

Vidyasagar kala Mahavidyalaya is situated in rural and tribal area at Khairi village near Ramtek. The vision of the institution is to extend the benefits of quality education to the rural, tribal and underprivileged sections of the society. 'To

Develop all-round personality of students and make them better human beings' is our mission. Since its establishment the institution making sincere efforts to work as per the vision and mission. All the stakeholders are continually working towards creating an encouraging atmosphere for students to acquire perception into their academic pursuits to make them more skilled, erudite and employable.

Students are nominated to the different committees as a part of participative management. Representation is given to the students on various statutory and non-statutory bodies such as College Development (CDC), IQAC, Internal Complaints Cell (ICC), NSS and other important committees of the institution. We conduct curricular, co-curricular, and extra-curricular activities to develop the wholesome personalities of students.

Remaining part is given in the link below:-

## 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

Our institution, affiliated with RTM Nagpur University, follows the curriculum designed by the BoS of the University. Some faculty members of our institute, who are members of BoS in the University, contribute in designing the curriculum of their subjects. The college, in compliance to the university academic calendar, schedules the college academic calendar, and the college academic council discusses the pros and cons in the meeting. The head of each teaching department conducts departmental meetings and disperses the curricular items according to available time and prescribed workload. The planning for effective delivery of the curriculum is done by the individual teacher in an academic diary. Furthermore, the planning regarding co-curricular and extra-co-curricular activities is done for the enrichment of the curriculum, and the draft is submitted to the Principal. In the first few lectures, complete information about the syllabus, examination pattern, teaching methods, and co-curricular and extra-curricular activities is given to the students. Student-centric learning methods are adopted by the faculties to impart curricular aspects in a meaningful way. The institution organizes various activities like seminars, workshops, guest lectures, etc. Traditional chalkboard methods and new ICT tools are utilized to avoid monotony in classroom teaching.

File Description	Documents
Upload relevant supporting document	<b>No File Uploaded</b>
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 college timetable committee prepares a timetable assessing the period of curriculum delivery and periodical assessment mentioned in the calendar of the affiliating university. The overall performance of the student is considered through

internal and external assessment. B.A. programme is spread over three years with three odd and three even semesters. For the UG programme, 20% of the marks are awarded based on an internal assessment, and 80% of the marks are awarded based on an external assessment by the university. The head of the department prepares the departmental academic calendar and teaching programme and ensures the implementation of the teaching programme. Term-end examination is conducted through theory and internal assignments and viva voce. Affiliating University provides the guidelines for the conduct of examinations, and the same is followed for CIE. Continuous Internal Evaluation is robust as it ensures the setting of question papers according to the syllabus and the conduction of the examination as per specified norms of the affiliated university. Continuous Internal Evaluation is transparent as it involves discussion on answer sheets with students, display of results on notice board, and discussion of results with students as well as parents during parent-teacher meetings.

File Description	Documents
Upload relevant supporting documents	<b>No File Uploaded</b>
Link for Additional information	<b>Nil</b>

<b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**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****3**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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	<b>No File Uploaded</b>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****120****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****120**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

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 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. The college has a cultural programme committee that organizes timely events. Women Redressal Cell celebrates International Women's Day by requesting women speakers to voice on issues of gender inequality prevailing in society. The women's cell of the college organizes a physician's talk to address the issue related to the health of women, the college also felicitates the success of women in the community. The Green Club is a dedicated body that addresses environmental issues and sustainable development.

