



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**RAMRAO ZANAK ARTS AND COMMERCE COLLEGE  
MALEGAON, DIST. WASHIM**

RAMRAO ZANAK ARTS AND COMMERCE COLLEGE MALEGAON, AT  
NAGARTAS ROAD MALEGAON, TQ . MALEGAON DIST WASHIM PIN 444503  
MAHARASHTRA  
444503  
[www.rzcollege.com](http://www.rzcollege.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Shri Ramrao Gopalrao Zanak Education Society Chiwara's Ramrao Zanak Arts & Commerce College Malegaon affiliated to Sant Gadge Baba Amravati University was established in 1989 with the objective of providing an opportunity of higher education for the students in the rural area in Arts & Commerce faculties in Malegaon Taluka then in Akola District in the State of Maharashtra. Shri Namdevrao Mukindrao Shinde was the founder president of Shri Ramrao Gopalrao Zanak Education Society Chiwara. The founder members of this institution including the president though farmers were visionary who aimed at doing something great and solid for the sake the society.

The college started in 1989-90 initially with Arts and Commerce faculties with enrolment of 58 and 22 students respectively. At present the strength of the college is upto 300. During the current academic year 2020-2021 the strength of the students is affected due to the pandemic attack of covid 19. The institution has gained the status of 2F and 12B from the University Grants Commission, New Delhi dated 15-07-2021.

With the changing scenario in higher education and consequent new educational policies, this institute sets its goal in order to provide better quality higher education to the students. In order to achieve the expected goal, the governing body, teaching and non-teaching staff have been taking continuous endeavors since its start. Since the most of the students come to the college from economically weaker and backward sections of the society, the institute attempts to imbibe among them good and universal values and to make them stable, able, capable, responsible, worthwhile and ideal citizens of India. The college focuses on catering to the academic excellence of the students and equip them with the facilities in order to develop their hidden talents and dormant qualities.

The teaching faculties are well qualified, experienced and committed. The outstanding success achieved by the college is the creation of unusual founder members insight of the society. The college has been envisioned as to. The Rural Masses with main fours on building capabilities of the students for a holistic development of their personality.

### **Vision**

### **Quality Education To Rural Masses**

### **Mission**

- To provide holistic education and allow each student to realise his/her complete potential by dint of academic and co-curricular activities.

- To promote National Integration of the society.
- To provide better and golden opportunities in higher education to the students belonging to this socio economically backward and rural area.
- To create an awareness about human rights, gender sensitization and environment issues.
- To provide library facility and computer knowledge to the students in order to face the battle of real life and face the challenges of the competitive world.
- To stimulate the academic environment for the upgradation in teaching, learning process in rural area.
- To render the service to the nation by means of the solid education a work of the institution.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- The college has a beautiful green campus with 2.50 acres of land.
- The college has highly qualified, experienced and competent teaching staff with 5 Ph. D holders, 5 M.Phil holders, 3 NET/SET qualified.
- LCD projectors fitted are in two classrooms and whiteboards are fitted in all classrooms in order to make dust-free classes.
- Library with a large collection of books and separate reading rooms for students and the staff as well.
- Good academic record and extra-curricular achievements in NSS.
- The enrolment of girl students is more than boys.
- Good attendance even though the college is located in rural area.
- The faculties are dedicated towards the progress of the students.
- All the teachers organize social program in the neighboring locality.
- WiFi facility available in the campus.
- MoUs.
- Maximum admission of the students.

Feedback mechanism for all stakeholders:

- Computer lab
- Indoor and outdoor games.
- Free enrolment for the students of SC, ST, OBC categories.
- NSS Unit of 100 volunteers.
- Women Empowerment cell.
- Adequate sports facilities.
- Various Scholarship Schemes.
- Participatory decision making policy.

### **Institutional Weakness**

Institutional Weakness

- High drop-out rate
- Separate library building is not available.
- College in rural area.

- Lack of PG departments
- Low percentage of fast learners.
- Some vacant posts of teaching owing to the government policy.
- No auditorium hall for organization of cultural events.
- Lack of NCC Unit.
- Non availability of departmental library.

### **Institutional Opportunity**

- To motivate the students for higher education
- To motivate the students for competitive examinations.
- To introduce PG courses in future.
- To build separate library building with financial assistance of UGC.
- To start Ph.D research centres in the subjects of Marathi, Commerce, Physical Education, English and Political Science.
- To develop new infrastructure and ICT facilities for curricular and extra-curricular activities.

### **Institutional Challenge**

- To decrease the dropout rate of students
- To improve the college results.
- Owing to the absence of non-salary grants, lack of fund for carrying out the students welfare schemes.
- To increase the strength of students.
- To impart soft skills and communication skills in English to rural background students.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Ramrao Zanak Arts and Commerce College Malegaon is affiliated to Sant Gadge Baba Amravati University, Amravati. The college offers education of Under Graduate level in Arts and Commerce faculties i.e. B.A. and B.com.

The college has clearly stated its vision, mission and objectives and they are communicated to all stakeholders through board displays, college prospectus and institutional website. As per Sant Gadge Baba Amravati University guidelines and newly prescribed syllabus, the college is teaching the courses in semester pattern with credit grade system from the academic year 2017-18.

The institution carries out the action plan by designing academic calendar, time table, teaching plan, daily diary, internal examinations by means of adopting student centric teaching methods. The college follows the syllabus of the parent University SGBAU.

The college has a feedback mechanism on curriculum, infrastructure and teachers. The college encourages participative and experiential learning.

The teachers use e-books, seminar, group discussion, projects, assignments & class tests etc. in order to enhance learning experience. The classroom teaching is complemented with co-curricular and extra-curricular and extension activities for the holistic development of student's personality. The IQAC and the principal monitor the syllabus coverage periodically. The students are made aware of their responsibility by dint of NSS Activities.

The college has a mechanism in order to collect and analyse feedback on the teaching-learning process from the stakeholders, students, parents and alumni. The examinations are conducted by the college as per the university rules and regulations. The college does internal evolutions as stated by the University. The curriculum provided by the university is imparted to the students which is completed in specified time.

### **Teaching-learning and Evaluation**

The college has a transparent admission process and students are selected as per the principle of 'first come first serve basis'. Every year the college publishes its prospectus in which adequate information regarding the admission procedures, available courses, fee structure and other relevant information is provided. The students are admitted in our college without considering caste, creed, gender, religion, social and economic status. The admission committee introduces the students to the courses, fees, scholarships, admission process & rules of the college.

After admission the college adopts a process to identify slow and advance learners among the students. They are identified as per their responses in the classroom as well as the performance in the unit test, internal examinations. Students are always motivated to participate in the workshop, seminar, poster presentation, quiz, debate, elocution, essay writing competitions. The college also organizes industrial visits, education, environmental study tours for the students of commerce and arts respectively.

The students are encouraged to participate in extension activities such as tree plantation, blood donation, Swachh Bharat Abhiyan, Cleanliness drive in rural hospital, bus stand, adopted village, voters awareness program, pulse polio drive, AIDS awareness rally etc. ICT based teaching-learning methodologies are also used by the teachers. The college maintains complete transparency in platform for redressal of grievances of students regarding university examination and internal evaluation respectively.

The teachers are appointed by the selection committee of the University as per the norms of the UGC and the Government of Maharashtra. Teaching faculties are relieved from the college by the principal in order to participate in the orientation, refresher courses, seminars, workshops, conferences to update and develop their skills. There is a feedback mechanism to evaluate the teaching-learning procedure.

### **Research, Innovations and Extension**

The college has constituted the research committee under the chairmanship of Prof. Dr. L.R. Jawale to plan the research facilities for the teachers and the students. The committee motivates the teachers and the students to pursue research activities. Five teachers have been awarded Ph.D degrees. Five teachers have been awarded M.Phil degrees. Two teachers have submitted their Ph.D theses to the University of SGBAU. The teachers have published their research papers in International, National and State level conferences. The principal authored some books.

The NSS Unit of our college is not only active but also competent enough to conduct various extension activities in the college and in the adopted village. The college and the NSS Unit organize programs such as tree plantation, AIDS Awareness, female feticides awareness, gender equality, women empowerment, growing population awareness camp, pulse polio, congress grass eradication, Yoga day, Teachers day, International Women Day, Environmental awareness, cleanliness drive, free medical check up, eye, ear, dental check up, camp etc. The college has made various collaborations with the other colleges and villages for research and extension activities respectively for the benefit of the students and the society as well.

### **Infrastructure and Learning Resources**

The management and the college both aim at holistic and quality education. The college has adequate physical facilities for teaching-learning activities. The college has a spacious playground for playing various games. The college has a computer lab with 15 computers. LCD projectors are installable in two teaching rooms of B.A. I & B.com I. There are six spacious classrooms. The college provides free Wi-Fi connectivity to the students and the teachers. The sports department has the grounds for outdoor games such as kabaddi, volley-ball, badminton, kho kho, long jump and high jump, cricket etc. There is also a separate cabin for the Director of Physical Education where chess, carom also can be played.

There is also a separate room for the NSS department. Similarly the college has clean & safe drinking water facility, water harvesting, the garden in the campus. The college library has various collections of reference books, text books, journals and newspapers. There is a separate common room for the girls. There is also fire extinguisher. There is also suggestion box/complain box kept in front of the administrative office. There is also students and teachers have separate parking arrangement. There is also separate reading room for the students and the teachers.

### **Student Support and Progression**

Our college has a well structured mechanism regarding student support and welfare. The college has Student Grievance Redressal Cell, Student Council, Student Career Counseling Cell, Yoga & Meditation, Student Welfare Cell, Women Empowerment Cell, Anti-ragging Committee in action to support the students needs.

Out of the total enrolment near about 85% students are scholarship holders who get benefit from various scholarship schemes such as GOI, EBC concession, free ship, PYC, Merit Scholarship, Shahu Maharaj Scholarship, Freedom Fighter's wards scholarship etc. 3% seats are reserved for physically challenged candidates and adequate facilities are available for them in the campus. The college provides all types of scholarships which are made available by the government and the university. The college has a mechanism to identify slow and advance learners. Internet connectivity by means of Wi-Fi facility is made available to the students to update their knowledge with the current scenario. By dint of NSS department the students get the golden and wonderful opportunity to serve the society and develop their personality.

The physical education department provides sport kit, T.A. and D.A to the player during the various tournament. The college has the wall poster named 'Navata' which is the mouthpiece of the students. The college conducts various sports schemes, cultural and social activities, program for the holistic development of the students. The students have representations. The college has a registered Alumni Association which actively supports financially and non-financially to the students and the institution. The college also regularly organizes cultural activities.

The college has various committees in order to carry out routine functions, curricular, co-curricular and extra curricular activities for the benefit and betterment of the students. IQAC is contributing significantly for quality improvements in college functioning regarding the progress of the students. The capability enhancement and development schemes are implemented in the college for the sake of the betterment of the students such as guidance for competitive examinations and career-orientation and counseling remedial coaching, personal counseling etc. The several students of the college are placed in various private and government jobs.

### **Governance, Leadership and Management**

The college has well defined vision, mission and objectives for the holistic education for all the students. The Management of the college is an apex body. The principal plays a vital and the most significant role between the management and the teaching and non-teaching staff. The coordination and monitoring mechanism is controlled by a large number of committees of teachers which peep into the various function of administration. The administration, in collaboration with the management works in this direction whole heartedly. Under the valuable guidance of the Management Body, the Principal and the college Development council take efforts for the holistic development of the college.

Development and augmentation of infrastructure, green initiatives, development of ICT infrastructure, academic development etc. activities are being done by the college as per the strategic plan. The college has formed various committees such as CDC, IQAC, Student Council, Anti-ragging, NSS, Library, Safety of Women, Admission, Alumni etc. for the smooth functioning, effective implementation and improvement of policies and plans. In order to take part in the process of decision making the students are also the members of various committees. Students have an easy access to teachers and the principal for the redressal of their day to day problems. A suggestion/complaint box is kept there in front of the administrative office for obtaining opinions of all the factors.

The institution is very much concerned with the professional development of teaching staff. It allows and motivates its staff for attending the refresher, orientation and short terms courses and the principal relieves them then and there. Various welfare schemes are offered to students such as the book bank, medical check up, insurance, scholarships etc. The accounts of the college are well maintained and audited regularly by the chartered accountant named Ramesh Chaudhari and Company, Akola. The college has established the IQAC in 2017 for the effective implementation of plan and strategies and to improve quality culture in academic activities. IQAC monitors the teaching and learning process and motivates the departments to conduct various activities.

### **Institutional Values and Best Practices**

The institution is aware of its social responsibilities. The college organizes various programs regarding the social issues such as gender equality, female feticide awareness, women empowerment, cleanliness drive, eradication of ignorance and superstition, Swachha Bharat Abhiyan, financial literacy program, HIV-AIDS awareness, voters awareness, tree plantation, blood donation, fight against corruption and exploitation, dowry, addiction and defecation free village, college at your door, pulse polio, health check up, farmer's suicide, eradication of congress grass & tarota, wild life, caste discrimination etc. in order to create awareness regarding social responsibilities among the students.

