



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

SAU. LEENA KISHOR MAMIDWAR  
INSTITUTE OF MANAGEMENT STUDIES  
AND RESEARCH , KOSARA, CHANDRAPUR

- Name of the Head of the institution **Dr. JAYESH N. CHAKRAVORTY**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **07172256904**
- Mobile no **9890014670**
- Registered e-mail **jayesh200@hotmail.com**
- Alternate e-mail **dmsr\_sp@rediffmail.com**
- Address **Near Padoli Bridge, Kosara Road,  
Chandrapur**
- City/Town **Chandrapur**
- State/UT **Maharashtra**
- Pin Code **442406**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
  
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **Gondwana University, Gadchiroli**
- Name of the IQAC Coordinator **Dr. Niyaj Shabbir Sheikh**
- Phone No.
- Alternate phone No. **07172256904**
- Mobile **8007514786**
- IQAC e-mail address **niyajsheikh@gmail.com**
- Alternate Email address **niyajssheikh@rediffmail.com**

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

<https://lkmimsr.org/naac/>

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

**Yes**

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

<https://lkmimsr.org/naac/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>2.99</b>	<b>2020</b>	<b>11/03/2020</b>	<b>10/03/2025</b>

**6. Date of Establishment of IQAC**

**01/04/2019**

**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>MBA</b>	<b>NA</b>	<b>UGC</b>	<b>2019 0</b>	<b>0</b>

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

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year**      **2**

- 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      No File Uploaded

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

- If yes, mention the amount

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

- Value Added Programs has been designed and conducted.
- Feedback related to design and review of syllabus conducted
- Mechanism for slow and advanced learners defined.
- Mentoring System started.
- Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits.
- Outcome Based Education System Implemented
- Sports, Cultural and Extension Activities Conducted.
- Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.

**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
<ul style="list-style-type: none"> <li>• Value Added Programs has been designed and conducted.</li> <li>• Feedback related to design and review of syllabus conducted</li> <li>• Mechanism for slow and advanced learners defined.</li> <li>• Mentoring System started.</li> <li>• Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits.</li> <li>• Outcome Based Education System Implemented</li> <li>• Sports, Cultural and Extension Activities Conducted.</li> <li>• Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.</li> </ul>	<p><b>Done</b></p>

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

**No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

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

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	SAU. LEENA KISHOR MAMIDWAR INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH , KOSARA, CHANDRAPUR
• Name of the Head of the institution	Dr. JAYESH N. CHAKRAVORTY
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07172256904
• Mobile no	9890014670
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing
• Name of the Affiliating University	Gondwana University, Gadchiroli

• Name of the IQAC Coordinator	Dr. Niyaj Shabbir Sheikh				
• Phone No.					
• Alternate phone No.	07172256904				
• Mobile	8007514786				
• IQAC e-mail address	niyajsheikh@gmail.com				
• Alternate Email address	niyajssheikh@rediffmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://lkmimsr.org/naac/">https://lkmimsr.org/naac/</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="https://lkmimsr.org/naac/">https://lkmimsr.org/naac/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.99	2020	11/03/2020	10/03/2025
<b>6.Date of Establishment of IQAC</b>			01/04/2019		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
MBA	NA	UGC	2019 0	0	
<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>			2		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

<p>been uploaded on the institutional website?</p>		
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<p>No File Uploaded</p>	
<p><b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b></p>	<p>No</p>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<p><b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b></p>		
<p>• Value Added Programs has been designed and conducted. • Feedback related to design and review of syllabus conducted • Mechanism for slow and advanced learners defined. • Mentoring System started. • Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits. • Outcome Based Education System Implemented • Sports, Cultural and Extension Activities Conducted. • Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.</p>		
<p><b>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</b></p>		
Empty space for plan of action and outcome		

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>• Value Added Programs has been designed and conducted.</li> <li>• Feedback related to design and review of syllabus conducted</li> <li>• Mechanism for slow and advanced learners defined.</li> <li>• Mentoring System started.</li> <li>• Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits.</li> <li>• Outcome Based Education System Implemented</li> <li>• Sports, Cultural and Extension Activities Conducted.</li> <li>• Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.</li> </ul>	Done
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
Yes	20/04/2020
15. Multidisciplinary / interdisciplinary	
<p>Multidisciplinary/ interdisciplinary subjects were present in the syllabus of affiliating university. The college has conducted Value Added Programs to make students aware of the latest happenings in the industry and society.</p>	
16. Academic bank of credits (ABC):	



Currently, this system is implemented by the affiliating university
<b>17.Skill development:</b>
The college focuses on the skill development of the students, and for the same many capability enhancement programs were conducted.
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
During the pandemic, all the events were conducted online along with a regular teaching-learning process.
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
The college has defined various outcomes and formulated a mechanism for calculating various outcomes.
<b>20.Distance education/online education:</b>
College is yet to take steps regarding distance/ online education.

### Extended Profile

#### 1.Programme

1.1	4
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	691
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	90
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	261
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	15
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	18
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	306428
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	180
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

- Institute is affiliated to the Gondwana University, Gadchiroli and hence follows the curriculum prescribed by the affiliating university.
- Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.
- The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards. Final year projects are also decided and allotted as per interest area of students.
- Every faculty prepares the course plan to deliver lectures as per the course syllabus.
- If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial syllabus based and final year project etc. are adopted by the institute as per guidelines of university.

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

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

Before commencement of each Academic Year, University gives the pathway regarding date of commencement of each semester, Schedule of Examinations, Term end, End Semester Examination in the form of academic term circular. The Academic Calendar of the institute, based on the university guidelines is then prepared. The calendar outlines the semester class work, internal examination, end

semester examination schedule, curricular, co-curricular and extracurricular activities. The Principal assigns the courses/subjects based on faculty choice and area of specialization. Then faculty member prepares course plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied and assignments given to the students with evaluation process for each allotted subject and get approved by Principal. Time table in-charge prepares the time table as per the guidelines given by the university and load distribution. Time table is then displayed on the notice boards. The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.

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

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

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

**A. All of the above**

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	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course**

## system has been implemented

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

2

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

2

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

372

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

## 1.3 - Curriculum Enrichment

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

The institution has taken some attempts regarding the issues like

ethics, gender, human values, environment and sustainability. It become the matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, death and birth anniversary of great national heroes, leaders and freedom fighters have been organized for the holistic development of the students in each academic year.

Boys and girls are given equal opportunity in every academic, co-curricular and sports activities. Students are made aware of the disadvantages of gender discrimination through invited talk by eminent personalities. The students are encouraged to participate in vivid activities of NSS and Life Long Learning and Extension Center like Awareness of Law, Awareness of Adolescence and AIDS, etc. Teacher's Day is celebrated by organizing a special program of 'Self Governance' in which students take active part.

Environmental Studies is a compulsory subject for the students which is a remarkable step to make them aware of environmental issues. ' Vasundhara Day' is celebrated enthusiastically every year by NSS. This unit of NSS is committed to spread awareness regarding environment preservation through Three ' R' i.e., Reduce, Re-cycle, Re-use. The programs like Tree Plantation, Ruksha-dindi, etc. are organised every year.