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

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<b>No File Uploaded</b>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****162**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</b> <b>Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/1_20Feedback%20Report%202022-23.pdf">http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/1_20Feedback%20Report%202022-23.pdf</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of sanctioned seats during the year****720**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

291

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of seats filled against seats reserved (Data Template)	<a href="#"><u>View File</u></a>

**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 college is situated in a predominantly rural area. Most of the students are representative of the first generation. The teachers spend the first few classes to know the learning level of the newly admitted students. The frequent interaction and discussion with students inside and outside the classroom give idea to the subject teachers about the needs and difficulties of students. The initial counselling sessions enable faculties to maintain good rapport with the students. After a thorough assessment, they are categorized as slow and advanced learners. Various activities - remedial coaching classes, bridge courses, field visits, tours, guest lectures, class seminars, group discussions, etc. are conducted to enrich the quality of slow learners. As per the competency of students, the college adopts methodologies of the classroom. The library provides more books, study materials, and open-access facilities to advanced learners. Semester toppers and university rank holders are felicitated in the college's annual gathering. They are guided for entrance and competitive examinations. Guest lectures of eminent persons are organized. Teachers motivate slow learners to boost their confidence to improve their progress. Efforts are made to identify the reason behind the poor performance and find suitable solutions for them.

File Description	Documents
Link for additional Information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

Number of Students	Number of Teachers
293	9

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

To enrich the teaching-learning process, the faculty members adopt multiple methods: for example, lecture method, interactive sessions, project and fieldwork, seminars and workshops, computer-assisted methods, etc. Teaching and learning activities become more interactive and interesting. Most of the time, faculties use the traditional chalkboard methods, especially in subjects like economics and linguistic grammar, where they teach practical examples. All the faculty members use PowerPoint presentations and ICT-based tools. YouTube lectures can be accessed in the classroom to deliberate the matter convincingly. Working in a group brings vast insight to students; they share their ideas on numerous topics with one another. Therefore, our institute engages some selected students in project work. It stimulates student's interest in the subject and provides them with an opportunity for freedom of thought and free exchange of different views. The students are motivated to participate in group discussions, role-play, quizzes, news analysis, educational games, Q&A sessions on current affairs, etc. To learn curricular items concerned with social issues, we try to give them practical knowledge. We visit old age homes, orphanages, small-scale industries, and historical places to make them understand the first-hand experience of theoretical knowledge.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

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

Our college introduces students to a facility to get information whenever and wherever they want through the knowledge Resource center, well-equipped with computers and WiFi connectivity. The faculty members utilize the IT-enabled teaching tools. PPTs, Video clippings, Audio systems, screening online sources, expose students to refined knowledge and helpful learning. Classrooms are equipped with LCD projection systems, Screens, and Green Boards. Faculty makes classes interactive by using these innovative implements. In the case of online classes, the institution conducts classes through Zoom, Google Meet, Microsoft Team, and Google Classroom. The students and teachers avail the facility of Digital Library resources like N-LIST, and NDLI. The institute is equipped with a digital library, online search engines, and websites to prepare effective presentations. Students are using the online public Access Catalogue which includes a virtual library, Bibliography, E-Journals/Books/Databases.

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

### **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.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### **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)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

**8**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
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)	<a href="#">View File</a>

**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**

**139**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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 mechanism of internal assessment is transparent. The directions and schedule of Rashtrasant Tukadoji Maharaj Nagpur University are followed strictly for internal assessment. The guidelines and instructions are communicated to students by circulating them in WhatsApp groups and noticeboards of the college, mentioning the academic calendar published on the college website. The college academic calendar is prepared keeping all these aspects in mind. During the orientation and induction programme, students are informed about the pattern of internal assessment. Internal assessment is based on handwritten assignments and oral examinations as per university guidelines. The college examination committee conducts pre-university exams as per the pattern and standards of the university. The term-end examination is also conducted as per the schedule provided by the university, and the result of the same is prepared and uploaded within a specified period on the university website. All the activities are maintained officially and secretly. The institute has zero tolerance against any kind of biased evaluation and partial assessment.