- Tree plantation on various occasions in the college campus

- Water harvesting
- Waste management (solid)
- Drinking water facility for birds

#### Best practices

- 1) The study tour of Nature
- 2) Social, political and economical awareness of women and girls and their empowerment
- 3) Helping hand to the poor and the needy
- 4) No vehicle day in a week.

For the first time we have introduced the best practice. “The college itself comes up to your door” (Mahavidyalay Aale Aaplya Dari) The aim and end of this practice is to familiarize students and their parents with the college and the teaching and non-teaching staff, increase the attendance, lower the dropout ratio, prevent early marriages, giving value to higher education, solving the problems of the students etc. Saving Electricity is our motto.

Unnecessary use of electricity is discouraged. The teachers, non-teaching staff and students are strictly warned by the management to switch off lights and fans whenever not necessary or while going out and save electricity.

- Free cool drinking water kiosk.
- For security peon is available.
- The institute has installed CCTV cameras at different locations.
- The institute has separate girl's common room which is secured
- Dust bins/waste bins are placed in the campus at various places such as classrooms, faculty rooms, administration office, computer lab, library, corridor, washroom, common room, principal's cabin etc.
- Old newspapers, old files, old home assignment etc. are given to external agency for disposal.
- The college is also taking efforts for rain water harvesting.
- Ramps, Railings, differently able friendly toilets etc



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAMRAO ZANAK ARTS AND COMMERCE COLLEGE MALEGAON, DIST. WASHIM
Address	Ramrao Zanak Arts and Commerce College Malegaon, at Nagartas Road Malegaon, Tq . Malegaon Dist Washim Pin 444503 Maharashtra
City	MALEGAON
State	Maharashtra
Pin	444503
Website	<a href="http://www.rzcollege.com">www.rzcollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Murlidhar Raoji Pawar	07254-231427	9511811475	07254-235055	ramraozanakmlg708@gmail.com
Professor	Yogeshwar Sakharam Nikas	07254-231426	8208686266	07254-231462	balasaheb.wagh933@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

**Establishment Details**

Date of establishment of the college

08-06-1989

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)****State****University name****Document**

Maharashtra

Sant Gadge Baba Amravati  
University[View Document](#)**Details of UGC recognition****Under Section****Date****View Document**

2f of UGC

15-06-2021

[View Document](#)

12B of UGC

15-06-2021

[View Document](#)**Details of recognition/approval by stationary/regulatory bodies like  
AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)****Statutory  
Regulatory  
Authority****Recognition/App  
roval details Inst  
itution/Departme  
nt programme****Day,Month and  
year(dd-mm-  
yyyy)****Validity in  
months****Remarks**

No contents

**Details of autonomy**Does the affiliating university Act provide for  
conferment of autonomy (as recognized by the  
UGC), on its affiliated colleges?

No

**Recognitions**Is the College recognized by UGC as a College  
with Potential for Excellence(CPE)?

No

Is the College recognized for its performance by  
any other governmental agency?

No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Ramrao Zanak Arts and Commerce College Malegaon, at Nagartas Road Malegaon, Tq . Malegaon Dist Washim Pin 444503 Maharashtra	Semi-urban	2.5	2027

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English Marathi Economics History Political Science Marathi Literature	36	HSC	Marathi	360	140
UG	BCom,English Marathi Principal Business Management Business Economics Financial Accountancy Fundamental O	36	HSC	Marathi	360	77

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				14			
Recruited	0	0	0	0	0	0	0	0	12	0	0	12
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	8	0	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	1	0	0	0	0	1	0	0	5
M.Phil.	1	0	0	2	0	0	2	0	0	5
PG	0	0	0	3	0	0	0	0	0	3

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	0		0	

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	117	0	0	0	117
	Female	99	0	0	0	99
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	69	43	35	28
	Female	51	52	33	28
	Others	0	0	0	0
ST	Male	3	6	3	8
	Female	9	5	3	0
	Others	0	0	0	0
OBC	Male	139	83	62	27
	Female	55	54	46	31
	Others	0	0	0	0
General	Male	32	21	12	15
	Female	16	11	10	8
	Others	0	0	0	0
Others	Male	52	40	14	25
	Female	21	23	19	11
	Others	0	0	0	0
Total		447	338	237	181

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

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

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
181	237	338	447	437
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
158	215	306	399	389



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
32	18	06	18	28
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	13	13	13
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
14	14	14	14	14
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 16**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
164570	123727	753940	599532	380736

**4.3**

**Number of Computers**

**Response: 20**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 06**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

The college is affiliated to Sant Gadge Baba Amravati University. It is approved by the Government of Maharashtra and UGC, New Delhi. The university designs the curriculum and revises it as per necessity. The college ensures that the curriculum is not only completed but also imparted to students in the best possible manners. The academic calendar is prepared well in advance. The principal and the heads of departments work out its implementation. There are two UG courses being run by the college i.e. B.A. and B.com. Remedial classes are held for slow learners. Additional resources and extra teaching is provided to slow learners.

The curriculum of B.A.I year and B.com I year was revised in the year 2017-18 with the implementation of semester pattern. Later on, in the year 2018-19 BA.II year with B.com II year syllabus is also revised and semester pattern is implemented. Recently in the year 2019-2020 B.A.III year with B.com III year syllabus is also revised and semester pattern is implemented. College strictly follows the curriculum and exam pattern framed by Sant Gadge Baba Amravati University. The curriculum is displayed on the website of the college and the university as well. It is also made available in the library of the college.

The principal holds a meeting with the faculty regarding effective curriculum delivery in an academic session. The formation of various committees for smoothly running the teaching-learning process and other relevant activities are discussed in the meeting. The teachers prepare a teaching plan for every academic session and get it approved by the principal which includes workload and individual time table. The principal monitors the daily diary and observes whether the teacher is performing duties as per academic calendar and teaching plan. In order to make the teaching-learning process more effective and well planned the faculties identify slow learners and advance learners among the students.

The slow learners are provided extra lectures, seminars, group discussions, individual interactions regarding their problems and counseling sessions to improve their knowledge. Advance students are provided additional and required assistance to increase their knowledge and skills. Considering the current scenario in the higher education, the various electronic applications such as YouTube, Face-book, Google Classroom, What's app, internet apps etc. are being generally used along with the traditional methods in the teaching-learning process. In addition to this, experiential learning, participative learning with the help of project work, assignment, seminar, PPT, actual field visits etc activities are carried out to make teaching-learning process effective. Besides, the guest lectures are arranged in order to enrich the effective curriculum deliver.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The institution adheres to the academic calendar for the conduct of continuous internal evaluation system. At the commencement of every academic session, the IQAC prepares an academic calendar in accordance with the academic calendar provided by the parent Sant Gadge Baba Amravati University, Amravati. Then the principal approves of the academic calendar after a lot of thinking over it. Only then it is circulated to all the teachers for further necessary action and planning for that academic session. The academic calendar consists of the dates of commencement and completion of syllabus, schedules of internal exams etc. Tentative dates of practical exams and viva-voce and theory examinations are also included in the academic calendar. The time-tables are prepared and implemented accordingly. The teachers also prepare teaching plans according to the academic calendar and guidelines of the parent University. The schedule of external examination is fixed by the university and the same is displayed on the notice board for the information of the students. In case of any change in the schedule of the University, it will be notified to the students well in advance. However, all the endeavors are made by the college to adhere to the academic calendar for CIE predatory Exams are conducted every year before university exams. Every teacher conducts regular class tests with Inca, on the related topic. The principal conducts curricular, co-curriculum and extra curricular review meetings on regular review meetings on regular basis in order to check the implementation and progress of all the activities in the academic calendar. Further extra lectures are scheduled to complete the syllabus before university examination.

Along with continuous internal evaluation, academic planning consists of information regarding the following activities.

#### 1. Working Period:

The academic calendar indicates the annual working period of the faculties which consists of working days, admission period, examination and valuation period as per the university of Sant Gadge Baba Amravati and UGC guidelines. **The total working days, provided by the university are near about 240 days and out of them 180 days** are reserved for teaching work and remaining days are used for co-curricular and extra curricular activities. Working days are strictly followed as per university guidelines.

#### 1. Curriculum activities:

The academic calendar provides time table for orientation of the students by the principal and faculties. It also consists of the complete teaching and learning process and the dates for conduct of diagnostic test to identify slow and advance learners.

#### Co-curriculum activities:

The various tests such as unit tests, practical examination, viva-voce exam, assignment, project, seminar,

group discussion, personal interview to be conducted by the respective faculty, are indicated in the academic calendar. It also indicates the specific period for study of, nature/environment to be arranged in the session.

#### Extra-curricular activities:

- Celebration of birth and death anniversaries of the great national personalities.
- Celebration of various national and international days.
- Tree plantation
- Women Empowerment programs.
- Blood donation camp and various other social activities to be conducted by the NSS unit in the college and in the adopted village.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

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

**Response:** C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

Response: 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

Response: 6

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	02	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**

Response: 5.08

**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

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

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

## 1.3 Curriculum Enrichment

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

#### Response:

#### Professional Ethics

One of the objectives of the institutions is to provide higher education to all students at the cost of their caste, religion, creed, gender and economic status. The syllabus which is provided by the university deals with the whole cross-cutting issues. The university is an adequate values, the sense of social responsibility, significance of woman empowerment, gender equality and environmental awareness among all the students. In order to support the curriculum framed by the university, the institution takes initiative practically by means of conducting different activities pertaining to cross-cutting issues.

#### Gender Issues and Women Empowerment :

- 1) The College offers safe and sound atmosphere to the girl students.
- 2) The female doctor Chavhan is invited to guide and solve the problems of the girl students.
- 3) The International Women Day is celebrated on 8th March every year.
- 4) The college organizes skill development programs for girl students.
- 5) HIV/AIDS awareness activities, blood group testing etc. programs are organized in the college for the girls in collaboration with Civil Hospital Malegaon.
- 6) Legal advice is given to the girls by the advocate Gitanjali Gawali.
- 7) For gender related issues the college has Women Grievance and Safety committee.
- 8) The college conducts gender equality programs in the college.
- 9) The college organized women empowerment program in the college.
- 10) A program on the problem of female foeticide is conducted in the college.
- 11) Anti-Ragging Committee is active in the college.

#### Human Values :

- 1) International Yoga Day is observed on 21st June every year.
- 2) Reading Inspiration Day on 15th October of every year, Birth Anniversary of Dr. A.P.J. Abdul kalam.

- 3) Voter Awareness and new registration programs are organized in the college in collaboration with the Tahsil Office, Malegaon.
- 4) Meditation/Vipashyana workshop, Tobacco and drug free drive, Blood Donation Camp etc. activities are also organized by the college.

**Following is the list of the core courses which deals with the cross cutting issues:**

- 1) Marathi
- 2) English
- 3) Economics
- 4) Political Science
- 5) History
- 6) Environment
- 7) Commerce

**Environment and Sustainability related Issues**

- 1) The college offers the subject Environment Studies, as a compulsory subject for second year students of B.A. and B.com.
- 2) Tree plantation.
- 3) The college also organizes tree sapling distribution and adoption, Tree March (Vruksha Dindi) and tree plantation awareness etc.
- 4) Cleanliness Drives (Swaccha Bharat Abhiyan) are also undertaken by the N.S.S. unit of the college.
- 5) The college has a rain water harvesting system at the main college building.
- 6) Tree plantation is done in the campus.
- 7) N.S.S. unit is active to runs cleanliness drive and tree planation in the adopted village during the annual special camp.

**Professional Ethics :**

- 1) Professional ethics such as integrity, impartiality, accountability, transparency, objectivity, respect, confidentiality, dignity and decorum, patriotism, obedience to the law, honesty, loyalty etc. are included in the curriculum of B.A. & B.com by the parent University.
- 2) Industrial Tours, Historical Study Tours are organized by Commerce, History departments



respectively.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

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

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 0

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni**

**Response:** B. Any 3 of the above

File Description	Document
URL for stakeholder feedback report	<a href="#">View Document</a>

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

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 45.56

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

2019-20	2018-19	2017-18	2016-17	2015-16
181	237	338	447	437

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
720	720	720	720	720

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 99.93

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
158	215	305	399	389

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

The students admitted in our college are from diverse sections of the society. Most of the students are from backward categories e.g. SC, ST, VJ, NT and OBC. The college is very much conscious of their overall growth and betterment in the society.

The college strictly follows the reservation policy of the Government of Maharashtra and parent university Sant Gadge Baba Amravati University, Amravati. The college has admission committee for both the streams i.e. Arts and Commerce.

The institution gives preference to girl students in enrolment in college in order to equip in college in order to equipment with the weapon of higher education whereby they can become empowered themselves to stand up with the future competition and stand on their own legs.