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

272

File Description	Documents
Any additional information	No File Uploaded
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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

**2.1.1.1 - Number of students admitted during the year**

308

File Description	Documents
Any additional information	No File Uploaded
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**

146

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

As per Academic Council Decision we will divide the student into Slow Learners and Advanced Learners



From Benchmark

To Benchmark

Learner

50%

69%

Slow Learner

70%

100%

Advanced Learner

## 1. Mentoring system for Slow Learner

Identification Criteria

Actions taken

All 1st year new admitted students

- Conduction orientation program on basis mathematics, Management, Accounts and other Areas.

Students scoring less than 40% of marks in Internal Assessment.

- Intimating parents to counsel their wards
- Mentor observed Student progress regularly advising students about attending classes getting additional help.

Lateral entry students who entered with less basics course knowledge

- Conduction of remedial classes for courses like accounts, Statistics and basic surveying etc.

**Students who fail in semester exams**

- Conduction of extra classes to those who failed in previous semester subjects.

**Assisting slow learners**

- Tutorials are conducted for weak student
- Faculties help them to improve writing skills, presentation skills and communication skills.
- Faculty encourage them to built-up confidence
- Reassessment is carried out through the test and presentation.
- Conduct special session of group discussion for student

**2. Mentoring system for Advanced Learners**

- After every semester those students go for internship program.
- Advanced learners are also motivated to participate in various competitions to enhance their skillset.
- Encourage student to create model for real life situation.

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

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

Number of Students	Number of Teachers
654	15

File Description	Documents
Any additional information	No File Uploaded

**2.3 - Teaching- Learning Process**

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

The following methods we are implementing Curriculum Activity:  
Under this method faculty delivers the basic concept logy of management theories and thoughts in depth. Case Study: case study is mainly focus to understand the business problem and give to analyze the practical approaches to resolving by the various management issues. Expert lecture: Institute having a various adjoin faculty from various expert filed to deliver the gust lecture from them to understand the recent trends of industry and identifying the thought from the classrooms. Presentation: under the guidance of the faculty the group of student to give a presentation of given topic for practical approaches. Industrial Visit : Institute has a very strong interaction with large number of industries including corporate, Government, Semi Government etc. to give him an ideology working process of industries interaction with the various department how to implement the various expertise file to perform to explore practically them self. SIP Program: Work in industry as in internship during vacation and also take-up industry sponsored projects. Institute and department take special effort to strengthen industry academic relation. Management Week: under this methods institute to exploring the soft skill of student to organizing the various sports and cultural activity for the students. Social Activity : Under this forum student that helps build awareness towards community like arrange the blood donation camp, road safety awareness, Plantation etc.

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

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

The following ICT tools are used by the Institute:

1. Projectors- projectors are available in different classrooms
2. Desktop, Laptops, Printers and Scanners - Arranged at Computer Lab and in all prominent places..
3. Photocopier machines - Multifunction printers are available at prominent place in the institute.

4. Seminar Rooms- Seminar halls are equipped with all digital facilities.

5. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.

6. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom

7. Digital Library resources (DELNET)

#### Use of ICT by Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors.

B. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

D. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.

E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing

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

### 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	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

2

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

157

File Description	Documents
Any additional information	No File Uploaded
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 college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment as per the guide line by the university,

- The system of internal assessment is communicated with the students well in time.
- The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.
- Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.
- Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation.
- Unit tests are conducted regularly as per the schedule given in academic calendar.
- The weightage for the unit tests varies as per the concerned faculty
- The performance of the students is displayed on the Notice board and communicated to the students.
- Personal guidance is given to the poor performing the students after their assessment.
- Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.

- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment

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

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

- There is an Examination Cell working on examination related issues concerning both internal and external examinations.
- One senior faculty member is in charge for the Examination Cell.
- Internal exams like Mid Term Exams are planned after completion of sufficient syllabus, say, test/exam of the subject. (As per University norms)
- Answer scripts of the internal exams are given to the students for personal verification.
- The teacher has to satisfy/convince the student with his explanation on the evaluation.
- Any grievances related to the internal exams are brought to the notice of the concerned teacher and get clarified.
- All this activity is to be completed within a week time as prescribed Schedule.
- External examination conducted by other center university assigned.
- University examination result may be challenged by scrutiny/re-evaluation. Is shared by the university after about a month from the result Declaration.
- Students having doubts in marks, fill this form with a nominal Exam fees. Challenge evaluation is carried out by reevaluation of answer sheet as per university guide line. This whole process is conducted in such a way so as the student gets updated result honestly.

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

## 2.6 - Student Performance and Learning Outcomes

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

### Statement of Programme Outcome (PO)

PO

#### Programme Outcome Statement

PO 1

Apply knowledge of management theories and practices to solve business problems.

PO 2

Foster Analytical and critical thinking abilities for data-based decision making.

PO3

Ability to develop Value based Leadership ability.

PO 4

Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.

PO5

Ability to lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment.

### Sample Course Outcome of the Institute Program

#### Master of Business Administration:

##### Semester I

#### Principle of Business Management (PCB1C01)



Course Code PCB1C01

Course Outcomes

PCB1C01.1

Understand the basic concept of management with its importance and scope in functions of management.

PCB1C01.2

Analyze the contribution of authors in the evaluation and development of management thought in scientific management

PCB1C01.3

Apply the process of management planning and decision making to achieve the objective of the organization.

PCB1C01.4

Summarize the functions of management and its importance in organisation

PCB1C01.5

Analyze the interdependence of authority and responsibility by using accountability

PCB1C01.6

Evaluate the relationship between planning and control to generate report for further controlling

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

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

- The Programme outcomes (PO), Programme specific outcomes (PSO) and course outcomes (CO) are evaluated by the institution and the same are communicated to the students during the induction programme.
- Our Program Assessment Committee reviews the syllabus as per defined by Board of Studies and the Faculties are asked to list the Course Outcome as per Delivery of Lectures.
- Course Outcomes are blended with Blooms Taxonomy.
- Faculty then Maps the Course Outcomes to Program Outcomes and Program Specific Outcomes subjectively to understand the contribution of Syllabus to Graduate Attributes we intend to attain.
- Then the Faculty Conducts Assessment mapped to Course Outcome to measure the Attainment.
- The institute conduct two types of broad assessment tool i.e. direct and indirect Assessment tool
- Direct Assessment tools Includes Sessional, Internal and University performance of student and having 80% wattage
- Indirect Direct Assessment tools Includes Course Exit Survey and having 20% wattage
- Our IQAC has decided 3 level process to analyses the attainment of the Program Outcomes and Course Outcome.

Level 1

Level 2

Level 3

45% -55%

55% - 65%

66%- More

- $\text{Attainment OF PO} = \text{AVG (Attainment of CO)} * 0.8 + \text{AVG (Attainment of Indirect)} * 0.2$

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

### 2.6.3 - Pass percentage of Students during the year

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

261

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	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://lkmimsr.org/naac/>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

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

##### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

### 3.1.2.1 - Number of teachers recognized as research guides

3

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

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

#### 3.1.3.1 - 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	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

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

Faculty members are encouraged to:

- Participate in Seminars, Workshops conducted by Premier institutes / industries / R&D
- Organize conferences and seminars, undertake research activities.
- Organize guest lecture's of experts from industries and other premier institutes
- Research Paper Publication in referred journals and conferences.
- Motivating faculty members to pursue Ph.D.