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

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

**The college has an examination committee and a robust mechanism to handle issues related to the examination. At the college level, the subject teacher or the HoDs solves the issue. If it is severe, the committee and the principal take the initiative to resolve the problem raised by the student. At the university level, if there is any mishappening, the head clerk, following rules and instructions, solves the problem. The examinee can demand a photocopy of the answer book from the university. The process is time-bound. As the student gets a photocopy, he can challenge and get a revaluation of the same answer book. The college keeps all the processes transparent and tries to justify the issue as early as possible to avoid academic loss of the examinee.**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

## 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 college website has been the medium for publishing all sorts of information related to college administration and academic outputs. We ensure the display of course outcomes and programme outcomes on the website. The academic calendar of the college consists of departmental meetings that we utilize to communicate POs and COs with the faculty members. In addition to the website, certain programmes like orientation programme and induction programme for freshers are utilized to inform them with POs and COs.

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

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	<b>No File Uploaded</b>
Paste link for Additional information	<b>Nil</b>

### **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**

**32**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<b>Nil</b>

### **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)**

[http://vidyasagarartscollege.org/cote\\_dor\\_import/admin/ckfinder/userfiles/files/SSS%20VIDYASAGAR%20KALA%20MAHAVIDYALAYA%2C%20Khairi%20\(Bijewada\)%2C%20Ramtek.pdf](http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/SSS%20VIDYASAGAR%20KALA%20MAHAVIDYALAYA%2C%20Khairi%20(Bijewada)%2C%20Ramtek.pdf)

### **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	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Supporting document from Funding Agency	<b>No File Uploaded</b>
Paste link to funding agency website	<b>Nil</b>

**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	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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****7**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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****4**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 institution has organized various collaborative extension and outreach programmes during the year for sensitizing students to social issues, for their holistic development. These activities are organised through various departments of the college such as NSS, Savitribai Phule Women Studies Centre, teaching departments, Internal Compliance Committee and library. Many of these activities are organised in collaboration with local administrative bodies, Grampanchayat, social and educational institutes. During the year college has organized Har Ghar Tiranga Rally and distributed of National Flags to the students and the natives of Khairi-Bijewada

village. Cleanliness drives under the title 'Swachhata Hi Sewa Mohim', awareness rallies against tobacco and alcohol, tree plantation drive, National Unity Day, August Kranti Diwas, NSS residential camp were organised by NSS. The programmes like Sanvidhan Diwas, book exhibition on National Reading Day, celebration of national and international days, commemorative functions of great personalities were organized for sensitizing students to social issues. At the same time activities like international yoga day, visit to the old age home and distribution of donation of food material, historical tour to the excavation at Mansar, Helth and Law awareness workshops for students were also organized in collaboration with local Grampanchayat bodies and other institutions.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

### **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	<b>No File Uploaded</b>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<b>No File Uploaded</b>

### **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**

**8**

File Description	Documents
Reports of the event organized	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### **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**

**254**

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **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**

**3**

File Description	Documents
e-copies of linkage related Document	<b>No File Uploaded</b>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**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**

**4**

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

**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 college has adequate facilities for teaching-learning. College has 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, five printers and a photocopy machine for educational and administrative purposes. The institution installed a modem of 50MBPS speed with open Wi-Fi enabled campus. There are adequate physical facilities for the independent departments like- Sports and Games, NSS and YCMOU Centre. 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. IQAC has recommended College Development Committee (CDC) for the expansion of the infrastructure and build an independent Multipurpose Hall.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

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 utilize the classroom of B. A. (I) as a multipurpose hall for organizing various cultural activities. IQAC has recommended College Development Committee for the expansion of infrastructure and to build a new multipurpose hall. The college campus is spread over 3 acres of land where we have demarcated grounds for handball, volleyball, kabaddi courts etc. In Athletics, facilities for Field Events like Shotput, Long Jump, Discus Throw and Javelin Throw are available. Our institution also has reserved zone for organizing mega events. The institution has also facilities for indoor games like Chess, Caroms and Yoga practice.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

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	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **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	<b>No File Uploaded</b>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### **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	<b>No File Uploaded</b>
Paste link for Additional Information	<b>Nil</b>

<b>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</b>	<b>A. Any 4 or more of the above</b>
--	--------------------------------------