After admission the college adopts a process to identify slow and advance learners among students. Slow and advanced learners are identified on the basis of their responses in the class room as well as their performance in the unit test and internal examinations. Each faculty conducts diagnostic test at the beginning of the sessions. After identification, the faculty prepares a separate list of slow and advanced learners and makes the fruitful future plan for them as per their capacity. There is a common strategy to provide different assistance and tools for these students. The faculty conducts extra lectures for weaker students.

The teacher observes if the students are easily understanding the lesson/poem or not. If they fail to understand the topic or teaching of a teacher, the same topic is explained again and again in an easy way. This is an informal way to complete the teaching-learning process which is convenient to both teacher and students. Advanced learners are encouraged to ask their concerns freely and frequently to the teachers, in a formal way. They are inspired to refer to advanced textbooks, journals for their advanced studies. Home assignments and projects are taken prepared from them. They are also encouraged to apply for different competitive examinations. They are also motivated to participate in seminar presentation, poster presentation, Quiz, elocution, debate competitions.

Following activities are done by teachers for the betterment of students.

#### Slow Learners:

1. Individual Counseling
2. Extra classes
3. Extra notes
4. Group discussion session
5. Internal examination process
6. Extra library books
7. To encourage them to participate in NSS, cultural, sports, academic activities.

- 8.P.P.T. Wi-Fi facility.
- 9.Remedial coaching.

**Advanced Learners:**

- 1.Group discussion sessions
- 2.Advance notes
- 3.Participative learning sessions
- 4.Guest lectures
- 5.Seminar sessions
- 6.Experimental learning sessions
- 7.Assessments
- 8.Projects
- 9.New certificate courses
- 10.Wi-Fi facility
- 11.Advance question papers
- 12.Voters awareness programmers
- 13.Teachers Day
- 14.Personality development
- 15.Welcome creamy of the students
- 16.Legal literacy camp
- 17.The importance of law
- 18.Share market guidance
- 19.International youth day
- 20.Aids Awareness program
- 21.Competition exam guidance
- 22.Cleanliness drive
- 23.Value education
- 24.Send off ceremony
- 25.Workshop

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

**2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)****Response:** 15:1

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

**2.3 Teaching- Learning Process**

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

#### Response:

The institution ensures the use of student centric methodology viz learning and problem solving methodologies in teaching learning process. The institution is conscious of the significance of student centric learning in the current scenario of the higher education.

**Experiential learning:** - While celebrating the birth anniversary of the second president of India Dr. Radhakrishnan on 5th September as 'The Teacher's Day' an opportunity is provided to some students to play the role as the principal, teachers, clerks and peons. On that day 'Self Govt. Day' is observed. That is the first hand experience for the students to teach in the classrooms.

#### Departmental:

**The study tours are organized by the institution in order to provide first-hand experience to the students.**

- The college study Boards conduct various co-curricular activities.
- The NSS unit of the college conducts the various social and extracurricular activities in the college as well as at the neighbouring locality and in the adopted village level which teaches many things to the NSS volunteers.
- Use of ICT in teaching-learning process made by teachers gives the first-hand experience to the students.
- The students are encouraged to make effective use of You-tube, Face-book, what's app, Zoom app, Google meet, Instagram etc.
- The college annual magazine "Ranjai" provides a stage of rights to the students in order to give vent to their creative thinking freely and frankly.
- The students are encouraged to participate in the research workshop "Avishkar" organized by the parent university SGBAU, Amravati.
- The college organizes Environmental or Nature Study Tour every year.
- Frequent use of LCD projector for effective use of teaching by faculty members through P.P.T.

#### Participative learning:

- The College organizes industrial, environmental and educational study tours.
  - Group discussions, seminars, poster presentations, workshops are organized.
  - Guest lectures, debate competition quiz competitions are organized.
  - Projects and assignments are provided to the students in order to enhance their participative learning.
1. The students participate in various sports and games, cultural and social activities, NSS activities youth festival.
  2. Various internal examinations and tests are organized.

**Problem Solving Methodology:** In order to improve critical thinking, creativity and problem solving skills among students, case studies are provided and asked to prepare project reports. Problem solving methodology is a process through which a situation or issue may be analysed and solutions implemented.

- Use of question and answer methods in the classroom.
- Orientation of the students by the faculty.
- Group discussion.
- Unit tests, common tests are conducted.
- The students have free access to the principal for any kind of problem they face regarding teaching and learning process.
- Feedback mechanism is available for the students and stakeholders to provide feedback on the teacher and his methodology in teaching-learning process.
- The students participate in extension activities such as tree plantation, blood donation, Swachh Bharat Abhiyan (Cleanliness drive) in civil hospital, bus stand, adopted village, Nagartas and Dawha fairs, voter's awareness programmer etc. All these programs are student-centric and help them to be a responsible citizen.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

The institution emphasizes the innovation and creativity in the teaching-learning process by dint of use of ICT tools. ICT tools are being used in teaching-learning process by teachers in order to make this process effective and fruitful for the betterment of the students. Tools such as smart phones, Internet, LCD projector, You-tube, Email, What's app, Zoom app, Google meet, Audio-video etc. are being used to make students understand the courses and enhance their learning experiment.

- The teachers are encouraged to adopt new techniques and methodologies with swiftly changing educational atmosphere. The methods such as participative learning, experiential learning and creative learning are being used effectively by the faculties and the students. The college encourages the teachers to keep themselves abreast of the latest development in their respective fields. They are also encouraged to use laptops, internet, library resources and LCD projectors to enrich their teaching.
- The information regarding the available educational websites is provided to the creative students in order to enhance their skills and knowledge. For example policybazar.com, loksabhanic in, you tube channels on related subjects, E-shiksha, SWAYAM etc.
- The institution has its website which consists of available courses, curriculum, academic facilities, time-table, faculty profiles and feedback provision for all the stakeholders.

- From time to time the college faculty accepts methods such as seminars, conferences, workshops, guest lecturers etc.
- LCD and Multimedia are used for completion of the regular curriculum; the internet material of the subject is furnished for the students.
- The computer lab with 20pcs with internet is provided to teach computer related subjects. Other students are also allowed to take avail of computer lab in their leisure.
- The activity-based teaching –learning process is used with the help of Group discussion, Presentation, Field work Group Exercises, Quiz, Industrial Visits, Study Tours, Research Work, Projects etc.
- The students are encouraged to publish and participate in “Avishkar”, a platform provided by the parent University SGBAU, Amravati.
- The activities such as Yoga Day, Teachers Day, Discipline Day, NSS Foundation Day, Meditation etc. are organized in order to promote mental and spiritual spirit of the students. Extension activities such as. Tree plantation, Blood Donation, Swachha Bharat Abhiyan, Cleanliness Drive, Voters Awareness programmer and rally, Road Safety Awareness, Mobile Awareness, Covid 19 Awardees etc. bring out creativity among students.
- Gandhi Thought Exam was conducted in February 2019 for students in order to give them the touch of competitive exam.
- The college provides a stage of right to the students in the form of annual magazine “Ranjai” to give vent to their views freely and frankly on any topic by means of drama, poetry, article etc.
- The NSS unit of the college conducts various social activities and the volunteers nurture creative thinking by performing one-act-play, social and patriotic songs, mime, AIDS awareness rally etc.
- In order to create environmental awareness among the students, the study tour of nature is organized.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 15:1

#### 2.3.3.1 Number of mentors

**Response:** 12

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>



## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 90

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 30.64

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
07	04	03	03	02

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 21.17

#### 2.4.3.1 Total experience of full-time teachers

**Response:** 254

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

#### Response:

**University Reforms:** The evolution of the students on the basis of examinations process. As per the guidelines issued is a part and parcel of the teaching and learning by Sant Gadge Baba Amravati University B.A.1 semester 1st and semester 2nd along with B.com 1. Semester 1st and semester 2nd exams were conducted at college level in 2017-18 and 2018-19. The semester examinations were designed and provided through online mode by the in university. Sant Gadge Baba Amravati University, Amravati adopted the central evaluation system in which all the answer papers are revaluated with secrecy and impartiality by the concerned subject teachers. The evaluated answer papers are moderated and scrutinized under the guidance of the controller of exams. Then the university declares the result on its website. Generally the university announces the results of the examination within 45 days from the date of the examination.

**Institutional Reforms:** The institution also follows the evaluation method used by SGBAU Amravati. The institution has an Internal Examination committee which monitors examination and evaluation process. The following evaluation process is implemented by the college.

The institution accepts the following reforms suggested by the parent university:

- From the academic session 2017-18 Sant Gadge Baba University introduced reforms in annual pattern and made the semester pattern compulsory for all the colleges. As per the guidelines our college also introduced the semester pattern for the students of B.A.1st and B.com 1st.
- As per the directions of the parent University the college evaluated the answer papers with utmost sincerity, secrecy and impartiality.
- The result was declared and displayed on the notice board.
- After the declaration of the results the internal examination committee discussed the outcomes with the Principal and necessary suggestions were suggested by the principal for the betterment and benefit of the students.

#### Seminar

Seminars are conducted for all students at UG level. They are asked to present seminars in the classroom on selected and assigned topics related to the subject. Communicative ability, presentation skills subject knowledge, responses given to the questions are taken into consideration while evaluating the students.

**Group Discussion:** The students are assigned current concerned issues for group discussion which are arranged by respective subject teachers in order to evaluate the students. Subject knowledge of the students, general awareness, oratory and vocabulary skills, social awareness etc.

**Project Work:** Projects of Environmental studies are assigned to students of B.A.2nd and B.com 2nd. B.com 3rd year students are also required to prepare project report based on field study.

**Computer Practical Exam:** It is mandatory to conduct computer practical exams for B.com1st, 2nd and 3rd year. It is conducted in the college in accordance with the syllabus. Besides the students have to face viva-voce as suggested by the external examiner. Answer scripts are assessed by the external examiner.

The marks of practical are conveyed to the university as per schedule.

**Semester examination:** As per the guidelines of Sant Gadge Baba Amravati University, Amravati.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

In our college, the mechanism of internal assessment is transparent and robust in terms of frequency and variety of conducting internal exams oral exams, viva-voce, project reports, assignments, etc. Our college strictly follows the guidelines given by Sant Gadge Baba Amravati, University Amravati. The institution has adopted following methods in order to assess the student's performance at different levels.

- As per the prescribed syllabus B.com 3rd year students are required to prepare project reports based on field study and to present the open defenses, viva-voce in the classroom. Results and marks of the same are communicated to the university of Sant Gadge Baba Amravati.

Cultural programs such as Drama, One-act-play, Folk song, Group Song, Film song, Patriotic song, Single dance, Group dance, jokes, one minute, mimicry, Antakshari, debate, fancy dress, navigation elocution in college gathering.

In both of the above mentioned activities the performance of the students is tested transparently and impartially by the experts and 1st, 2nd and 3rd prizes are given to them. Prizes in the forms of certificates are distributed to the winners in the concluding program at the hands of the invited dignitaries.

- By ensuring the participation of the students in the youth festival organized by Sant Gadge Baba Amravati University, Amravati.
- The students are evaluated transparently by means of their participation in the social activities such as eradication of ignorance and superstitions, literacy drive, cleanliness drive, prevention of farmers suicide drive, eradication of caste, tree plantation, blood donation frees village, eradication of congress grass and tarota etc. conducted by the college and NSS unit in the neighboring locality as well as in the adopted village. Cleanliness drive, eradication of congress grass, tree plantation, etc are also implemented in the college premises.

The students who participated in the above mentioned activities are warmly welcomed by offering certificates to them.

**Transparency in Internal Assessments:**

- The internal assessment system followed by the college is strictly transparent and impartial. Subject teachers prepare an academic plan which consists of internal evaluation schedule.
- Under continuous internal evaluation assessed answer scripts of unit tests and practice exams are provided to the students. If needed, advice is given to them for improvement.
- The students are allowed to meet and discuss their issues with the concerned faculty members regarding their performance in internal evaluation and also clarify queries if any further, corrected answer papers are shown to the students and suggestions are given for improvements and their feedbacks are taken.

**Robustness in Internal Assessment:**

- As a rule, the internal assessment system of the college is robust. The marks of internal examination are sent to the university in the prescribed format provided by the parent university.
- The strict rules and regulations are followed in terms of maintaining the dignity and decorum of the examination.

**Variety in Internal Assessment:**

The teachers have a choice to select evaluation components according to their syllabus from a wide variety of components such as Unit test, Group Discussion, Presentation, Assignment, MCQs, Quiz, Field Visit, Project etc.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**2.6 Student Performance and Learning Outcomes****2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.****Response:**

The college displays the course objectives of B.A and B.Com. Courses, Syllabus, Results etc on website [www.rzcollege.com](http://www.rzcollege.com). Besides, they are communicated to the students and other stakeholders by dint of college prospectus, notice board and flexes etc.