.The Institute provides facility available to students

The Institute maintains an ecosystem which enables the students to maintain a culture for innovation and research and development in areas of their interests. This platform provides an opportunity for expression of academic talent and promotes interaction among academia, R & D Institutes and Industries

- Availability of Wi-Fi throughout the campus.
- Internet facility of 10 Mbps is available to students and staff.
- Computing facility is available and adequate licensed software is also available.
- The college library is having more than 17000 books. Facility of digital library provided to the students to access the study material.

Auditorium with a seating capacity of over 238 audience, serves as an excellent hall for seminars, guest lectures, technical paper/project presentations and screening of informative educational movies

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

07

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

17

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

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

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

01

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

### 3.4 - Extension Activities

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

The Institute in its mission for influencing the knowledge base, intellectual abilities and services to promoting other aspects of students' careers. It is mandatory today to shape the future society by inculcating the spirit of social responsibilities among learners to ensure that they become tomorrow's professionals, business managers, teachers, politicians, citizens and parents with appropriate concerns for their social setting. While they need to be able to demonstrate key skills and knowledge to play these roles effectively, they must also demonstrate personal and social responsibility in carrying them out. Institute has a rich heritage of serving communities through its set of activities which go beyond traditional notions of extension in order to become a truly engaged institution. The institution inculcates social sensitization, involvement and responsibility amongst young learners, faculty and the institution as a whole to ensure that all its stakeholders develop a sense of belonging towards the community to deliver on institutional social responsibility.

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

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

01

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

### 3.4.3 - 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

**3.4.3.1 - 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**

04

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

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

381

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

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

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

06



File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
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 institute possesses a well-developed infrastructure which fulfills the requirements stated by affiliating university and other statutory bodies to fulfill the need of all stakeholders.

#### Key features of the Institute:

- Well-furnished, spacious, ventilated and illuminated class rooms, computer laboratory and other student support facilities as per University requirements.
- Institute has sufficient classrooms for efficient teaching-learning process and majority of classrooms are equipped with ICT facilities.

- Central Seminar hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences, FDPs and other related activities.
- High end computers with internet facility and centralized LAN connection. Separate computer laboratory facility is provided for students to carry out project work, online exams and to fill examination and scholarship forms online.
- Entire campus has been made wi-fi enabled.
- Well-developed library, automated with Cloud based software, with collection of books, journals, magazines, CD's, E-books etc. as per university norms.
- Library also includes separate reading room, reference and digital section for accessing E-books, E-journals and online open sourcebooks.
- Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.
- In-house housekeeping staff is appointed to maintain cleanliness in the campus.
- Separate girls and boys common rooms are available in the campus.

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

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

The institute organizes sports and cultural event every year to promote the extra-curricular abilities of the students during Annual Sports and Cultural Festivals.

- **Sports:** The institute has its own exclusive large playground for various outdoor games like Cricket, Volley ball, Kabaddi, Kho-Kho, etc. A dedicated gym and indoor sports room is also available for indoor games like Bad Minton, Table Tennis, Carom & Chess etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level sports competition every year.
- **Cultural:** Members of Students' Council organizes various cultural activities as per dates proposed in Academic

Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Drama etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year. Institute has provision to prepare 'Open Auditorium' in playground at the time of Annual Gathering.

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

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

12

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

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

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

70860

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

## 4.2 - Library as a Learning Resource

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

The college has a well developed library equipped with Integrated Library Management System. Library has a good collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi and English. It also has provision for separate reading sections for teachers and students, reference and digital section for accessing e-books, e-journals and online open source books. Library is open for users from 09.00 AM to 05.00 PM. The college also has membership of N-List programme of INFLIBNET centre to provide unlimited e-resources to our students and teachers.

The library provides following facilities and services:-

- **Easy circulation:** There is a set method of issuing books to students, staff and other users. A special issue register is maintained by the attendant under the guidance of librarian.
- **Issue return period:** The students are given a 15 days issue retaining period normally which can be extended for another 15 days by renewing it. There is no such time limit for staff members.
- **Digital Section:** The library also houses a computer lab wherein 13 computers are kept for students' use exclusively. The librarian monitors the computer lab.
- **OPAC:** Online Public Access Catalogue (OPAC) allows users to browse a book by author, title, publisher or any keyword.

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

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

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

20450

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

50

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

### 4.3 - IT Infrastructure

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

Institute provides computing facility with required configuration for computer system. These are distributed among the various departments for academic and administrative work. The institute has high speed internet of 50Mbps to cater the need of academics as well as allied processes.

#### Key Features:

- Separate computer laboratory, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.
- E- Governance system by use of ERPs is implemented in Administration office, Library and for Academic Processes usable by faculty as well as students.
- LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Central Library, with high speed internet connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.
- A set of CCTV cameras keeps surveillance of the entire building and campus.
- A biometric machine is also there to maintain attendance record of the staff members.
- All these equipments are provided power backup by UPS and a diesel generator.
- All ICT facilities are updated as and when the need arises to do so.

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

### 4.3.2 - Number of Computers

180

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

## 4.4 - Maintenance of Campus Infrastructure

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

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

166800

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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 institute has developed a standard methodology for utilization and maintenance of all physical, academic support facilities available in the campus.

**Laboratories:** The labs in the institute are administered by Laboratory In-charge (a faculty) and Laboratory Assistant. In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

**Utilization of support facilities:** The infrastructural and resources Utilization of the institute are administered by the Principal. Faculties are allowed to put up to the Principal of the institute, requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities.

**Sport / Ground Maintenance:** A faculty is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement.

**House Keeping of classrooms, laboratories and the entire institute campus:** Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus.

**IT Facilities:** Institute has appointed Computer Technician to maintain the IT facilities.

**Garden:** Institute calls outside gardener to take care of garden, lawn and the indoor plants placed at various locations in the institute.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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



290

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

229

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

**A. All 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**

261

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

261

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

122

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<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

125

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<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	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

0

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

As per the directions of the Director Student Welfare, Gondwana University, Gadchiroli institute level Student Council is formed.

The Student Council consists of following members:

1. University Representative/ General Secretary
2. Cultural Representative
3. Sports Representative
4. Ladies Representative
5. Reserved Category Representative
6. Class Representatives
7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year .

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell etc.

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

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

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

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<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 Institute conducts the Alumni Meet every year for interaction and exchange of knowledge base acquired by passed out students working in various fields and sector of Indian economy.

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs
2. Career Counseling
3. Industry Institute Interaction
4. Placement Assistance

Apart from above non financial agenda, during the recent alumni meet it has also been decided to assist and help the institute by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institute.

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

5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The college has been giving quality education to students coming mostly from poor socio-economic background. The Trust is apex body in the organizational structure of the institution. It works in tandem with the Principal to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution implements the decisions and policies of the Management, the University and the State Government with the help of teaching and non-teaching staff. Then there is a College Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institute.

To prepare perspective plans of the institution regarding academic, administrative and infrastructural development adhering to the Vision and Mission of the institute as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in execution of plans arises, the Governing Body's help is sought in overcoming it.

There are various committees which look after the routine administrative activities of the institution. Every such committee is comprised of 2-3 teachers. These committees submit their recommendations to the IQAC which after deliberations in its regular meetings decides on implementing them. Thus, every teacher of the institute participates in decision making in some way or the other.

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

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

Every year annual Sports and Cultural Festival is organized by involvement of all faculty, staff and students which is best example of decentralization and participative management. Case study regarding same is briefed below:-

Case study- Annual Sports and Cultural Events Organization:-

As per the academic calendar by the institute sports and cultural events/ annual festival is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural events/ annual festival.