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**0 .41**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**21**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<a href="#"><u>View File</u></a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college has Knowledge Resource Centre with ten computers and a printer. All the computers are connected to a LAN facility. The administrative office is developed with all the required devices. The whole campus is Wi-Fi enabled since 2018. We have been regularly updating the Wi-Fi speed. The present speed has been updated to 50MBPS. Knowledge resource centre has been established in the library where ten computers with Wi-Fi facility are reserved for exclusive use of students.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**4.3.2 - Number of Computers****15**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Student – computer ratio	<a href="#"><u>View File</u></a>

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

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

#### 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)

**2.65**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 college has organized procedures for maintaining and utilizing physical, academic, and physical infrastructure such as a library, IT infrastructures, sports facilities, computers, and classrooms. CDC looks after the maintenance of the existing building, modification or improvement in the campus, and the activities related to construction. The local agencies are used by the institution for the maintenance of the physical infrastructure. The institution has outsourced local technicians to repair electric and plumbing-related works and maintain water purifiers (RO). Yearly stock verification of sports items and sports facilities available in the institution is done by the Director, Department of Physical Education. Peons help Physical Education Director in maintaining and looking after the sports goods and other facilities. The local IT experts are hired for the maintenance of IT facilities, ICT tools, IT infrastructure in the institution. A full-time library attendant is appointed in the library to maintain library-related resources and look after the library properly. The library management system (LMS) is maintained by Library Technology Software (LIB TECH).

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**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****202**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Data Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following:</b> Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	<b>B. 3 of the above</b>
File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	<b>80</b>
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	<b>80</b>
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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****1**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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****16**

File Description	Documents
Upload supporting data for student/alumni	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**5.3 - Student Participation and Activities**

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

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

0

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

**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 )**

**Institution ensures students' representation and engagement in various administrative, co-curricular and extracurricular activities. The students are given representation on various committees and bodies of the college. Institution forms a students' council every year. The student's council works as a bridge between the students and college affairs. The council collaborates with the students and ensures their participation in various activities of the institution. The students are also given representation on the various study boards of different subjects taught in the college. The college ensures that more**

students are given representation in different committees. The co-ordinator teachers of the various committees nominate the names of the students to the respective committees to ensure the successful completion of the task. Student representation is given in various committees such as IQAC, College Development Committee (CDC), College Internal Complaints Committee (ICC), National Service Scheme (NSS), Sports and Games, Cultural activities Committee and Nature Club.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

### **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**

**10**

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
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))	<a href="#"><u>View File</u></a>

### **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 Institution has a functional Alumni Association active since its formation in the year 2011. The institution. A senior most teacher has been appointed as the coordinator of the association. Every year two meetings of the Alumni association are conducted to decide and monitor the yearly activities of the association. The association has raised a fund through

which various activities are organised in the institution. Alumni Meet is organised every year in the college to provide a platform to discuss the development of the college and the role of alumni in its development. The alumni association also plays a crucial role in the residential camp organised by the national Service scheme and various activities conducted by IQAC. The Alumni association has also initiated an 'Alumni Association Scholarship' for the topper students of B.A. Part I & B.A. Part II. in the form of tuition fees to seek admissions in the remaining terms of the degree course. Alumni Association felicitates the students securing highest marks in the university exam by giving cash prizes and memento.

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
File Description	Documents

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

<b>6.1 - Institutional Vision and Leadership</b>
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution
<b>Our institute aims to generate knowledge for academic growth and ethics. Institution has envisioned the students to cater to the social, regional needs of the nation. Our institution aims to develop the calibre of the students to make them independent and responsible individuals. We also work on the realization of national and global concerns of our students. We furnish the unrestrained spirit of innovation, exploration, and creativity. Our institution has been devoted exclusively to education for educationally deprived learners without any discrimination of caste, creed, language, or sex. All the stakeholders strive to make the institutional goal attainable. They play a vital role in smooth governance, and their representation is influential in IQAC, the College Development Committee, and all the other</b>

committees. The faculties are assigned responsibilities in various committees that bring positive output to the college. The students are admitted as per the admission policy of the parent university. Our institution gives financial help to the needy, deserving students.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