The program outcomes are as follows:

Program Name:- Bachelor of Arts

Following are the programs outcomes of B.A. Degree:

1. B.A.I: Degree helps the students to achieve knowledge and develop their all round personality in order to face social, economic and political challenges of the world. It also prepares the students for competitive exams.
2. Students become aware of their political, constitutional and human rights and makes them responsible citizens.
3. Learn and understand the mother tongue as well as foreign language such as English and make use of it very effectively in day to day life.
4. B.A. course helps to enhance the ability of students to study and analyses National and International, political, economical and historical concerns.
5. Develop leadership quality among the students by dint of political science subject.
6. It gives worldly wisdom and practical knowledge to the students.
7. Understand and state the historical names, events vividly and clearly and know the significance of history subject. Students learn from the past and act in the present to make their future bright and golden.
8. Classify the national and international policies by means of the subject of economics. It makes them able to solve the financial problem and face challenges in their life.
9. Arts stream teachers the students the human values such as sympathy, pity, peace, mercy, kindness, etc.
10. B.A. students can pursue their higher studies in social science and humanities can become professors, teachers, and officers.

Following are the program outcomes of B.Com Degree:

1. Prepare statement of various accounts.
2. Explain the complicated intricate terms and concepts in the field of commerce.
3. Understand the economy and Indian banking and make use of it in day to day life.
4. State the various concepts of budget and audit and e-transaction.
5. Use of commercial knowledge in the field of agriculture, industries, factories, banking, trade and service sectors make them able, stable and capable.
6. Clear the concepts of various insurance policies led by the central and state government and LIC and can build their career in the field of insurance.
7. Commerce faculty is job-oriented which is beneficial for students in the several fields such as competitive examination, professors, C.A., Lawyers, Bankers etc.
8. Commerce students can apply for various govt. jobs in accounting statistics and logistics departments.
9. Students can start their own consultancy business as Income Tax Advisor Mutual Fund Advisor, Tally. Accounting Institute and Accounting services etc.
10. Students can pursue their studies in commerce and accounting professional course such as C.A, ICWA, CS, National institute of Securities Management and Share Market Courses, etc.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

**2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.****Response:**

The teaching learning activities which are going on in the college must have resulted in some sort of attainment of outcomes. The attainment of programs outcomes is evaluated in the following terms at the end of each academic year.

- Daily attendance record is maintained by the teachers.
- Unit tests are conducted and the records are maintained by internal evaluation committee.
- Workshops, seminars and viva-voce are conducted and records are maintained by the faculty.
- The records of assignment, evaluation and university results are maintained by the faculty and IQAC.
- The college internal evaluation committee analyses data on student's progression and learning outcomes on the basis of unit tests and internal examination.
- IQAC evaluates the data and forwards collected and evaluated data before the college CDC for further consideration.
- Results of the University Examinations are analyzed by the IQAC. All the teachers are required to submit the analysis of the result on the declaration by the saint Gadge Baba University, Amravati. Thus, all five years results are analyzed and prepared to know the success ratio of students.
- The students learning outcomes are evaluated on the basis of their overall performance in curriculum and co-curriculum and extra-curriculum activities by the institution and individual teachers. Their achievements are regarded as the achievements of institution.
- The CDC after analyzing the results or outcomes, encourages the faculty for effective achievement of the program outcomes and course outcomes and suggests improvement if any.
- The increasing number of students placed on various jobs, services in semi Govt., Govt. and Private Sectors is one of the attainments of teaching learning activity.
- Student's progression to the higher studies that is from UG to PG seems to be increasing in the last five years.
- As per the syllabus prescribed by Saint Gadge Baba Amravati University project reports are taken prepared from B.Com final year students in order to test their ability to apply knowledge to various economic happenings, problem solving, presentation and communication skills etc.
- B.A. Students are asked to make a collection of newspaper cuttings on political events of the country which helps to understand and develop political thinking of the students.
- Feedbacks about teaching learning activities are taken from students, parents and other stakeholders which helps to know the completion status of the syllabus, outcomes of co-curricular and extra-curricular activities.
- Analysis of alumni feedback displays that they give credit to the college for imbibing attributes such as discipline, punctuality, honesty, respect, understanding team spirit, labor pressing, presence of mind, fellow feelings, professions among the students.
- Daily diary and attendance of the students are maintained by the faculty.
- Internal evaluation of the students is done by the faculty.
- The college has mechanism for the monitoring learning outcomes of certificate courses. The certificate courses are run by the certificate course committee under the course coordinator. The course coordinator and faculty members of course evaluate the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 37.53

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
32	18	05	18	29

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
32	69	37	87	106

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

Response: 0

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

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

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

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

##### 3.1.2.2 Number of departments offering academic programmes

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



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 10

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
03	01	02	00	04

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

### 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

**Response:** 3.65

#### 3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
18	08	07	08	05

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 1.19**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	05	07	03

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3 Extension Activities****3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The college usually organizes various extension activities for the welfare of the students and the society as well. The NSS unit and the various departments of the college encourage students to mingle in the society and promote social responsibility among them by means of various social activities. These activities encourage the students to become more amicable, sociable and responsible.

**The NSS unit and the departments Organizes**

**The following social activities in the college and in the adopted village for the benefit and betterment of the society.**

**Aids Awareness**

- Eradication of Congress Grass
- Teachers Day
- Tree plantation
- Yoga Day
- Birth and death anniversaries of the great personalities
- International Women's Day
- Blood donation camp
- Cleanliness drive

- Pulse Polio drive
- Annual gathering
- Parents meet
- Employment cell
- Cultural & sports activities
- Women empowerment
- Eradication of ignorance and superstitions
- Addiction and defecation free village
- College at your door
- Cleanliness drive and distribution of Mahaprasad in the fairs of Nagartas & Dawha.
- Water conservation
- Disaster management.
- Helping hand to the poor and the needy persons.
- Eradication of illiteracy
- Awareness about female foeticide
- Gender equality
- Dental, eye, ear, throat, health check up camp
- Awareness about farmer's suicide
- Computer literacy
- Voter awareness
- Fight against corruption & exploitation
- Constitution Day
- Children's Day
- Legal Guidance
- Settlement of disputes & creation of harmonies

All these extension activities of NSS and faculties of the college really contribute to good citizenship, first hand experience, service orientation and holistic development of students.

The college encourages the students to enroll their names in NSS.

- The college has NSS unit of 100 volunteers
- Every year 50 students consisting of the boys and girls participate in the seven days residential special camp in the adopted village.
- By dint of NSS various social activities are carried out by the students under the guidance of the Principal, NSS PO & APO and the teachers.
- In order to inspire students the college celebrates the birth and death anniversary of the national leaders.
- The students participate in many sports and cultural activities such as slow cycling, discus throw, javelin throw, skipping, long jump, high jump, shotput, 100 meters & 800 meters running, kabaddi, kho kho, cricket etc.

These games and sports build their body and create harmony in the society and develop their personality. They also participate in the activities of the gathering such as singing songs, single and double dance, mime, music chair, debate, fancy dress, elocution, navigation competitions, joke, one minute, antakshri etc. competitions. They also take part in rangoli, drawing, painting, poster making etc.

The institution implements the concept "The college at your door" in which some teachers visit the

villages where the students dwell and solve their problems then and there. The scheme is twice blessed: i.e. the students and the society. Taking various factors into consideration the institution implements extension activities in the neighboring community in terms of impact and sensitizing students to the different issues and holistic development of the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

#### 3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

Response: 32

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	06	08	04	04

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response:** 65.71

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

2019-20	2018-19	2017-18	2016-17	2015-16
160	185	130	215	330

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 3.4 Collaboration

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

**Response:** 6

#### 3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	02	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years****Response:** 12**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
02	08	02	00	00

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

As a rule infrastructure is the backbone of an institution. Its regular upgradation and maintenance leads to the development of the college. The infrastructure of the college stresses on arranging and managing basic infrastructure necessities for the sake of smooth conduct of classes and cultural and academic activities for all the stakeholders. The college constantly working for enhancement of its infrastructural capacity for the students as well as for the teaching and non-teaching staff.

The following facilities are available in the institution for curricular activities:

- 1) 2.50 acres of green campus.
- 2) Garden with varieties of plants & trees.
- 3) Six classrooms with all sufficient facilities.
- 4) Two classrooms with ICT facilities.
- 5) Computer lab with 15 PCs.
- 6) Library with reading room and various books, journals, reference books, dictionaries, magazines, newspapers.
- 7) Principal room.
- 8) IQAC cell.
- 9) Administrative office.
- 10) Language, Social Science, Commerce and Physical Education Departments.
- 11) NSS unit.
- 12) Separate common room for girls.
- 13) Canteen
- 14) Water filter and coolers.
- 15) Bore well.

- 16) Separate toilets for boys and girls and staff as well.
- 17) Suggestion/Complaint box.
- 18) Fire extinguisher.

**Equipment for teaching, learning and research.**

- 1) LCD projectors 2
- 2) Printers 2
- 3) WI-FI facility.
- 4) Scanner
- 5) Xerox machine 2
- 6) Bio-metric 1
- 7) Laptop 2
- 8) ICT rooms 2
- 9) CCTV cameras 5
- 10) Computers 20

The student strength of our college is steadily increasing day by day so that the policy of the institution is to create and enhance the existing infrastructural facilities according to the growing need and future plans. The college has further developed its infrastructure by the extension of existing building. For the development of infrastructural facilities, proposals are sent to the management through the principal. In due course of time management completes the requirement of infrastructural facilities to strengthen teaching and learning. The college is endowed with all needful physical infrastructural facilities to supporting teaching-learning process. The main campus is spread over 2.50 acres of land.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**



The college has always shown promptness in motivating the students for participation in sports and games activities from time to time. The students participate in various inter-collegiate inter-university, university level tournaments. All the necessary equipments of sports and games are provided to the students in order to participate in various tournaments. Separate cabin is available for the Department of Physical Education Small gymnasium hall with necessary equipment is available on the college campus. Sports kits along with T.A. and D.A. are provided to the students for the participation in inter-collegiate and inter-university tournaments.

The students are felicitated by the college for their success and achievement in inter- college giate and inter-university tournaments. As per the norms of the parent university, incentive marks are provided to the students for the participation in the various games and sports.

**Outdoor Games :-** A spacious 1 acre play ground is available for outdoor games i.e. kabaddi, kho-kho, Volley ball, Long jump, high jump javelin throw, discus throw, shotput, running, cricket, skipping, slow cycling, music chair, etc. The students are allowed to play all these games and sports on the playground of the college. All the equipment needed for outdoor games and sports are available in the college. The college provides, its playground and Athletics four lane track for the outdoor games.

**Indoor Games:-** The indoor games such as chess, carrom etc. are available in the college. All the facilities are provided to the students to play indoor games.

#### **NSS Unit :**

The college has an NSS unit of 100 students belonging to all categories.

Various socially relevant services are rendered by NSS volunteers such as tree plantation, cleanliness drive, celebrating birth and death anniversaries of great personalities, eradication of congress grass, superstitions and ignorance etc.

The college provides separate cabin for NSS department. The parent university and the college as well provide financial assistance to the NSS unit for its regular activities and special seven days residential camp. Two teachers bear the responsibility of NSS unit as Program Officer and Assistant Program Officer. The NSS unit organizes various social program. The NSS department provides facility of T.A and D.A to the students for the participation in various outdoor camps as per the direction of parent university NSS imparts values such as discipline, self-help, sympathy, devotion, national integration etc.

#### **Cultural Activities:-**

The college has committee of cultural activities which is very much functional. The college has been participating in the inter-collegiate youth festivals. The students have been participating enthusiastically in all activities like debate competition, elocution competition, dance competition, general knowledge competition, fancy dress competition, music competition, rangoli competition, one act play, mimicry, mime, folk songs, T.A., D.A. and incentive marks etc. are provided to the students for the participation in various cultural activities. The students participate in the annual gathering organized by the college. The following common facilities are available in the college campus.

- 1) IQAC

- 2) Grievance Redressal Cell
- 3) Women Empowerment Cell.
- 4) Counselling and Career guidance Cell.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 12.5

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 42.38

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
24465	52358	370869	299818	211462

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

It has been decided that the library will be automated from the next academic session.

Due to Pandemic of Corona Virus it was not possible to buy SOUL from the earlier academic session.

- e-ShodhSindhu was formed with merger of three consortia, namely UGC-INFONET Digital Library Consortium, NLIST and INDEST-AICTE Consortium in December 2015. e-ShodhSindhu continues to provide current as well as archival access to more than 10,000+ core and peer-reviewed journals (including journals available through NLIST) and a number of bibliographic, citation and factual databases in different disciplines from a large number of publishers and aggregators to its member institutions including centrally-funded technical institutions, universities and colleges that are covered under 12(B) and 2(f) Sections of the UGC Act.
- J-Gate Plus is a virtual library of journal literature customized as a e-journals access gateway and database solution. It acts as a one point access to journals subscribed currently under consortium as well as university libraries designated as Inter Library Loan (ILL) Centres besides open access journals. INFLIBNET has identified 26 potential universities as ILL Centres in the country to fulfil ILL requests from the users affiliated to institutions covered under the Consortium. JGate has facility to trigger e-mail request for articles to Inter Library Loan Centres as well as to INFLIBNET Centre.