Various committees under the student's council are formed which involves experience teachers, students and staff.

The student's council in consultation with faculty prepares a budget for cultural as well as sport activities.

The budget is further discussed with the principal and management for modifications and approval.

The sanctioned fund is disbursed to the student's council through the cultural and sport in charges.

In this way sports and cultural events/ annual function is conducted every year successfully which is best example of decentralization and participative management where students, faculty, staff and management is also actively involved.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The functioning of the institute operates at four different levels



such as Student, Faculty, Principal and Management.

The institute provides various forums for all of them to develop and deploy the same at institute and society level by assigning them various responsibilities.

Principal as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks.

The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in best possible way.

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

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

The Trust is at the top most tier in the organizational structure of the institution. It supervises the overall functioning of the institute and directs the Principal whenever necessary.

Then there is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as Local Managing Committee). Preparing budget and financial statements, recommending creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC. The institutional decisions are made by the Principal in the consultation with management. Faculty and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities.

Service Rules, Procedures, Recruitment & Promotional Policy:-

Our Institute is affiliated to the Gondwana University,

Gadchiroliand is governed as per the norms laid down by the UGC and the Maharashtra Universities Act. 2016.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and Government of Maharashtra, and it is binding for the college to abide by them.

The institute has a grievance redressal mechanism in place for the students at its own level whereas Gondwana University, Gadchiroli has a Grievance Committee which looks after the grievances of the employees of colleges affiliated to it.

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

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The institute implements several welfare measures for the teaching faculty as well as its non-teaching staff like

**Teaching Faculty:**

- Motivates and deputed teachers for pursuing higher education.
- Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same.
- Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives.
- Encourages teachers to participate in research orientated activities and to publish research papers in reputed Journals/conferences.
- Promotes and motivates teachers to use the ICT tools in their teaching-learning process.
- Grants promotion to teachers on time.
- Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes.

**Non-Teaching Staff:**

- The institute organizes training programs as per the need for skill development of non- teaching staff
- They are encouraged to participate in the organization of social events organized under Community Out-reach Services

The other welfare provisions made for both teachers and non-teaching staff are:-

- Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.
- Maternity leave for female staff members
- Group Insurance

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**

15

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

4

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

15

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

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

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010 and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in higher Education) Regulations, 2018.

#### Teaching staff:

API & confidential reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS)( API) is divided into three categories.

**CATEGORY- I: Teaching, Learning, and Evaluation related activities**

**CATEGORY- II: Co-Curricular, Extension and Professional Development Related Activities**

**CATEGORY -III: Research And Development**

**Outcome:** Performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of areas of improvement and accordingly, improvement takes place.

**Decision:** The score obtained in the PBAS contributes to the

decision about faculty appreciation. Faculty with a low score are personally counseled by the Principal.

**Non-Teaching staff:**

Institute office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the non-teaching staff prepared by the Principal is maintained.

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

**6.4 - Financial Management and Resource Mobilization**

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

The college undergo, every year, for audit of the financial affairs.

**Internal Audit-**

The college gets its accounts audited internally from the local authority of the parent institution.

**External Audit-**

Chartered Accountants Firm is appointed as external auditor of the college. They conducts external audit after completion of the financial year and submit the audit report immediately.

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

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers**

**during the year (INR in Lakhs)**

0

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

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

Ours is an Institute where we receive salary grant for UG programme. Moreover, Funds received from the UGC under various schemes are utilized on the stipulated heads only.

The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge anything. The major part of fees collected is utilized towards salary of Teaching Staff teaching to self financed programs. All other expenses are also met from collected fees only.

When funds of larger quantum are required our trust is consulted.

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

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Practice I**

**To Conduct VAP**

It was brought to the notice of all IQAC members that VAPs are to be conducted.

**Evidence of Success:**

Placement percentage increased.

**Practice II**

Restructuring stakeholder feedback mechanism.

It was proposed that there is need of restructuring feedback mechanism for collecting stakeholder feedback as per NAAC Manual i.e. there is need of inclusion of curriculum/ syllabus related questions in the feedback form.

Thorough discussion was made and it was decided that feedback mechanism at the institute level must be restructured for collecting, analyzing and implementing feedback of all stakeholders. IQAC core committee was given responsibility to restructure the existing feedback forms and come up with a new mechanism.

**Evidence of Success:**

Feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in new format from Academic Year 2020-21 semester end.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Following are the Incremental improvements made for the preceding five years with regard to quality: -

- Value Added Programs has been designed and conducted
- Feedback related to design and review of syllabus structured and conducted
- Mechanism for slow and advanced learners defined
- Mentoring System started



- Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits
- Outcome Based Education System Implemented
- Sports, Cultural and Extension Activities Conducted
- Library automated with subscription of N-List
- Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<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

**Safety and Security:**



**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**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute is very much conscious about the waste management to keep the campus clean and eco-friendly. The waste management in the campus is as briefed below.

**Solid Waste Management:**

The normal dry waste in the campus is carried out by Ghanta Gadi of Nagar Parishad. Composting process is used to handle the wet solid waste.

**Liquid Waste Management:**

The liquid waste generated from the campus goes directly to the drainage system created by the local authorities in the vicinity of the institute.

**E-waste Management:**

The Institute has MOU with computer vendor for Collecting and Disposing e-waste generated in campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the** A. Any 4 or all of the above

**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	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**A. Any 4 or all of the above**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The Institute provides education to all students irrespective to**

their culture, region communal socio economy and gender. The Institute has faculty and staff members from different culture, region and community. The Institute provides same platform to all students, irrespective to their culture, region and community. All students participate together in all activities of the institute like sport, cultural and extension activities.

Sports

Cultural

NSS

Other

Annual Sport Day

Annual Cultural Day

NSS Camps

Yoga Day

Festivals

Societal Activities

Women's Day

Independence Day

Republic Day

Maharashtra Day

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

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

The Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows:-

- The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.
- Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.
- The Institute also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.
- The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood on the occasion of Gandhi Jayanti.
- Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.
- For every Local, Vidhan Sabha and Lok Sabha election holiday was given for the students and staff to caste the vote, as well awareness of voting is also spread in neighbourhood.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**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** A. All of the above

**professional ethics programmes for students, teachers, administrators and other staff** 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has developed a habit of celebrating / organizing national and international commemorative days, events and festivals:-

National and international commemorative days:-

1. Independence Day
2. Republic Day
3. International Women's Day
4. Teachers Day (Dr. Sarvapalli Radhakrishnan Birth Anniversary)
5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

Birth/ Death Anniversaries:-

1. Gandhi Jayanti
2. Ambedkar Jayanti
3. Chatrapati Shivaji Maharaj Jayanti
4. Savitribai Phule Jayanti



**5. Mahatma Phule Jayanti**

**6. Lal bahadur Shastri Jayanti**

**Events:-**

1. Annual Sports
2. Annual Cultural
3. NSS Camps

**Festivals:-**

1. Diwali
2. Navratri
3. Christmas
4. Makarsankanti
5. Eid

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

**7.2 - Best Practices**

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

**Best Practice - I**

1. Title of the Practice: Community Engagement through NSS
2. Objective of the Practice: To promote NSS in the neighborhood community

3. The Context: To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities.

4. The Practice:

Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness etc.