The institution follows the academic calendar provided by RTM Nagpur University that conveys guidelines about admission, internal and external assessment, and curricular and extracurricular activities. All the departments and committees work under the supervision of the Principal. The academic planning and administrative policies are designed after thorough discussion with all the concerned staff members. While executing any activity in the college campus, we distribute assignments amongst all employees and student representatives. Thus, the institute decentralizes responsibilities and authorities. At the initial meeting of the academic staff council, different committees are constituted so that they can plan and execute all the enlisted programmes in the academic calendar. For the proper functioning of the institute and promotion of participative management, the institute runs on a decentralized management operative process, wherein students and non-teaching staff also get their representation in the governance of the institute. Thus, decentralized and participative governance leads to a harmonious and positive environment. the Placement Cell, NSS committee, Women's Development Cell, Anti-Ragging Committee, Admission Process and Counselling Committee, Public Grievance Redressal Cell, Academic Staff Council, Sports and Games Committee, and Campus Development Committee are some of the committees that have been working for the session.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plans for academic and administrative works are formed by the Head of the Institution after due discussion with the members of the Management Committee and concerned faculty members. During these formal or informal meetings, new ideas and planning, such as introducing new courses, recruiting CHB staff, installing supplementary infrastructural facilities, etc. are discussed. The sequence of the works is upheld on the priority and intensity of the need. After having a dialogue with the members of the Management Committee, the Principal presents the ideas or the suggestions before the Management. After approval, they are consulted with the blueprints of execution and onsite changes; their pieces of advice and suggestions are endorsed in the impending happenings. PG courses in Marathi and Sociology have been started. Efforts to enhance greenery on the college campus have been a progressive activity, where every stakeholder put his own efforts. Most of the students of the Institution come from the very low-income group of rural and tribal parts. They do not have computer and printer facilities in the village. The library is re-structured and pest control has been done to avoid the loss of books from pests or other insects.

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

### 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 institute is well organized and well monitored as it**

believes in the participation of all stakeholders in implementing policies to achieve its vision. The college has an organized system to execute any project or to implement any policy decision. The Management body is at the top of the administrative setup. The College Development Committee (CDC) is the policy-making body, and the members of the CDC make decisions after consultation with the members of the management body. It is established as per the standards and rules of the Maharashtra Government. The CDC frames the educational, organizational, and infrastructural plans of the institution. It is responsible for the overall development of the institution. It discusses the reports of the IQAC and makes suitable recommendations. The college committees give their reports to the IQAC. The Principal, being a secretary of the college development committee, maintains rapport with the members of the management committee, community members, and the staff members of the institution. The college has a staff council comprising teaching and non-teaching staff members assisting the Principal.

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

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>E. None of the above</b>
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File Description	Documents
ERP (Enterprise Resource Planning) Document	<b>No File Uploaded</b>
Screen shots of user interfaces	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#"><b>View File</b></a>

### 6.3 - Faculty Empowerment Strategies

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

The college maintains GPF/NPS accounts for the permanent teaching and non-teaching staff. The permanent staff of the institution availed the benefits of the 7th pay structure. All the permanent staff are ensured of medical coverage. During financial or some personal or social crisis of a staff member, the entire staff has always extended a helping hand. The members of the institution stand by one another like the members of a family in adverse times. Medical leave is provided to all employees. The teachers are provided Duty Leaves to attend seminars, conferences, workshops, FDPs, etc. The faculties are felicitated upon their achieving doctoral degrees. Earned Leaves are also granted as per the government and the University rules. The institution has Internal Compliance Committee (ICC) and Grievance Redressal Cell that retaliates the issues raised by the students and the staff alike. There is an SC/ST Cell in the institution that works for the rights and welfare of the staff members that belong to the Schedule Cast and the Schedule Tribe. The Placement and promotions of teaching and non-teaching staff are done on time.