We completed registration process to subscribe Shodsindhu Subscription.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books

**5.Databases****6.Remote access to e-resources****Response:** D. Any 1 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****Response:** 61510.4**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1570	26415	77520	105720	96327

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year****Response:** 18.13**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 35**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The college has basic IT facilities available for the purpose of teaching-learning and administration. As per

the institutional requirements, the college regularly upgrades hardware, software and related IT facilities. The details of up-gradation of such facilities are as follows i.e. the institution has the following plans and strategies for developing and upgrading the it infrastructure and associated facilities:

- To purchase LCD projectors for classrooms teaching and presentation.
- To purchase CDS and DVDS based on the curriculum.
- To purchase SOUL software
- To install the smart boards in the classrooms.
- To purchase N-List facility for the students and the faculty as well.

The following computers and internet facility are made available to the faculty and students on the campus.

- Five computers with internet facility are available to the faculty.
- Fifteen computers with wi-fi facility are made available to the students.

The institution facilities the extensive use of ICT resources as follows:

- The college encourages the staff to attend the ICT based Refresher and Orientation, Short term courses and grants leave for the same purpose.
- The college provides the facilities such as LCD Projector, CD, DVD printer, internet to the teachers for teaching-learning process.
- The institution encourages the teachers to develop CDs and Power Point presentation on the academic curriculum.
- The institution provides wi-fi facility to the staff and the students as well.
- The N-List software facility is provided to the library.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 30:1

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and

**academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 3.13

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

2019-20	2018-19	2017-18	2016-17	2015-16
5000	8000	10000	10000	12000

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</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.**

**Response:**

There are established system and procedures for maintaining and utilizing physical, academic and support facilities like library sports computers and classrooms.

- **Maintaining for physical facilities :** To maintain entire physical infrastructure, The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.
- Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non-teaching staff. Wash rooms and rest rooms are well maintained. Dustbins are placed in the campus area. Parking facility is well organized.
- Sports and Games is an internal part of the college physical director maintain all necessary needs for sports ground and game, physical activities, games and sports events for the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 89.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
158	215	305	399	389

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

##### 1.Soft skills

2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** C. 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 29.58

##### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
55	70	80	134	150

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** C. 2 of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>



## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 17.54

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
00	2	1	5	9

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 15.63

#### 5.2.2.1 Number of outgoing student progressing to higher education.

**Response:** 5

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 0

#### 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) year wise during last five years

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

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 0

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</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 )**

**Response:**

The students council has been formed in the college as per Maharashtra University Act 1994.

The college has student council which consists of seventeen members as follows. The principal as president, one faculty member as secretary, three faculties and twelve student representatives as members.

**Composition of students council is as follows.**

S.N.	Name	Post	Faculty/Crs.
1.	Murlidhar Raoji Pawar	President	Principal
2.	Yogeshwar Nikas	Secretary	IQAC Co-ordinator
3.	B.S.Undre	Member	NSS Coordinator
4.	Sanjay Tajane	Member	
5	Studenten representatives	Member	
6	Studenten representatives	Member	

One student from each class is nominated as class representative on the basis of his/her merit in the previous examination. Similarly one representative is nominated by the unit of NSS, one by sports, one by cultural department and two girls are nominated by the principal on the basis of their performance.

The selection of the secretary/University representative of the students council of the college is done from amongst its student members by ballot as per the system of proportional representation by the parent university. Nomination papers of a candidate are scrutinized if there are more than one contesting candidate. The chairperson distributes the ballot papers to all the present representatives. He requests them to record their preference against the name of candidates.

Information pertaining to the selected secretary or the university representative is sent to the university.

**Functions of student's council are as follows.**

Students council provides an opportunity to students to develop their leadership skills.

**The student council is expected to carry out functions as given below.**

- 1) Organizing cultural and sports activities for students.
- 2) Maintaining strict discipline in college campus.
- 3) Communicating problems faced by students to the principal and the management of college as well and getting them solved.
- 4) Maintaining college campus clean and green.
- 5) Participating in extension activities such as cleanliness drive i.e. Swachh Bharat Abhiyan, Tree plantation, Blood Donation, Yoga Day, AIDS Awareness etc.
- 6) The student council gives suggestions for purchase of text books, competitive exams. Books, magazines, newspapers for library.
- 7) Participating in various activities throughout the year such as annual gathering, youth festival, education and environment tours, national sports, Teacher's day, NSS special camp.
- 8) The student's council helps the teaching faculties in many ways right from the reception of the guest, hospitality, decoration, discipline during the organizations of various programs.

9) To run competition exams.

**The following academic and administrative committees/bodies have student representatives.**

- 1) Student council
- 2) College Development Committee
- 3) Sports committee
- 4) Library committee
- 5) Alumni Association
- 6) N.S.S. Committee
- 7) College Discipline committee
- 8) Annual Magazine committee
- 9) Anti-Sexual Harassment cell
- 10) Anti-Ragging committee
- 11) Women Empowerment cell
- 12) Campus Maintenance committee
- 13) IQAC

**Owing to non-receipt of guidelines from the parent university, student council was not formed in 2018-19**

#### **Funding:**

The college provides funding for annual gathering. The college provides T.A.D.A. to the students to participate in youth festival, NSS activities, Sports activities for the sake of their personality development

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response: 5**

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	5

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</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****Response:**

The college has registered alumni association in 2021

The college has registered alumni association from the academic session 2020-2021. The composition of alumni association is as follows.

**Alumni Association :**

N	Name of Alumni	Designation
1	Adv.Santosh Dattatraya Pophale	President
2	Shivaji Punjaji Ghuge	Vice-President
3	Adv. Anil Shankarrao Shinde	Secretary
4	Pradip Ramkrushna Sakhare	Treasurer
5	Adv. Shalik Sopan Kadhane	Member
6	Anuradha Sandip Aganihotri	Member
7	Sachin Narayan Vyas	Member

Meetings with alumni are held yearly. Problems and progress of the college are discussed in the meetings. They are also invited in the function of the college.

**Alumni Meet.....****Functions of Alumni Association:-**

- 1) The college invites the alumni members for the bi-annual meeting and takes their feedbacks on teaching-learning, curriculum, administration and infrastructural development etc.
- 2) Feedbacks collected from them are taken into consideration by the management.

- 3) To provide financial aid.
- 4) To provide guidance to the students by dint of guest lectures regarding career aspects and employment.
- 5) To provide guidance in NSS special camp to the volunteers and the villages.
- 6) To provide some financial assistance to the poor and the needy students.
- 7) To organize cultural and educational program.
- 8) To apply their knowledge and experience for all over development of the institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

The vision, mission, goals and objectives of the institution reflect the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution. The faculty has full freedom to give suggestions to the management for the improvement of quality parameters in the institution. The participative decision making strategy of the management helps to achieve the vision, mission, Goals and objectives of the institution.

The dream of providing higher education to the contemporary students of this rural area was realized by the founder president namely, `Namdeoraji Shinde of Ramrao Gopalrao Zanak Education Society Chiwara since its inception in 1889 with genrous support from the people and the government as well.

##### Vision

1. Quality Education to Rural Masses.

##### Mission

1. Preparing students as globally competent and responsible citizen.
2. To provide holistic education and allow each student to realize his/her complete potential by dint of academic and co-curricular activities
3. Providing quality higher education to the students from rural area in order to equip them with modern views and knowledge along with social commitment and to bring them to the main stream for building better society and stronger nation.
4. To provide better and golden opportunities in higher education to the students belonging to this socio- economically backward and rural area as well.
5. Service to community, neighbourhood and the society at large.
6. Providing excellent teaching and learning atmosphere/environment with good infrastructure and to promote extra-curricular and sports talents among students for their overall development.
7. To boost participative in education for self-sustenance of students.
8. Promote national integration and universal brotherhood.
9. To create an awareness about human rights, gender sensitization and environmental issues.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and

## **participative management**

### **Response:**

Our college makes all possible endeavors in order to make the administration transparent, decentralized and participative. In addition to the management and the principal, teaching and non-teaching staff, students and alumni are collectively involved in the decision making process in our college.

Following mechanism proves this –

#### **1. Management Body**

The management body of the college is participative. The members of the management body are elected from life members of parent-trust-Ramrao Gopalrao Zanak Education Society Chiwara. One member each from teaching and non-teaching staff is elected to the management body for five years.

#### **College Development Committee /Council**

As per the Maharashtra Universities Act 2016, the College Development Committee has taken place earlier L.M.C. Local Management Committee. The members from teaching and non-teaching staff are the representatives on CDC.

#### **The Principal:**

As a rule the principal is the executive head of the institution. He is fully authorized to take decisions pertaining to the financial matters, appointments, admissions etc. in accordance with the policy matters decided by the Management Body and the CDC.

#### **The Internal Quality assurance Cell. (IQAC)**

The IQAC is headed by the principal. The coordinator of IQAC is prof. Dr. Yogeshwar Sakharam Nikas, the Director of Physical Education. Due representation is given to all the faculties, non-teaching staff, students, alumni and external experts.

#### **Heads of the Departments:**

Heads of the various teaching departments peep into the regular teaching and research in their respective department and address the different issues of the students, faculty and staff.

#### **Admission Process:**

The effective and efficient practice of decentralization and participative management is clearly reflected in the admission process adopted by the institution. UG admissions have witnessed an important increase owing to the decentralization and participative management. The college ensures transparency and publicity in the admission process. At the time of admission applications are invited and scrutinized by the admission committee appointed by the principal. Prospectus and other details are uploaded on college website providing details and schedule of admissions.



The college ensures merit of the students while taking admissions to U.G. program. After receiving applications, they are scrutinized by the admission committee and short listed on the basis of merit and reservation policy of the Sant Gadge Baba Amravati, University, Amravati and the government of Maharashtra. Differently abled students, performance in games and sports, NSS, cultural activities, ex servicemen etc. are also considered along with merit.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The quality policy of the institution reflects in its vision and mission. The prim aim is the satisfaction of its stakeholders. Various strategies which are further adapted and extended for implementation at the specific local level of the college. Recently formulated IQAC monitors quality parameters.

The institution intends to extend its development work which is already being carried out in the college. The perspective institutional plan is developed by means of following procedure of involving the co-operation of teaching and non-teaching staff, alumni, students and managing committee. In order to formulate the strategy of development and deployment the committees are constituted for each and every development work. Teachers have to participate in all the institutional development plans. The meeting of students is summoned to take their participation by dint of student council and parent-teachers scheme. In the cultural, sports and magazine committee students are involved along with the teachers. Especially the secretary of governing body looks after the matters related to infrastructural development, the financial and administrative work.

In fact the college has a perspective plan for development, based on the master plan consisting of the goal and objectives and action plans. Such as teaching, learning, research and development, community engagement human resource etc. The college has decided to develop infrastructural and academic facilities on campus. According to the strategy plan of development, the activities mentioned below are undertaken,

#### 1] Development and Augmentation of Academic Infrastructure.

- 1) To construct new toilets, urinals and washrooms for students and faculty as well.
- 2) To renovate the drinking water outlet for students.
- 3) To increase the parking capacity for parking lots.

#### 2] Green Initiatives

1) To complete green audit of campus.

2) To create rain water soak pits.

3] Development of ICT infrastructure.

1) To purchase new SOUL software, N-list facility for library.

2) To install LCD projectors in the remaining classrooms.

3) To provide Wi-Fi facility in campus.

4] Academic Development

1) To start research centers in the subjects of Marathi, Commerce and Political science and English.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### **Response:**

The college is governed by Ramrao Gopalrao Education Society Chiwara which is affiliated to Sant Gadge Baba Amravati University, Amravati. The college works as per the guidelines of the university and the Maharashtra Public University Act, 2016.

The principal guides the college regarding academic progress, admission process, staff recruitment and administrative matters. He is the chairperson of a number of committees such as C.D.C., I.Q.A.C., Anti-ragging cell, NSS, Library, Sports etc.

As per the Maharashtra Public University Act, 2016, the college has established college Development Committee (CDC).

C.D.C. and faculty members play a significant role in executing the curricular, co-curricular and extra-curricular activities. Heads of the departments are responsible for the preparation of departmental timetable, workload allocation among teachers, review of teacher's diary and submission of various reports to the principal and IQAC. Class teachers are appointed for each class in order to ensure, personal care attention, guidance, counseling, evaluation and assessment of each student in the class.

The college has the following administrative setup and functions of various bodies.

1. Management Body of “Ramrao Gopalrao Zanak Education Society Chiwara.” The organizational structure includes the parent body of Ramrao Zanak Education Society Chiwara with governing body governed by the President, Vice-president, Secretary, Treasurer and members. It decides regarding the development and improvements in college infrastructure.
2. CDC as per the Maharashtra Public University Act 2016.

### **The Internal Quality Assurance Cell:**

The IQAC is head by the principal the co-coordinator of IQAC is prof. Dr. Yogeshwar Nikas, the Director of physical Education. Due representation is given to all faculties, non-teaching staff members, alumni, students and external experts.