5. Evidence of Success: Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters.

6. Problems Encountered and Resources Required: Funding is the major issue for doing activities on large scale.

Best Practice - II

1. Title of the Practice: Spreading Awareness About Various Scholarships Schemes of State and Central Government.

2. Objective of the Practice: To increase number of students graduating from rural area by spreading awareness about various scholarship schemes of state and national government.

3. The Context: To provide the right of education to economically backward students who stays away from education stream because of lack of awareness about various schemes of government related to scholarships.

4. The Practice: The various activities to make students aware about scholarship schemes of state and central government has been conducted.

5. Evidence of Success: It is observed that students benefitting from scholarship provided by state and central government has notable count once this awareness program started.

6. Problems Encountered and Resources Required: To bring seriousness among the students of the deadlines, documents required is difficult task.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 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

The college also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society.

- College also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.
- The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.
- The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.
- Guest lectures, Industrial Visits are organized throughout the year, by which the students are exposed to the outside world and all the recent developments and innovations.
- To bring out the concealed talents of the students every year the institution conducts Annual Cultural and Sports Day.
- The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.

- The Classrooms, Laboratories, Library and Administrative office are highly conducive to the overall academic environment.

## 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

- Institute is affiliated to the Gondwana University, Gadchiroli and hence follows the curriculum prescribed by the affiliating university.
- Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.
- The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards. Final year projects are also decided and allotted as per interest area of students.
- Every faculty prepares the course plan to deliver lectures as per the course syllabus.
- If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial syllabus based and final year project etc. are adopted by the institute as per guidelines of university.

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

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

Before commencement of each Academic Year, University gives the pathway regarding date of commencement of each semester, Schedule of Examinations, Term end, End Semester Examination in the form of academic term circular. The Academic Calendar of the institute, based on the university guidelines is then prepared. The calendar outlines the semester class work, internal examination, end semester examination schedule, curricular, co-curricular and extracurricular activities. The Principal assigns the courses/subjects based on faculty choice and area of specialization. Then faculty member prepares course plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied and assignments given to the students with evaluation process for each allotted subject and get approved by Principal. Time table in-charge prepares the time table as per the guidelines given by the university and load distribution. Time table is then displayed on the notice boards. The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.

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

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

**A. All of the above**

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	No File Uploaded

## 1.2 - Academic Flexibility

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

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

2

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

2

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

372

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

### 1.3 - Curriculum Enrichment

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

The institution has taken some attempts regarding the issues like ethics, gender, human values, environment and sustainability. It become the matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, death and birth anniversary of great national heroes, leaders and freedom fighters have been organized for the holistic development of the students in each academic year.

Boys and girls are given equal opportunity in every academic, co-curricular and sports activities. Students are made aware of the disadvantages of gender discrimination through invited talk by eminent personalities. The students are encouraged to participate in vivid activities of NSS and Life Long Learning and Extension Center like Awareness of Law, Awareness of Adolescence and AIDS, etc. Teacher's Day is celebrated by organizing a special program of 'Self Governance' in which students take active part.

Environmental Studies is a compulsory subject for the students which is a remarkable step to make them aware of environmental issues. ' Vasundhara Day' is celebrated enthusiastically every year by NSS. This unit of NSS is committed to spread awareness regarding environment preservation through Three ' R' i.e., Reduce, Re-cycle, Re-use. The programs like Tree Plantation, Ruksha-dindi, etc. are organised every year.



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

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

03

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

272

File Description	Documents
Any additional information	No File Uploaded
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

A. All of the above

**institution from the following stakeholders**  
**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**      **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

**2.1.1.1 - Number of students admitted during the year**

**308**

File Description	Documents
Any additional information	No File Uploaded
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**

**146**

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

As per Academic Council Decision we will divide the student into Slow Learners and Advanced Learners

From Benchmark

To Benchmark

Learner

50%

69%

Slow Learner

70%

100%

Advanced Learner

1. Mentoring system for Slow Learner

Identification Criteria

Actions taken

All 1st year new admitted students

- Conduction orientation program on basis mathematics,

Management, Accounts and other Areas.

Students scoring less than 40% of marks in Internal Assessment.

- Intimating parents to counsel their wards
- Mentor observed Student progress regularly advising students about attending classes getting additional help.

Lateral entry students who entered with less basics course knowledge

- Conduction of remedial classes for courses like accounts, Statistics and basic surveying etc.

Students who fail in semester exams

- Conduction of extra classes to those who failed in previous semester subjects.

Assisting slow learners

- Tutorials are conducted for weak student
- Faculties help them to improve writing skills, presentation skills and communication skills.
- Faculty encourage them to built-up confidence
- Reassessment is carried out through the test and presentation.
- Conduct special session of group discussion for student

2. Mentoring system for Advanced Learners

- After every semester those students go for internship program.
- Advanced learners are also motivated to participate in various competitions to enhance their skillset.
- Encourage student to create model for real life situation.

.

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

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

Number of Students	Number of Teachers
654	15

File Description	Documents
Any additional information	No File Uploaded

**2.3 - Teaching- Learning Process**

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

The following methods we are implementing Curriculum Activity: Under this method faculty delivers the basic concept logy of management theories and thoughts in depth. Case Study: case study is mainly focus to understand the business problem and give to analyze the practical approaches to resolving by the various management issues. Expert lecture: Institute having a various adjoin faculty from various expert filed to deliver the gust lecture from them to understand the recent trends of industry and identifying the thought from the classrooms. Presentation: under the guidance of the faculty the group of student to give a presentation of given topic for practical approaches. Industrial Visit : Institute has a very strong interaction with large number of industries including corporate, Government, Semi Government etc. to give him an ideology working process of industries interaction with the various department how to implement the various expertise file to perform to explore practically them self. SIP Program: Work in industry as in internship during vacation and also take-up industry sponsored projects. Institute and department take special effort to strengthen industry academic relation. Management Week: under this methods institute to exploring the soft skill of student to organizing the various sports and cultural activity for the students. Social Activity : Under this forum student that helps build awareness towards community like arrange the blood donation camp, road safety awareness, Plantation etc.

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

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

The following ICT tools are used by the Institute:

1. Projectors- projectors are available in different classrooms
2. Desktop, Laptops, Printers and Scanners - Arranged at Computer Lab and in all prominent places..
3. Photocopier machines - Multifunction printers are available at prominent place in the institute.
4. Seminar Rooms- Seminar halls are equipped with all digital facilities.
5. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.
6. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom
7. Digital Library resources (DELNET)

Use of ICT by Faculty

- A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors.
- B. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- D. Video Conferencing- Students are counseled with the help of

Zoom / Google meet applications.

E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing

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

### 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

29

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

### 2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

<b>D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>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</b>	
2	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
157	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment as per the guide line by the university,</p> <ul style="list-style-type: none"> <li>• The system of internal assessment is communicated with the students well in time.</li> <li>• The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.</li> <li>• Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.</li> </ul>	



- Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation.
- Unit tests are conducted regularly as per the schedule given in academic calendar.
- The weightage for the unit tests varies as per the concerned faculty
- The performance of the students is displayed on the Notice board and communicated to the students.
- Personal guidance is given to the poor performing the students after their assessment.
- Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment

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

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

- There is an Examination Cell working on examination related issues concerning both internal and external examinations.
- One senior faculty member is in charge for the Examination Cell.
- Internal exams like Mid Term Exams are planned after completion of sufficient syllabus, say, test/exam of the subject. (As per University norms)
- Answer scripts of the internal exams are given to the students for personal verification.
- The teacher has to satisfy/convince the student with his

explanation on the evaluation.