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	<b>No File Uploaded</b>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

0

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

**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**

0

File Description	Documents
IQAC report summary	<b>No File Uploaded</b>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#"><u>View File</u></a>

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

The performance of each employee is evaluated annually after completion of one year of service. It aims to evaluate his/her performance as per standard norms and deliver an impartial report that gives scope for self-improvement for the employee. The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance-Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for the UGC Career Advancement Scheme. The API score of the faculty determines the promotion to the next stage. Besides academics, the institute undertakes a wide range of activities, for which faculty members are assigned additional duties and responsibilities. The Institute considers the right weightage for his assistance in their overall appraisal. As the due date of placement comes near, the faculty applies for the placement procedure. The PBAS proforma filled by the Faculty Member is checked and verified by the IQAC and the Principal. The screening-cum-selection committee finalizes the score and recommends for promotion. All non-teaching staff are also assessed through annual confidential reports and annual performance appraisals.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

#### 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 college accomplishes internal and external financial audits at the end of every financial year. Officials of the Regional Joint Directorate and Directorate of College Education monitor the funds received from the state government. The expenditure concerning departmental activities, excluding salary, is budgeted at the beginning of the financial year. The Principal consolidates the budget received from various Departments and proposes it to the CDC for approval. The CDC designs a budget for the year. They presume the required furniture, equipment, books, software, maintenance cost for existing machines and other miscellaneous expenses. The details of all the expenditures/transactions of the entire financial year are consolidated and maintained by the administrative officials, and submitted to the auditor at the end of the financial year. The Auditors also assess the suitability of accounting policies and the rationality of the accounting estimates made by the management. Audited financial statements are published on the institute's website for public information. Every year Academic Audit is conducted and online report is submitted to the Rashtrasant Tukadoji Maharaj Nagpur university, Nagpur. Internal audit at the college level is done for the verification of the transactions and updating of all bank accounts/ statements.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The college has limited resources for mobilizing funds. Fees charged as per the university and government norms from students of various granted and no grant section has been the major source of income. The College receives a salary grant from the State Government. This grant includes salaries of the full-time permanent teachers, nonteaching staff, and part-time teachers working on granted posts. Our college is under 2F and 12B as per the UGC Act and is also permanently affiliated with RTM Nagpur University. The institute has received no grant from any of the agencies so far other than the salary grants. We received little funds from individuals, and local political leaders. The management provides need-based loans to the college. Alumni contribute to the institute by raising funds to sponsor scholarships for some deserving students. The Purchase Committee of the college takes care of all purchases whether they are done properly and by the rules. The College Development Committee reviews the mobilization of funds and the utilization of these sources periodically in their meetings. Regular internal audits from the Chartered Accountant and external audits from the government ensure the mobilization of the resources.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

#### 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 college, through IQAC, carries academic audits of each department and various committees to improve and strengthen the quality of education. At the beginning of the academic session, the Academic Audit Committee collects academic plans from all concerned teachers. The academic calendar prepared by IQAC is an important document that organizes curricular, co-curricular, and extracurricular activities properly. It consists of the probable dates and time duration of extension activity, community collaboration, innovative projects, best practices, assignments, ICT-based activities, students' competitions, annual day, cultural programmes, the celebration of birth and death anniversaries of historical personalities, seminars, and workshops. The report of the committee is submitted to the IQAC, and the same is presented to the College Development Committee for discussion, direction, and consent. The IQAC prepares Annual Quality Assurance Reports (AQAR), and Self-Study Reports for NAAC. IQAC works consistently on the Performance Based Appraisal System (PBAS) for the Career Advancement Scheme (CAS), Academic Calendar, Stakeholder Feedback Reports, SSS, Action Taken Reports, and New Programmes as per National Missions and Govt. Policies. It also plays a vital role in conducting academic, non-academic, curricular, co-curricular, extra-curricular, and community outreach activities in the institution.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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 top management, in assistance with CDC, makes strategies and IQAC executes them practically in the institute. The IQAC reevaluates the teaching methodologies and upgrades as per the conditions. Teaching-learning is an important process in the development of students. IQAC analyses teachers' performance through the PBAS and API. Keeping the learner at the center, all the teachers revise their teaching techniques and methodologies. To achieve the desired goal, we follow certain steps like preparation of an academic plan and action plan; teaching plans and attendance of the students; adoption of new**