### **Heads of the Departments.**

Heads of the various departments look after the regular teaching and research activities in their respective departments and address various issues of the students, faculty and staff.

### **Various Committees:**

Various committees are formed in order to carry out the different curricular, co-curricular and extra-curricular activities.

### **Service rules and recruitment:**

For the service procedure and rules, the college follows the rules and regulations laid down by UGC, the Govt. of Maharashtra and Sant Gadge Baba Amravati University, Amravati. Appointments of teaching and non-teaching staff are done as per the rules and regulations laid down by UGC, the Govt. of Maharashtra and SGBAU Amravati. Candidates are interviewed by the selection committee as per the rules and regulations. For the recruitment of non-teaching staff, the management follows the rules set by the government of Maharashtra.

### **Promotion Policies:**

Placements to the teachers are given as per the terms and conditions prescribed by UGC, the Govt. of Maharashtra and SGBAU Amravati.

### **Grievance Redressed Mechanism**

The college has a Grievance Redressed Committee for the solution of the problems of the student. Anti-sexual Harassment Committee, Anti-ragging committee and Discipline committee are formed for the proper redressed of the grievances of students and the faculty. The CDC works as a grievance redressed cell for employees. The representatives of the teaching and supporting staff are free to raise issues regarding grievance if any in the meetings.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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

**Response:** D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The college provides both statutory and non-statutory welfare measures for the benefit of the faculty and the supporting staff as well. The governing body and the college always attempt to make some measures for the welfare of teaching and non-teaching staff some of them are as follows.

- Duty leaves to staff members to attend various, training programs/Orientation/Refresher/Short term courses/Workshop/Seminar/Evaluation/Exam. Co-officers subject to the existing UGC/Maharashtra Govt./SGBAU rules and regulations.

1. Lady teachers can avail Maternity leave as per Government rules.
2. Paternity leave is given to male teachers on request.
3. Government offers various mandatory Insurance Schemes to the staff.
4. Co-operative Credit Society directed and managed by staff with Government registration provides various services such as deposit and loan to its shareholders.
5. Gratuities, Pension and all other Government Welfare Schemes and measures are given to the staff.
6. Library facility is provided to teachers as well as students to pursue research.
7. Duty leave is granted to teachers to participate and present papers in seminars.
8. First Aid Facility is provided to teaching and non-teaching staff. Canteen facility is provided to them.

9. Grievance redress cell
10. Internal complaints committee for prevention of sexual Harassment of women at work place.
11. Parking facility is provided to them.
12. Wifi facility is provided to them.
13. Complete support and assistance is provided to the faculty for pursuing higher studies.
14. Group Insurance, Provident Fund, Health Insurance, LIC Insurance etc. are provided and implemented.
15. Staff Co-operative credit society Gajanan Maharaj Employees Credit Society Kinhiraja offers loan facilities to all shareholders and members.
16. Free health checkup camp and blood donation camps are organized.
17. Fixation of the salaries of all employees were done at proper time in 6th and 7th pay commissions.
18. Medical bills are reimbursed to all the members of teaching and non-teaching staff as per Government rules.
19. DCPS and GPF amount are deducted from the salaries of the employees at proper time and credited to their respective DCPS and GPF accounts with Joint Director Officer, Amravati.
20. The college collects insurance premiums from the salaries of the employees and pays to respective insurance companies such as LIC. Washim Branch.
21. The installments of the loans are also collected from the monthly salaries of the employees of the teaching and non-teaching staff and provided/presented to the concerned banks or credit societies.
22. Yoga and meditation camps are also organized for staff members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

**Response: 0**

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

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

File Description	Document
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response:** 6.28**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	3

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

Performance appraisal is essential in order to assess the works done by teaching and non-teaching staff.

Performance of the staff members is assessed in the following ways.

### **1. Teaching staff:**

The performance of teachers is assessed on the basis of the performance based Appraisal system (PBAS) and feedbacks received from students, parents and alumni. API forms evaluated the overall performance of faculty members. Performance is self-assessed and duly filled in API forms by faculty members at the end of the year. The API forms consist of assessment about the following five parameters.

- Teaching-Learning and Evaluation related performance.
- Co-curricular, Extension and professional Development related activities.
- Research Publication and Academic contribution.
- Curricular and extra-curricular activities.
- Other relevant activities and information.

### **API forms are assessed by IQAC and the Principal.**

#### **Student's Feedback Analysis :**

Student's feedback is taken in every semester in order to review the performance of staff and necessary appraisal is done. Peer feedback consists of feedback by Head of the Department, Principal and Management representatives. Feedback from parents at parents, teacher meet, is collected in order to review the performance of faculty. Exit analysis report by the outgoing students help to review the performance of staff and institutional performance as well.

The self appraisal report (SAR) is taken on annual basis using structured questionnaire. IQAC collects feedback of students about academic activities done in the college. In this process feedback about teachers is also collected from students. Following attributes of teachers are analyzed by dint of feedback system.

1. Knowledge and performance of teacher.
2. Communication skills of teacher.
3. Use of appropriate teaching methods and aids to enhance understanding.
4. Awareness created about recent developments in the concerned subject.
5. Sincerity and punctuality of the teacher.
6. Interest generated by the teacher in the subject.
7. Use of variety of assessment methods and fair, periodic assessment to evaluate student's understanding of the subject.
8. Interactive, considerate, caring amicable, approachable and mentoring tendency of teacher.
9. Completion of syllabus on time.
10. Presence of mind of the teacher.
11. Discipline and helping nature. Performance Appraisal system of Non-Teaching staff.

#### **Non-Teaching Staff:**

Performance of non-teaching staff is monitored on the basic of various parameters such as proficiency in work done by staff, punctuality, hard work, length of the service etc.



The self-Appraisal Report (SAR) of Non-teaching staff is taken on annual basis using structured questionnaire. The appraisal reports are analyzed and the working ability of non-teaching staff is assessed.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

A well-defined mechanism is in force for financial audit in order to have discipline and transparency in financial management. The accounts of the institution are subject to internal and external audit.

#### Internal Audit:

The internal audit is conducted annually by an approved Chartered Accountant (Chaudhari and Company Akola) appointed by the management who checks the receipts/payments of all college accounts.

#### External Audit:

The office of the Joint Director, Higher Education Amravati and Accountant General Officer, Amravati, are empowered to conduct Statutory Audit in the college. The external financial audit of the utilization of funds is done by the Government Auditors once in two or three years.

The college administration and office staff prepares and maintains the financial records. The college maintains books of accounts as per the requirements viz Cash Book, Ledger Book, Receipt and Payment Account, Balance Sheet and Voucher file etc. These books are checked and verified by the Principal. Then all books of accounts are sent to Chartered Account for the audit.

The financial resources are managed in a very effective and transparent manner by the college for proper outcomes. Every transactions, recorded in books is supported by the vouchers. All the collections are deposited in the bank. Only duty authorized persons can operate through the bank. All expenditure recurring and nonrecurring are incurred through cheques. The accounts of the college are subjected to audit. The audit of the books of account is done by the authorized chartered accountant firm e.g. Chaudhari and Company Akola.

For effective use of financial resources required for salary, the budget is prepare/ for the next year and regularly submitted to the joint Director office, Amravati, The joint Director office consisting of senior auditor of higher education. Gont. Of Maharashtra inspects the audited statements and other financial matters.

All financial matters are supervised by the concerning committee under the chairmanship of the Principal. If required, suggestions are given to the office staff in this regard.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

Response:

Basically, institutional strategies for mobilization and utilization of funds are decided by the College Development Committee and the Governing Body of the College. Various purchases are done in consultation with the covering body and the payments for it are made through cheques. All expenditure are incurred in accordance with the guidelines of the UGC, Govt. of Maharashtra and SGBAU Amravati.

Salary Grants received from the Govt. of Maharashtra are utilized optimally and salaries are transferred to the bank accounts of all the employees. Expenditure and purchase of books is incurred as per the recommendations which are given by the library committee.

The following are the audited account statements, which elaborate utilization of resources.

- 1.Account statement year: 19-20
- 2.Account statement year:18-19
- 3.Account statement year:17-18
- 4.Account statement year:16-17
- 5.Account statement year:15-16

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

IQAC, the advisory and evaluative body was instituted in the year 2017 in order to enhance quality. During this assessment period the IQAC is successfully and effectively implementing and introducing several curricular, co-curricular and extra-curricular activities. It always motivates the teachers and students for undertaking research activities. SGBAU has awarded Ph.D. degrees to five teachers upto now. Two teachers have submitted their PhD theses in the current year 2020-21. Two teachers belonging to Marathi department are Ph.D. guides. On the recommendation of the IQAC the following activities and improvements are being carried out.`

\* The college has installed a water purifier system and water cooler for students.

\*White marker boards are also fitted in all the classrooms.

\* CCTV cameras are fitted in all the classrooms and campus for surveillance.

\* LCD projectors are fitted in two classrooms e.g. B.A.1. and B.Com.1.

\* Continuous purchase of books, text books and reference books.

Construction of the new building and toilets and urinals for faculty and students as well has justly been completed.

\* Improved teaching learning and evaluation process.

\* Effective delivery of curriculum and enhanced usage of ICT tools.

\*Enhanced research activities and publication of research articles.

\*Organizing seminars/workshops and conferences and guest lectures provided to students.

\*Appraised teaching and research carried out by the faculty.

\* Enhanced the use of ICT tools.

**Feedback from stakeholders.**

IQAC obtained feedback from all stakeholders consisting of students, alumni, and parents on a structured question on teachers, infrastructure, library, NSS, teaching learning and evaluation and other facilities provided by the institution.

The institution reviews its teaching learning process through IQAC. It being the central body in the college monitors and reviews the teaching learning process regularly. It has designed a structured feedback form on performance of teachers, curriculum and infrastructure. Based on these feedbacks various innovative activities and reforms are based on feedback implemented is enhanced ICT facilities.

**Enhanced ICT facilities.**

\*Every subject teacher is asked to conduct class tests, seminars in the class and to keep the record.

\*Attendance of the students as per roll call is taken regularly in each and every lecture in order to assure the proper attendance of students in the classes.

\*At the commencement of the academic session SGBAU Amravati results of every subject are discussed in the staff meeting held under the principal. The future action plan is also decided in order to increase the passing ratio.

\*IQAC regularly monitors that the teachers are carrying out all lectures and maintaining recodes of taught portion in Academic Diary.

\*Learning outcomes are assessed by IQAC through the verification of the university exams results.

\*IQAC also reviews the book issues and library activities which can help the students to improve and develop.

\*Feedbacks on the curricular activities in specified formats are collected and analyzed. The reports are prepared for further action.

\*The review is also taken on the use of LCD projectors which are installed in the classrooms.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations**

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )

**Response:**

As far as incremental imperilments are concerned the IQAC plays a vital and the most significant role.

\*The IQAC always motivates the teachers and students in order to undertake research activities.

\* Sant Gadage Baba Amravati University has awarded Ph.D. degrees to five teachers upto now. Two teachers have submitted their Ph.D. theses to the university of Sant Gadge Baba Amravati in the current year 2020-21. Two teachers are the guide of Ph.D. in Marathi On the recommendation of the IQAC, the facility of books and theses is made available to the teachers and students. On the recommendation of IQAC the college has installed water purifier system and water cooler for students and staff as well. White marker boards are also fitted in all classrooms. CCTV cameras are also fitted in all the classrooms and campus for the sake of surveillance. On the recommendation of IQAC. LCD projectors are fitted in the classrooms of B.A-1 and B.Com-1 continuous purchase of books, reference books, text books and competitive exams books is on going.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.3 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** D. 1 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Our institute organizes various programs regarding the safety and security of girl students. Our institution has women empowerment cell in action for the empowerment, safety and security of girl students. The cell conducts different programs such as health and hygienic awareness program, women empowerment program, gender equity workshop, sanitary napkins distribution program for girls, female security and provision of various acts in Indian constitution workshop and female feticides rally etc. The cell has collaboration with Malegaon police station through What's app group for the safety and security.

For safety and security a peon is available at the entrance gate of the college. The persons are allowed to enter the campus of the institute after the identification and as per the nature of their work. The institute has installed CCTV Cameras at different locations such as entrance, computer lab, library, corridor, parking, principal's cabin, administrative office, staff room etc. for monitoring the safety and security.

Students Grievance Cell, Anti-ragging Committee, Prevention of Sexual Harassment Committee, Students Welfare Committee etc. Moreover, the complaint/suggestion box is kept in front of the administrative office. The institute organizes a number of activities by means of NSS such as poster exhibition, street plays etc. to deliver the message of safety and security. All the students, teaching and non-teaching staff have dress code and ID cards. All of them strictly follow the dress code and wear ID cards while in the campus. It helps in maintaining the discipline and decorum of the college. It is compulsory for the students and staff to wear I-Card in the campus. The fire fighting tools are kept at office, library, computer lab etc. The First Aid facility is provided to students if injured. In case of emergency students and staff are taken to the civil hospital.