- Any grievances related to the internal exams are brought to the notice of the concerned teacher and get clarified.
- All this activity is to be completed within a week time as prescribed schedule.
- External examination conducted by other center university assigned.
- University examination result may be challenged by scrutiny/re-evaluation. Is shared by the university after about a month from the result Declaration.
- Students having doubts in marks, fill this form with a nominal Exam fees. Challenge evaluation is carried out by reevaluation of answer sheet as per university guide line. This whole process is conducted in such a way so as the student gets updated result honestly.

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

## 2.6 - Student Performance and Learning Outcomes

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

### Statement of Programme Outcome (PO)

PO

#### Programme Outcome Statement

PO 1

Apply knowledge of management theories and practices to solve business problems.

PO 2

Foster Analytical and critical thinking abilities for data-based decision making.

PO3

Ability to develop Value based Leadership ability.

PO 4

Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.

PO5

Ability to lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment.

Sample Course Outcome of the Institute Program

Master of Business Administration:

Semester I

Principle of Business Management (PCB1C01)

Course Code PCB1C01

Course Outcomes

PCB1C01.1

Understand the basic concept of management with its importance and scope in functions of management.

PCB1C01.2

Analyze the contribution of authors in the evaluation and development of management thought in scientific management

PCB1C01.3

Apply the process of management planning and decision making to achieve the objective of the organization.

PCB1C01.4

Summarize the functions of management and its importance in organisation

PCB1C01.5

Analyze the interdependence of authority and responsibility by using accountability

PCB1C01.6

Evaluate the relationship between planning and control to generate report for further controlling

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

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

- The Programme outcomes (PO), Programme specific outcomes (PSO) and course outcomes (CO) are evaluated by the institution and the same are communicated to the students during the induction programme.
- Our Program Assessment Committee reviews the syllabus as per defined by Board of Studies and the Faculties are asked to list the Course Outcome as per Delivery of Lectures.
- Course Outcomes are blended with Blooms Taxonomy.
- Faculty then Maps the Course Outcomes to Program Outcomes and Program Specific Outcomes subjectively to understand the contribution of Syllabus to Graduate Attributes we intend to attain.
- Then the Faculty Conducts Assessment mapped to Course Outcome to measure the Attainment.
- The institute conduct two types of broad assessment tool i.e. direct and indirect Assessment tool
- Direct Assessment tools Includes Sessional, Internal and University performance of student and having 80% wattage
- Indirect Direct Assessment tools Includes Course Exit Survey and having 20% wattage
- Our IQAC has decided 3 level process to analyses the attainment of the Program Outcomes and Course Outcome.

Level 1
Level 2
Level 3
45% -55%
55% - 65%
66%- More
<ul style="list-style-type: none"> <li>Attainment OF PO = AVG (Attainment of CO) * 0.8 + AVG (Attainment of Indirect) * 0.2</li> </ul>

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

**2.6.3 - Pass percentage of Students during the year**

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

261

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	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey**

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

<https://lkmimsr.org/naac/>

**RESEARCH, INNOVATIONS AND EXTENSION**

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
3	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

Faculty members are encouraged to:

- Participate in Seminars, Workshops conducted by Premier institutes / industries / R&D
- Organize conferences and seminars, undertake research activities.
- Organize guest lecture's of experts from industries and other premier institutes
- Research Paper Publication in referred journals and conferences.
- Motivating faculty members to pursue Ph.D.

.The Institute provides facility available to students

The Institute maintains an ecosystem which enables the students to maintain a culture for innovation and research and development in areas of their interests. This platform provides an opportunity for expression of academic talent and promotes interaction among academia, R & D Institutes and Industries

- Availability of Wi-Fi throughout the campus.
- Internet facility of 10 Mbps is available to students and staff.
- Computing facility is available and adequate licensed software is also available.
- The college library is having more than 17000 books. Facility of digital library provided to the students to access the study material.

Auditorium with a seating capacity of over 238 audience, serves as an excellent hall for seminars, guest lectures, technical paper/project presentations and screening of informative educational movies

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

07

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website



during the year

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

17

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

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

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

01

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

**3.4 - Extension Activities**

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

The Institute in its mission for influencing the knowledge base, intellectual abilities and services to promoting other aspects of students' careers. It is mandatory today to shape the future society by inculcating the spirit of social responsibilities among learners to ensure that they become tomorrow's professionals, business managers, teachers, politicians, citizens and parents with appropriate concerns for their social setting. While they need to be able to demonstrate key skills and knowledge to play these roles effectively, they must also demonstrate personal and social responsibility in carrying them out. Institute has a rich heritage of serving communities through its set of activities which go beyond traditional notions of extension in order to become a truly engaged institution. The institution inculcates social

sensitization, involvement and responsibility amongst young learners, faculty and the institution as a whole to ensure that all its stakeholders develop a sense of belonging towards the community to deliver on institutional social responsibility.

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

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

01

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

### 3.4.3 - 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

#### 3.4.3.1 - 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

04

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

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

381

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

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

06

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries,

corporate houses etc. during the year

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
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 institute possesses a well-developed infrastructure which fulfills the requirements stated by affiliating university and other statutory bodies to fulfill the need of all stakeholders.

Key features of the Institute:

- Well-furnished, spacious, ventilated and illuminated class rooms, computer laboratory and other student support facilities as per University requirements.
- Institute has sufficient classrooms for efficient teaching-learning process and majority of classrooms are equipped with ICT facilities.
- Central Seminar hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars , conferences, FDPs and other relateactivities.
- High end computers with internet facility and centralized LAN connection. Separate computer laboratory facility is provided for students to carry out project work, online exams and to fill examination and scholarship forms online.
- Entire campus has been made wi-fi enabled.
- Well-developed library, automated with Cloud based oftware, with collection of books, journals, magazines,

CD's, E-books etc. as per university norms.

- Library also includes separate reading room, reference and digital section for accessing E-books, E-journals and online open sourcebooks.
- Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.
- In-house housekeeping staff is appointed to maintain cleanliness in the campus.
- Separate girls and boys common rooms are available in the campus.

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

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

The institute organizes sports and cultural event every year to promote the extra- curricular abilities of the students during Annual Sports and Cultural Festivals.

- **Sports:** The institute has its own exclusive large playground for various outdoor games like Cricket, Volley ball, Kabaddi, Kho-Kho, etc. A dedicated gym and indoor sports room is also available for indoor games like Bad Minton, Table Tennis, Carom & Chess etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level sports competition every year.
- **Cultural:** Members of Students' Council organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Drama etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year. Institute has provision to prepare 'Open Auditorium' in playground at the time of Annual Gathering.

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

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

12

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

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

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

70860

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

**4.2 - Library as a Learning Resource**

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

The college has a well developed library equipped with Integrated Library Management System. Library has a good

collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi and English. It also has provision for separate reading sections for teachers and students, reference and digital section for accessing e-books, e-journals and online open source books. Library is open for users from 09.00 AM to 05.00 PM. The college also has membership of N-List programme of INFLIBNET centre to provide unlimited e-resources to our students and teachers.