specialized gadgets, conducting the transparent and effective assessment process, and evaluating the performance appraisal of the teachers by collecting appraisal report and provide the feedback for the improvement. Various webinars, seminars, guest lectures, and class talks related to students' orientation, faculty development, and the overall development of students and their well-being are organized by IQAC. These activities help with the regular upgradation of knowledge and improvement in the teaching-learning process.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

<b>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)</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<b>Nil</b>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

The institution gives equal opportunity to all the students regardless of their gender, caste, creed, religion or social and economic status. Gender equity is kept in all the activities conducted in the institution. Students are given equal opportunities curricular, co-curricular, extracurricular, and extension activities conducted in the college. Majority of the students admitted in the college are female students. The college has zero tolerance policy against any actions related to safety or harassment of female students. The college has constituted Internal Compliance Cell (ICC) as per the instructions of Government of Maharashtra. All issues related with the female students are cautiously dealt by this committee. The college has installed a Complaint Box in which students can drop their complaints secretary. It is not mandatory to disclose their identity while putting complaints in the box. A separate complaint box is installed by the local police department specially for female students. These complaint boxes are opened at the end of every month in presence of concerned authorities to look for the complaints if any. The institution has installed CCTV cameras in the campus to maintain safety and security of students and to record any antisocial activities in the institution.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<b>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</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

Our institution is an arts faculty college hence there is no issue of bio-medical waste, hazardous chemicals, and radioactive waste management. To keep the institution neat and clean Dustbins are placed in all the class rooms, in every passage, in offices, and departments of the institution. Separate dustbins are kept to collect dry and wet waste. Garbage in the institution is collected on daily basis by the garbage van of gram panchayat. Institute takes every possible initiative to maintain a plastic free environment in the campus. Use of Plastic is prohibited inside the Campus. The use of jute, cloth and paper bags is promoted and practiced in the college. An e-waste corner is available in the college where e-waste is deposited. The paper waste, e-waste is sold to the local vendors for the recycling process. Most of the students and staff use state transport buses and bicycles to reach college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<b>No File Uploaded</b>
Geo tagged photographs of the facilities	<b>Nil</b>
Any other relevant information	<b>No File Uploaded</b>

<b>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</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>B. Any 3 of the above</b>
<b>1. Restricted entry of automobiles</b> <b>2. Use of Bicycles/ Battery powered vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. Landscaping with trees and plants</b>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>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</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

<b>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</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<b>No File Uploaded</b>
Details of the Software procured for providing the assistance	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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 is determined to provide an inclusive environment to all the stakeholders. Our students and teachers belong to diverse social, cultural, economic and linguistic backgrounds. The institute hardly finds linguistic and regional barriers as we have primarily the students in our locale. Boys and girls both are encouraged to participate equally in sports and other extracurricular activities. To bring an inclusive environment into force, the college takes several activities such as gender equity programmes, special awareness programs for female students, law awareness programs, voter awareness workshop, heath check-up camps, boarding camps at the villages situated in the vicinity, organizing small tours to temples, viharas, and monasteries, visiting the old age homes and orphanages. These are some of our regular activities and efforts in providing and maintaining all inclusive environment**

in the institution.