##### Counseling :

The Career Guidance Cell provides counseling regarding the study, career and any topic that the students require. Personal counseling is also provided to the faculties whose performance is very poor and not satisfactory in the tests and exams. The teachers also guide the students for study of competitive exams as well as on personal and financial matters. The college has open access policy which means students can meet teaching staff including the principal at any time in the campus without prior permission or appointment regarding their problems and suggestions. The teachers also guide the students and help them to select the proper PG course after passing graduation. By and large, counseling is provided to all the students who approach to the personal counseling cell as per their requirements. Counseling is offered to all the students in selection of subjects at the time of admission.

##### Common room:

The institute has separate girl's common room which is secured with washroom. The separate washrooms for the boys and girls are available in the institute. The separate washrooms are also available for staff members. Sanitizers, Dettol hand wash liquid bottle, tissue papers are also provided in the washrooms.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

The college is fully aware of its Institutional Social Responsibility (ISR) towards the protection of environment and practices waste management.

#### • Solid Waste Management :

The collection of the waste material such plastic carry bags, plastic pouch, plastic bottles, plastic papers, plastic glasses, plastic dishes, dried leaves of the trees, garbage etc. are regularly collected and disposed by dint of NSS departmental activities by the NSS volunteers under the guidance of the principal and in the leadership of the NSS program officer. Eradication of congress grass and other weeds in and around the campus is a regular activity of NSS as well. The NSS unit of the college constantly strives for cleanliness.

The NSS unit organizes regular camp for sanitation and solid waste management. The harmful plants, plastics, polythene etc. are buried in the ditch.

Waste bins are placed in the campus at various places such as classrooms, administrative office, computer lab, library, corridor, washroom, common room, staff room, principal's room. Old newspapers, old files, old home assignments outdated answer papers etc. are given for recycling to external agencies. Collected solid waste is handed over to the Nagar Panchayat of Malegaon for the further processing. Compost pits are also made available in college campus.

### 1) Liquid Waste Management:

Since the college has no chemical science department, liquid waste such as chemical waste etc. is not generated. Liquid waste generated from washroom is disposed properly through the pipe.

### C) E-Waste Management:

The college uses various types of electronic gadgets such as computer, printers, LCD projectors, Thumb machine etc. These products become outdated after few years owing to advancement in technology. Since the institute is aware of this thing, i.e. e-waste and its hazards takes initiative to dispose e-waste in a proper way. E-waste is sold to scrape merchants for further processing. In other words, if the college face the problem of e-waste, it will sell it to the local venders so that they may process on it and re-use it. The college has store room in which the wasted, outdated and non-working equipments are kept and then sold at the proper time.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>



**7.1.5 Green campus initiatives include:**

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

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

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

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

Ramrao Zanak Education Society undertakes various initiatives in the form of celebration of days of prominent personalities i.e. their birth and death anniversaries, National festival e.g. Independence Day, Republic Day, Maharashtra Day etc. NSS Foundation Day, Yoga Day, International Women's Day, Teachers Day, Constitution Day etc. Sudbhavana Divas and other such activities in order to provide an inclusive environment by dint of bringing students and teachers with diverse background on sing the platform for the sake of creating inclusive environment.

These activities and functions help in developing tolerance and harmony towards culture, religion, linguistics and also communal social economics and other diversities. Convocation ceremony is organized convocation address is delivered by the invited great personalities in order to inspire and motivate the students for their bright, golden future life journey. It will enable them to fight the battle of life.

Two important national festivals, Independence Day and Republic Day are celebrated every year in the college and in the two other regional centre of the institute. All teaching and non-teaching staff including the president of the institute and students participate in the flag hoisting ceremony and in the programs which take place there after for the sake of cause of nation and patriotism. The motivating, inspiring and patriotic speeches of the well-known personalities are conducted.

Ramrao Zanak Education Society has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal, socio-economic diversities of the state and nation. The institute believes in an inclusive harmonious society. The college always encourages the students to participate in different programs organized by the college, inter-collegiate, university and other Government and non-government organizations in order to make them sensitize towards cultural, regional, linguistic, communal and socio-economic diversities. The aim and end is to maintain national unity and integrity.

Sr. No.	Days Celebrated	Date	
1.	Yoga Day	1st Day, 21 June	
2.	Sadbhabana Divas	1st Day, 20th August	
3.	Teachers Day	1st Day, 5th September	
4.	NSS Foundation Day	1st Day 24th September	
5.	Gandhi Shastri Jayanti	1st Day 2nd October	
6.	Independence Day	1st Day, 15th August	
7.	Childrens Day	1st Day, 14th Nov.	
8.	Constitution Day	1st Day, 26th November	
9.	Mahaparinirvan Day	1st Day, 6th December	
10.	Republic Day	1st Day, 26th Jan	
11.	Savitribai Phile Jayanti	1st Day, 3rd Jan	
12.	International Women's Day	1st Day, 8th March	
13.	Birth anniversary or Dr. B.R. Ambedkar	1st Day, 14th April	
14.	Maharashtra Day	1st Day, 1st May	

File Description	Document
Any other relevant information.	<a href="#">View Document</a>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

#### **Response:**

India that is Bharat is a union of states. It as a country consists of people with different backgrounds such as social, cultural, linguistic, economic and ethic diversities governed and guided by the constitution of India irrespective of caste, creed religion, race, sex etc. R.G. Zanak Education society sensitizes the students and employees of the institution to the constitutional obligations regarding values, rights, duties and responsibilities of citizens which enables them to behave as a responsible citizen.

The college establishes policies that reflect core values. Code of conduct is prepared for the sake of students and staff as well. Every one is bound to follow the code of conduct and the rules and regulations laid down by the institute.

By the parent and affiliating University of Sant Gadge Baba Amravati, University Amravati, curriculum is framed with mandatory courses such as professional ethics and human values of the constitution. The society initiatives by means of organizing various activities in order to sensitize students and employees to the constitutional obligation: rights, duties, values and responsibilities of the citizens.

Constitution Day is celebrated every year in our college on November 26 with great pomp and show. On this day the preamble of the constitution is read collectively by the teachers and students. The principal M.R. Pawar being H.O.D. of political science throws great deal of light on the constitution of India for the information of the students and the teachers as well. The image of Dr. Babasaheb Ambedkar, the architect of Indian constitution is worshipped by offering garlands. An oath is taken to defend and safeguard the constitution by all.

Prof. Dr. Nageshwar Kanake H.O.D. of Political Science of Savitribai Phule College of women was invited by the department of Political Science to guide the students on the constitution On Nov. 26, 2016. He threw light on the fundamental rights, values, duties and responsibilities of citizens as stated in the constitution of India. He appealed to all to remember the struggle of freedom fighters and respect the national flag and National Anthem.

He further stated that the constitution provides for human dignity and decorum, equality, liberty, fraternity, justice to all. He called upon the students to pay respect to the constitution as a national book and read it publically to safeguard the rights.

Quiz was also conducted on 26, Nov. 2018 by the department of political science for the betterment of the

students and to create awareness and sensitization and the students and employees to the constitution obligation. A rally in defiance of the constitution was called off dated 26/11/2019.

The Constitution Day is also celebrated on 26 Nov. every year on behalf of the NSS Unit of the college.

The NSS volunteers create awareness regarding the constitution in the adopted village and neighbouring villages and their dwelling places.

Adv. Santosh Pophale, Adv. Sagar Soni, the sub-inspector Sagar Pendharkar were invited in order to throw light on the constitution on the Constitution Day on 26, Nove. 2016.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

**Response:** C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

**Response:**

The college celebrates National festivals and the birth anniversaries of the great Indian personalities

**a) Independence Day:**

The college celebrates Independence Day every year on 15th August with great Zeal. The president, the principal, the teaching and non-teaching staff, the students, parents, alumni all participate in the flag hoisting ceremony. The college regularly organizes programs on this great national festival day. Independence day is celebrated in order to remember the valuable contributions of the freedom fighters in the freedom struggle and to show gratitude towards them.

**b) Republic Day :**

The college celebrates the Republic Day every year on 26th January in order to honor the occasion on which the constitution of India came into effect in 1950. The Tri-coloured flag is hoisted at the hands of the president of the institute at 7.30 am. Teaching, non-teaching staff and the students participate in the ceremony. We also pay our reverence to the ideal constitution of India and the architect of Indian constitution Dr. Babasaheb Ambedkar on this day.

c) Chhatrapati Shivaji Maharaj Jayanti (birth-anniversary) Maharashtra Day, Every year Maharashtra Day is celebrated on 1st May.

d) Chhatapati Shivaji Maharaj,. Every year on 19th February his birth anniversary great enthusiasm.

e) Dr. Babasaheb Ambedkar (Jayanti) birth anniversary:

The college celebrates the birth anniversary of Bharatratna Dr. Babasaheb Ambedkar on 14th April with great pomp and show.

The college organizes the program to celebrate the birth anniversary of Dr. Babasaheb Ambedkar. The guests of honor garland the image of Dr. Babasaheb Ambedkar. He is remembered as the architect of Indian constitution of the social reformer who worked for the upliftment of the lower section of the society.

f) Mahaparinirvan Day of Dr. Balasaheb Ambedkar.

The college pays glowing tribute to Dr. Babasaheb Ambedkar on his Mahaparinirvan Day on 6 December. He is remembered for his contribution of Indian constitution.

g) Mahatma Gandhi and Lal Bahadur Shastri birth anniversary.

In order to provide the information about the life history and their contribution to the country, the college jointly celebrate the birth anniversary of Mahatra Gandhi, the father of nation and the 2nd prime minister of India Lal Bahadur shastri on 2nd October.

h) Teachers Day:

Teachers Day is celebrated on 5th September every year in order to pay tribute to the second president of India. Dr. Sarvapalli Radhakrishnan, a great teacher who is well known for his contribution towards the education system in India. In order to express the gratitude towards the teachers the 'Teachers Day' is celebrated by the students of the college as self Government Day.

## i) Indian Constitution Day:

The college organizes program on Indian constitution Day every year on 26th November. The college also celebrates the birth and death anniversaries of the great Indian personalities such as Shahu Maharaj, Annabhau Sathe, S.R. Rangnathan, Swami Vivekanand, Mother Jujau, Mahatma Jyotiba Phule, Savitribai Phule, Sardar Vallabhabhai Patel, Subhash Chandra Bose, Bhagatsigh, V.D. Sawarkar, Ahilyabai Holkar, Sant Gadge Baba, Sant Tukadoji Maharaj etc.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

#### Best Practice No.1

#### 1) Title of the practice **Cleanliness Drives Under Swachha Bharat Abhiyan**

#### 2) Objectives of the Practice:-

1. To run cleanliness drive in the college, adopted village, bus stand, rural hospital and in the fairs of Nagartas and Dawha.
2. To cooperate the officers of bus stand, rural hospital and the adopted village.
3. To create awareness among the people to keep cleanliness.
4. To tell the importance of cleanliness to the society.
5. To create awareness among the students to maintain clean surrounding.

#### 3) The Context :-

Cleanliness is always required at the public places such as bus stands, hospitals, parks, railway stations, adopted village by NSS, parks, gardens, colleges, fair holding places etc. It is also necessary to create awareness among the people and to make them habitual of maintaining cleanliness at such places. Malegaon Bus Depot always face a problem of uncleanliness. That's why it is always required to help MSRTC department to keep clean premises. Taking this fact into consideration, the college has decided to

run cleanliness drives in Bus Depot by means of NSS volunteers.

At the same time the Rural Hospital Malegaon which is situated behind the court also face the problems of uncleanliness. The NSS unit of the college under the guidance of the NSS P.O. took decision to provide helping hand to the hospital administration to make hospital premises clean and tidy.

Moreover, the college took decision through the NSS unit of the college to run cleanliness drive in the adopted village namely Dongarkinhi. It also decided to clean the premises of the fair holding places such as Nagartas and Dawha before and after the fairs.

In addition to this the college regularly organizes cleanliness drives, rallies in order to create awareness under Swachha Bharat Abhiyan by dint of NSS volunteers.

#### **4) The Practice:**

To create awareness of cleanliness in the students and the society as well is the responsibility of the college. In order to fulfill this responsibility the college has made the following endeavours.

During the Swachha Bharat Abhiyan (Dt. 24/09/2018 to 02/10/2018) the NSS unit of the college has organized a cleanliness drive in the Bus Depot of Malegaon under the guidance of the NSS P.O. In this campaign 25 volunteers of NSS, P.O., A.P.O., and the teachers participated. The NSS volunteers cleaned the Bus Depot and its nearby area. Litters and waste materials/matters were collected and handed over to Nagar Panchayat for proper disposal. The teachers and the volunteers requested all the passengers not to litter on the roadside, inside the bus and within the premises of the bus depot. The volunteers also eradicated the congress grass and other weeds in and out of the premises of the bus depot.