The library provides following facilities and services:-

- **Easy circulation:** There is a set method of issuing books to students, staff and other users. A special issue register is maintained by the attendant under the guidance of librarian.
- **Issue return period:** The students are given a 15 days issue retaining period normally which can be extended for another 15 days by renewing it. There is no such time limit for staff members.
- **Digital Section:** The library also houses a computer lab wherein 13 computers are kept for students' use exclusively. The librarian monitors the computer lab.
- **OPAC:** Online Public Access Catalogue (OPAC) allows users to browse a book by author, title, publisher or any keyword.

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

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

**A. Any 4 or more of the above**

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

20450

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

50

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

#### 4.3 - IT Infrastructure

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

Institute provides computing facility with required configuration for computer system. These are distributed among the various departments for academic and administrative work. The institute has high speed internet of 50Mbps to cater the need of academics as well as allied processes.



**Key Features:**

- Separate computer laboratory, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.
- E- Governance system by use of ERPs is implemented in Administration office, Library and for Academic Processes usable by faculty as well as students.
- LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Central Library, with high speed internet connection, helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.
- A set of CCTV cameras keeps surveillance of the entire building and campus.
- A biometric machine is also there to maintain attendance record of the staff members.
- All these equipments are provided power backup by UPS and a diesel generator.
- All ICT facilities are updated as and when the need arises to do so.

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

**4.3.2 - Number of Computers**

180

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

166800

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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 institute has developed a standard methodology for utilization and maintenance of all physical, academic support facilities available in the campus.

**Laboratories:** The labs in the institute are administered by Laboratory In-charge (a faculty) and Laboratory Assistant. In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

**Utilization of support facilities:** The infrastructural and resources Utilization of the institute are administered by the Principal. Faculties are allowed to put up to the Principal of the institute, requirement if any with regards to extension, renovation, alteration, relocation etc. of the available

resources and facilities.

**Sport / Ground Maintenance:** A faculty is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement.

**House Keeping of classrooms, laboratories and the entire institute campus:** Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus.

**IT Facilities:** Institute has appointed Computer Technician to maintain the IT facilities.

**Garden:** Institute calls outside gardener to take care of garden, lawn and the indoor plants placed at various locations in the institute.

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

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

290

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

229

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

A. All 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>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
261	
<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>	
261	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<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>	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

122

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<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**

125

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<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	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

0

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

As per the directions of the Director Student Welfare, Gondwana University, Gadchiroli institute level Student Council is formed.

The Student Council consists of following members:

1. University Representative/ General Secretary
2. Cultural Representative
3. Sports Representative
4. Ladies Representative
5. Reserved Category Representative
6. Class Representatives
7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year .

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell etc.

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

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

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

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<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 Institute conducts the Alumni Meet every year for interaction and exchange of knowledge base acquired by passed out students working in various fields and sector of Indian economy.



Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs
2. Career Counseling
3. Industry Institute Interaction
4. Placement Assistance

Apart from above non financial agenda, during the recent alumni meet it has also been decided to assist and help the institute by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institute.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The college has been giving quality education to students coming mostly from poor socio-economic background. The Trust is apex body in the organizational structure of the institution. It works in tandem with the Principal to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution implements the decisions and policies of the Management, the University and the State Government with the help of teaching and non-teaching staff. Then there is a College Development Committee (CDC) formed in accordance with

the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institute.

To prepare perspective plans of the institution regarding academic, administrative and infrastructural development adhering to the Vision and Mission of the institute as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in execution of plans arises, the Governing Body's help is sought in overcoming it.

There are various committees which look after the routine administrative activities of the institution. Every such committee is comprised of 2-3 teachers. These committees submit their recommendations to the IQAC which after deliberations in its regular meetings decides on implementing them. Thus, every teacher of the institute participates in decision making in some way or the other.

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

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

Every year annual Sports and Cultural Festival is organized by involvement of all faculty, staff and students which is best example of decentralization and participative management. Case study regarding same is briefed below:-

Case study- Annual Sports and Cultural Events Organization:-

As per the academic calendar by the institute sports and cultural events/ annual festival is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural events/ annual festival.

Various committees under the student's council are formed which involves experience teachers, students and staff.

The student's council in consultation with faculty prepares a budget for cultural as well as sport activities.

The budget is further discussed with the principal and management for modifications and approval.

The sanctioned fund is disbursed to the student's council through the cultural and sport in charges.

In this way sports and cultural events/ annual function is conducted every year successfully which is best example of decentralization and participative management where students, faculty, staff and management is also actively involved.

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

## 6.2 - Strategy Development and Deployment

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

The functioning of the institute operates at four different levels such as Student, Faculty, Principal and Management.

The institute provides various forums for all of them to develop and deploy the same at institute and society level by assigning them various responsibilities.

Principal as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks.

The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in best possible way.

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

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

The Trust is at the top most tier in the organizational structure of the institution. It supervises the overall functioning of the institute and directs the Principal whenever necessary.

Then there is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as Local Managing Committee). Preparing budget and financial statements, recommending creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC. The institutional decisions are made by the Principal in the consultation with management. Faculty and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities.

**Service Rules, Procedures, Recruitment & Promotional Policy:-**

Our Institute is affiliated to the Gondwana University, Gadchiroli and is governed as per the norms laid down by the UGC and the Maharashtra Universities Act. 2016.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and Government of Maharashtra, and it is binding for the college to abide by them.

The institute has a grievance redressal mechanism in place for

the students at its own level whereas Gondwana University, Gadchiroli has a Grievance Committee which looks after the grievances of the employees of colleges affiliated to it.

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

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

A. All of the above

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

**6.3 - Faculty Empowerment Strategies**

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

The institute implements several welfare measures for the teaching faculty as well as its non-teaching staff like

**Teaching Faculty:**

- Motivates and deputes teachers for pursuing higher education.
- Encourages teachers to attend workshops, conferences, seminars, short term courses and faculty development programmes and financial assistance are provided for the same.
- Encourages teachers to become members of professional

bodies and to participate in the activities organized by them and they are given incentives.

- Encourages teachers to participate in research orientated activities and to publish research papers in reputed Journals/conferences.
- Promotes and motivates teachers to use the ICT tools in their teaching-learning process.
- Grants promotion to teachers on time.
- Grants duty leave to teachers attending workshops, conferences, seminars, short term courses and faculty development programmes.

**Non-Teaching Staff:**

- The institute organizes training programs as per the need for skill development of non- teaching staff
- They are encouraged to participate in the organization of social events organized under Community Out-reach Services

The other welfare provisions made for both teachers and non-teaching staff are:-

- Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.
- Maternity leave for female staff members
- Group Insurance

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**

15

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

4

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

15

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

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

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010 and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in higher Education) Regulations, 2018.

#### Teaching staff:

API & confidential reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS)( API) is divided into three categories.

**CATEGORY- I: Teaching, Learning, and Evaluation related activities**

**CATEGORY- II: Co-Curricular, Extension and Professional Development Related Activities**

**CATEGORY -III: Research And Development**

**Outcome: Performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of areas of improvement and accordingly, improvement takes place.**



**Decision:** The score obtained in the PBAS contributes to the decision about faculty appreciation. Faculty with a low score are personally counseled by the Principal.