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

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

The institution is dedicated to sensitizes its students, teachers, non-teaching, and other stakeholders of the institution to the constitutional obligations, values, rights, duties and responsibilities as the citizen of the nation. College offers a representation to all the stakeholders of the institution through participative and decentralized management, the. The NSS unit works on all the campaigns and civil programmes assigned and launched by the government from time to time. Republic Day and Independence Day are celebrated in the institution with complete enthusiasm and great zeal of patriotism. Voter's Day programme is organized in collaboration with the local Panchayat officials. Human Rights Day is celebrated by the NSS unit. The Constitution Day is celebrated by Political Science Department.

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

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

B. Any 3 of the above

#### 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 IQAC plans for the celebration of all the essential days in the year while preparing the academic calendar for the current session. Independence Day and Republic Day are celebrated with patriotic fervour. Birth and Death anniversaries of Mahatma Gandhi, Chatrapati Shivaji Maharaj, Swami Vivekananda, Dr. Babasaheb Ambedkar, Rashtrasant Tukadoji Maharaj D. Laxmi Narayan, founder president Vinodkumaraji Jaiswal are celebrated in the college by organizing various programmes. The institution also organizes programmes on International Yoga Day, Women's Day, NSS Day, Human Rights Day, Kranti din Samaroh, Rashtriya Ekata Din, Shiv Swarajy Din etc. Sports competitions are organised to mark the celebration of 'National Sports day' on the birth anniversary of hockey legend Major Dhyanchand. The Dept. of library science celebrates 'Wachan Prerana Din' on the occasion of the Birth anniversary of Dr. A.P.J. Abdul Kalam. Programmes like Book exhibition, essay writing competition, quiz competition, book reading sessions are organized by library science dept to celebrate National Librarian Day on the birth anniversary of S.R. Ranganathan. A workshop on Women Safety Law Awareness Workshop and felicitation of successful women on the occasion of on the occasion of International Women's Day was organised in the institution.

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

## 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: Book Exhibition & Book Review Activity**

**Best Practices: 2**

**Title of the Practice: Sanvidhan Quiz (Quiz based on the Constitution of India)**

**Details of these two Best Practices implemented by the institution during the year are given in the link below:-**

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

## 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

Vidyasagar kala Mahavidyalaya is situated in rural and tribal area at Khairi village near Ramtek. The vision of the institution is to extend the benefits of quality education to the rural, tribal and underprivileged sections of the sections of the society. 'To Develop all-round personality of students and make them better human beings' is our mission. Since its establishment the institution making sincere efforts to work as per the vision and mission. All the stakeholders are continually working towards creating an encouraging atmosphere

for students to acquire perception into their academic pursuits to make them more skilled, erudite and employable.

Students are nominated to the different committees as a part of participative management. Representation is given to the students on various statutory and non-statutory bodies such as College Development (CDC), IQAC, Internal Complaints Cell (ICC), NSS and other important committees of the institution. We conduct curricular, co-curricular, and extra-curricular activities to develop the wholesome personalities of students.

Remaining part is given in the link below:-

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.3.2 - Plan of action for the next academic year

1. To prepare academic calendar and form various committees and statutory Cells for the academic session 2023-24.
2. To organize various programmes to mark the celebration of silver jubilee year of the college.
3. To boost up the preparations for the second cycle of NAAC accreditation.
4. To keep proposal for expansion of college building before College Development Committee.
5. To keep proposal for construction of new Multipurpose Hall and IQAC room before CDC.
6. To keep proposal for creating new Kabaddi ground in the institution.
7. To Establish 'Equal Opportunity Cell' in the institution.
8. To keep proposal for creating Digital Classrooms in the institution.
9. To install software for administrative work of the institution.
10. To organize seminars, guest lectures and workshops for students.
11. To start Post Graduation Courses in the subjects Marathi and Sociology.
12. To organize special program on the Memorial Day of the founder president of the institution.
13. To reestablish MoUs with older organizations and form fresh linkages and MoUs for academic and cocurricular,

- skill training activities.
14. To organize extension and community outreach programmes in collaboration with other institutions.