**Non-Teaching staff:**

Institute office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the non-teaching staff prepared by the Principal is maintained.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The college undergo, every year, for audit of the financial affairs.

**Internal Audit-**

The college gets its accounts audited internally from the local authority of the parent institution.

**External Audit-**

Chartered Accountants Firm is appointed as external auditor of the college. They conducts external audit after completion of the financial year and submit the audit report immediately.

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

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

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

0

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

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

Ours is an Institute where we receive salary grant for UG programme. Moreover, Funds received from the UGC under various schemes are utilized on the stipulated heads only.

The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge anything. The major part of fees collected is utilized towards salary of Teaching Staff teaching to self financed programs. All other expenses are also met from collected fees only.

When funds of larger quantum are required our trust is consulted.

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

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Practice I**

**To Conduct VAP**

It was brought to the notice of all IQAC members that VAPs are to be conducted.

**Evidence of Success:**

Placement percentage increased.

**Practice II**

**Restructuring stakeholder feedback mechanism.**

It was proposed that there is need of restructuring feedback mechanism for collecting stakeholder feedback as per NAAC Manual i.e. there is need of inclusion of curriculum/ syllabus related questions in the feedback form.

Thorough discussion was made and it was decided that feedback mechanism at the institute level must be restructured for collecting, analyzing and implementing feedback of all stakeholders. IQAC core committee was given responsibility to restructure the existing feedback forms and come up with a new mechanism.

**Evidence of Success:**

Feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in new format from Academic Year 2020-21 semester end.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Following are the Incremental improvements made for the preceding five years with regard to quality: -

- Value Added Programs has been designed and conducted
- Feedback related to design and review of syllabus

structured and conducted

- Mechanism for slow and advanced learners defined
- Mentoring System started
- Learning is made student-centric by conduction of guest lectures, seminars, presentations and industrial visits
- Outcome Based Education System Implemented
- Sports, Cultural and Extension Activities Conducted
- Library automated with subscription of N-List
- Energy Conservation, Waste Management, Green Campus initiatives has been started to make campus green and pollution free.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<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

**Safety and Security:**

1. On arrival of the students in the Institute's premises, till they leave, I-card is mandatory and round the clock security measures are in place.
2. The campus is fortified by high compound walls and the entry gates are guarded by security guards.
3. The Institute has installed CCTV cameras for 24/7 for surveillance.
4. College campus has ample lighting for safety at night.
5. The Institute maintained separate toilets for both ladies and gents in each floor.
6. The Institute has MOUs with Doctors on call facility for girls and boys independently.
7. For attending minor medical problems, first aid box equipped with medicines has been kept in first aid room. Similarly for girls in order to take care about their health issue supplementary facilities like Stock of Sanitary Napkin is provided.

**Counselling:**

The institute provides counselling to students of the both genders as and when required by Mentee: Mentor Scheme.

**Common Room:**

The Institute has separate common rooms for boys and girls.

File Description	Documents
Annual gender sensitization action plan	-
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>A. 4 or All of the above</b>
--	---------------------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute is very much conscious about the waste management to keep the campus clean and eco-friendly. The waste management in the campus is as briefed below.

**Solid Waste Management:**

The normal dry waste in the campus is carried out by Ghanta Gadi of Nagar Parishad. Composting process is used to handle the wet solid waste.

**Liquid Waste Management:**

The liquid waste generated from the campus goes directly to the drainage system created by the local authorities in the vicinity of the institute.

**E-waste Management:**

The Institute has MOU with computer vendor for Collecting and Disposing e-waste generated in campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

<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>A. Any 4 or all of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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



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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institute provides education to all students irrespective to their culture, region communal socio economy and gender. The Institute has faculty and staff members from different culture, region and community. The Institute provides same platform to all students, irrespective to their culture, region and community. All students participate together in all activities of the institute like sport, cultural and extension activities.

Sports

Cultural

NSS

Other

Annual Sport Day

Annual Cultural Day

NSS Camps

Yoga Day

Festivals

Societal Activities

Women's Day

Independence Day

Republic Day

Maharashtra Day

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

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

The Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows:-

- The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.
- Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.
- The Institute also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.
- The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood on the occasion of Gandhi Jayanti.
- Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.
- For every Local, Vidhan Sabha and Lok Sabha election holiday was given for the students and staff to caste the vote, as well

awareness of voting is also spread in neighbourhood.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**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**

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has developed a habit of celebrating / organizing national and international commemorative days, events and festivals:-

National and international commemorative days:-

1. Independence Day
2. Republic Day
3. International Women's Day
4. Teachers Day (Dr. Sarvapalli Radhakrishnan Birth Anniversary)
5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

Birth/ Death Anniversaries:-

1. Gandhi Jayanti
2. Ambedkar Jayanti
3. Chatrapati Shivaji Maharaj Jayanti
4. Savitribai Phule Jayanti
5. Mahatma Phule Jayanti
6. Lal bahadur Shastri Jayanti

Events:-

1. Annual Sports
2. Annual Cultural
3. NSS Camps

Festivals:-

1. Diwali
2. Navratri
3. Christmas
4. Makarsankanti
5. Eid

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

## 7.2 - Best Practices

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

### Best Practice - I

1. Title of the Practice: Community Engagement through NSS

2. Objective of the Practice: To promote NSS in the neighborhood community

3. The Context: To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities.

4. The Practice:

Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness etc.

5. Evidence of Success: Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters.

6. Problems Encountered and Resources Required: Funding is the major issue for doing activities on large scale.

### Best Practice - II

1. Title of the Practice: Spreading Awareness About Various Scholarships Schemes of State and Central Government.

2. Objective of the Practice: To increase number of students graduating from rural area by spreading awareness about various

scholarship schemes of state and national government.

3. The Context: To provide the right of education to economically backward students who stays away from education stream because of lack of awareness about various schemes of government related to scholarships.

4. The Practice: The various activities to make students aware about scholarship schemes of state and central government has been conducted.

5. Evidence of Success: It is observed that students benefitting from scholarship provided by state and central government has notable count once this awareness program started.

6. Problems Encountered and Resources Required: To bring seriousness among the students of the deadlines, documents required is difficult task.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 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

The college also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society.

- College also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.

- The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to

face challenges in modern life.

- The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.

- Guest lectures, Industrial Visits are organized throughout the year, by which the students are exposed to the outside world and all the recent developments and innovations.

- To bring out the concealed talents of the students every year the institution conducts Annual Cultural and Sports Day.

- The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.

- The Classrooms, Laboratories, Library and Administrative office are highly conducive to the overall academic environment.

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

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

1. To conduct one Value Added Program for every class.
2. To collect feedback, analyze it and take action on suggestions given.
3. To plan study tour of students.
4. To identify slow and advacned learnes.
5. To allocate mentors to the students.
6. To calculate the attainment of outcomes.
7. To conduct a workshop related to research.

8. To request faculty to publish papers in UGC Care Journals.
9. To plan NSS Activities with maximum involvement of students.
10. To do 2 fresh MOUs.
11. To update libaray.
12. To aware students about government and non-government scholarship schemes.
13. To improve placements.
14. To strengthen alumni relations.
15. To organize FDP and ADP.
16. To initiate quality initiatives under IQAC.
17. To work on best practices and distinctiveness of college.
18. To strengthen efforts for gender equity, renewable energy use, waste management, green initiatives etc.