Cleanliness drive was also run in the premises of in the Rural Hospital Malegaon on 20/12/2017 on behalf of NSS on the death anniversaries of Sant Gadge Baba. By means of this drive the importance and necessity of cleanliness was explained to the patients and their relatives. The NSS volunteers cleaned the rooms of the hospital and the premises as well with the help of the hospital staff.

On the occasion of Independence Day, the NSS Unit has organized a second cleanliness drive in the Rural Hospital Malegaon. The plastic wastage and other garbage were collected from the rural hospital and adjoining colony of the hospital employees. This cleanliness drive was held on 24/09/2018. The hospital authorities trained the students how to collect bio-degradable and non-degradable waste.

The cleanliness drive was also run in the adopted village Dongarkinhi Tq Malegaon, Dist. Washim dated 28/01/2020 in order to create the awareness of cleanliness among the villages. The internal roads and lanes of the adopted village were cleaned by the NSS volunteers.

Moreover, the congress grass and other harmful weeds, plants were eradicated by the NSS unit of the college. The drains/Nullans were also cleaned by the NSS volunteers.

The cleanliness drive was also run in the fair holding places such as Nagartas and Dawha before and after the fairs on behalf of NSS unit under the guidance of the P.O. of NSS. The congress grass and the other harmful weeds were uprooted by the NSS volunteers there.

As per the guidelines of the Government of Maharashtra, UGC, Sant Gadge Baba Amravati University, Department of NSS SGBAU, the office of the Joint Director, Higher Education Amravati division our college regularly takes out several cleanliness drives through the town of Malegaon in order to clean the roads, surroundings and drains.

Once in a week on Saturday the NSS volunteers under the leadership of the NSS Program officer clean the premises of the college. The waste collected in the campus is dumped in the compost pits.

All these above mentioned endeavours helped the college to imbibe the responsibility of the students towards the society and the nation as well so that the students may spread the message of cleanliness in the society.

#### **5) Evidence of Success:-**

- 1) The Bus Depot and its nearby area got cleaned by the NSS volunteers.
- 2) The Rural Hospital and its nearby area also got cleaned by the NSS Volunteers.
- 3) The adopted village was also cleaned up.
- 4) The fair holding places such as Nagartas and Dawha were also cleaned up before and after the fairs.
- 5) The cleanliness rallies were also taken out in the town from time to time.
- 6) Due to above mentioned things the NSS volunteers, other students and the teaching-non-teaching staff got used to the cleanliness.
- 7) Through the sanitation rallies the NSS unit created awareness among the people about wet and dry garbage.

#### **6) Problems Encountered and Resources Required:-**

While running a cleanliness drive, Nagar Panchayat officials could not provide dust bins and other required things for the sake of disposal of garbage on time. Due to heavy rush of passengers, it was not possible for the NSS unit to run regularly such cleanliness drives in the Bus Depot.

It was also impossible to drive a cleanliness drive in the adopted village owing to the different natured people in the village and their differences and disputes. But under the guidance of the NSS P.O. the NSS unit dealt successfully and effectively with it. The same was the situation in the fair holding places Nagartas and Dawha. But we managed it tactfully and skillfully.

For the sake of cleanliness drive of such large premises proper machineries should be available in the college. But it was not possible and affordable for the college to have such machineries.

#### **7) Notes (Optional) :-**

The college will attempt to run such cleanliness drives in the Bus Depot, Rural Hospital, Adopted village, Fair holding places such as Nagartas and Dawha in collaboration with Nagar Panchayat and the concerned



authorities of the other places.

**Contact Details:**

Name of the Principal: M.R. Pawar

Name of the Institution: Ramrao Zanak Arts & Commerce College, Malegaon, Dist: Washim

Mo. 8552854856

Email: principalmrpawar@gmail.com or ramraozanakmlg708@gmail.com

**Best Practice 02**

**1) Title: Social, Political and Economical Awareness of Women and Their Empowerment.**

**2) Goals:**

- \* To empower the women in the rural area.
- \* To create confidence and positive approach among them.
- \* To develop leadership qualities among them.
- \* To inspire them to participate in Panchayatraj System and thereby achieve the target of rural development.
- \* To make them aware of their constitutional rights and the laws that made to protect these rights.
- \* To promote their sense of self-worth, their ability to determine their own choices.
- \* To motivate them for higher education.
- \* To motivate them to fight against injustice, exploitation, violence and oppression.

**3) Context:**

Since our college is situated in rural area, it is necessary to study the rural women and their conditions. As India is a country of the villages and the women consist of half of the population, the study of their domestic condition and family background is necessary in the context of the political, social and economical condition. The study is essential in the context of women in Malegaon town where our college is situated and the women in surrounding villages, their empowerment, their mindset, their thought process imposed on them over the generation. For example son is preferred to daughter as the heir of the family.

In order to remove these things from their mind and to inculcate the principle of equality among them to make them aware of male dominated society and their status in it, the women empowerment cell is in action in the college. In brief the thought provoking study is essential in order to bring the women out of their narrow mindedness. The women should know their own significance in the family and in the society.

They should play a vital and the most important role in building the society and the nation as well.

#### **4) Practice:**

- 1) The concept of the women empowerment among the women by means of holding the meetings with them in the surrounding villages including the adopted villages of the NSS unit.
- 2) Every year the NSS special seven days residential camp is held in the adopted village. At that time the important meeting are held with the women to know their total conditions. The NSS volunteers also pay some visits to the surrounding villages to know the real condition and status of the women along with the NSS program officer.
- 3) The girl students are guided properly regarding the various social issues such as dowry death, female feticide, domestic violence, persecution sexual harassment and public violence etc.
- 4) Held workshops for economic self-dependence of the rural women and to make them awareness about the importance of small saving groups of women, home and small scale industry and its benefits.
- 5) The medical camp is held every year for the local women in which the expert doctors guide them about the proper and nutritional diet plans and regular exercise. Free health check-up camp facility is also provided in which eye, ear, throat, nose, teeth etc are checked and proper advice and treatment is given to the women and the girls.
- 6) Sanitary napkins are also distributed regularly to the girl students.
- 7) A workshop on menstrual cycle is also conducted for the sake of the girls by the expert female doctor named Dr. Sima chavhan.
- 8) Proper guidance regarding the laws for women, the constitutional provisions for the women is provided by organizing workshop in the college by the expert lawyers.
- 9) Various workshop, seminars, symposia are organized on the empowerment of the women by the college.
- 10) The International Women's Day is celebrated on 8th March every year by means of arranging program in the college.
- 11) Such so many programs are organized in and outside the college for the betterment and development of the personality of the women and the girls.

#### **5) Evidence of Success:**

- 1) The women participated in the awareness rallies for gender equality and stopped killing female foeticide. They also spread this message from village to village.
- 2) As a result of the above mentioned programs the women now consider the son and the daughter as the two sides of the same coin i.e. equally important.
- 3) The ignorance and superstitions are eradicated to some extent.

- 4) The women gave up the practice of plucking the leaves of the trees such as banyan, peepul, bel etc. for religious rituals. On the other hand, they plant these tree plants in the tree plantation programs.
- 5) The guest lectures delivered by Adv. Geetanjali Gawali, Dr. Sima Chavhan, Sub inspector Rani Nagare, Prof. Shubhangi Damble organized by the college for the empowerment of the women specially served the purpose and proved fruitful because a number of women attended the programs. All the speakers stressed the need to adopt the principle of gender equality. They called upon them to abandon superstitions and change their mindsets.
- 6) The women saving groups got motivated by the lecture of Prof. P.P. Rathod regarding the progress of women through the saving groups. They came to know how to earn when there is shortage of employment in agriculture especially in slack season.
- 7) The leadership qualities are developed among the women. They contest the election of Gram Panchayat, Panchayat Samiti, Zila Parishad etc. and get elected. Some of the women play a vital and the most significant role as the member of the Gram Panchayat, Sarpanch, member of Panchayat Samiti, Members of Zila Parishad etc.
- 8) The Students also realized the development of women in the village Panchayat while carrying out the project "The women's Participation in Panchayat Raj System and Development"
- 9) In this way the social, political, economical development of the women and girls took place.

#### **6) Problems encountered:**

- 1) Owing to the lack of knowledge and education, the women of the villages do not show their interest to participate in the program organized by the college on the Empowerment of Women.
- 2) Generally the women are ignorant and superstitions. Some of them do not want to change their social status in male-dominated society.
- 3) It is a very difficult to enlighten the women and to prepare them to fight for gender equality and their constitutional rights.
- 4) To organize women empowerment programs, awareness rallies, poster exhibition, health check up camp, distribution of sanitary napkins etc. require human resources.

#### **7) Contact Details:**

Name of Principal: Mr. M.R. Pawar

Name of Institution: Ramrao Zanak Arts & Commerce College, Malegaon, Dist-Washim.

Mo. No. :- 8552854856

Email Id :- ramraozanakcollege708@gmail.com

Website :- www.rzcollege

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

- 1) The college attempts to perform the activities according to its mission and vision. It always concentrates towards the educational development of the youths of the rural and backward area. These endeavors resulted in securing governmental and private jobs by the students of the college.
- 2) The college is surrounded by an educationally backward, under-privileged and lower middle class income group habitation. Invariably, most of the rural youths are socially and economically weaker sections of the society. That's why the college is always striving for the empowerment and education.
- 3) Surroundings of this college is economically, socially and educationally backward area. The college is the first institution providing quality education for the last three decades in this area. The college aspires to provide quality education to the students and strengthen to face various challenges. All the activities carried out by the college are dedicated to the vision and mission. The college are in consistence with the objectives of higher education ministry of India.
- 4) To achieve college mission statements of bringing the deprived class of the society on at par with their privileged counterparts in concerns with the quality and employability.
- 5) The college admits them into higher education without stringent their higher percentage, offering financial assistance and fee concession during the admission, who otherwise would have been left out from the higher education. The institution provides safe, secure and sound environment for the sake of the education of girl students which resulted gradual increase in the numbers of girls.
- 6) The college making continuous efforts to provide the better infrastructural learning resources and different teaching aids to attain the highest quality education to the aspirant youths.
- 7) The college conducts coaching guidance for competitive exams, career counseling programs and extra-curricular activities which enabled them to face the challenges of the modern world.
- 8) These students are made responsible citizens so as to enable them to play a vital role in the progress and development of the society and the nation as well.
- 9) The college continuously promotes empowerment of girls by conducting empowerment activities. It also conducts a number of extension programs which imbibe the spirit of nationalism and commitment towards

the community.

10) To underline the issues of climate change in global context, the college conducts awareness programs, tree plantation, etc.

11) Moral character is a symbol of ideal. Citizen. Character is the destiny on which the building of the nation can be erected. The college strives to build the characters of the students by dint of infusing philosophy with them. In order to serve the purpose the various committees of the college conduct the various activities regarding the great personalities of India such as Swami Vivekanand, Shivaji Maharaj, Shahu Maharaj, Mahatma Phule, Savitribai Phule, Dr. Babasaheb Ambedkar, Mahatma Gandhi etc.

12) The college is taking efforts to grow Neem trees in the campus which is eco-friendly practice.

13) In order to create the honour towards the soldiers of the country the college felicitated ex-servicemen of Indian Army on the occasion of Surgical Strike Day. The college sponsored all the students to watch 'Uri – The surgical strike' movie at local cinema hall.

14) The college gives admission to all the students on minimum fees without any donation or capitation fees. As per genuine requirement, the teachers pay the fees of the students belonging to the weaker economical sections and the deprived classes. Generally the fees of the students of SC, ST, VJNT, OBC, is not charged at all. Their admissions are done free of cost.

### **Conclusion :**

Additional Information:

1) The college is established in 1989 by Shri Ramrao Gopalrao Zanak Education Society, Chiwara.

2) The college is recognized under section 2F and 2B by UGC Act in June 2021

3) The institute runs the following other high schools such as Rajio Gandhi Vidyalaya Chiwara ESt:-

4) Onkar Gir Vidyalaya Shegaon Bondade ESt:-

5) The college is providing education in B.A. & B.com courses. Both of the courses are taught under the Credit Grade System (CGS) as per the recommendations of the Sant Gadge Baba Amravati University, Amravati.

6) The college has done Green Audit in the year 2021

7) The college has an active NSS unit with 100 volunteers approved by the university of SGBAU.

8) The college has Two ICT enabled class room facility for teaching learning.

9) The college has always encouraged the faculty members from time to time to participate in seminars, conferences, symposia, RC, OC, short term courses etc.

10) The staff is being encouraged to improve their qualifications by means of pursuing their research work

leading to M.Phil and Ph.D etc.

11) The college library has around 3,000 books.

12) The latrine and urinal had completed.

13) There are separate parking facilities of the boys, girls and the staff members.

### **Concluding Remarks:**

In the upcoming times, our institute will apply for various schemes of development for the UGC. It will help to provide a better teaching-learning atmosphere for the students and the teachers. Our institute is always making efforts to produce excellent academics and to make holistic development of the students of the adjoining area. The college will also try its best to provide every possible help and support to the students to become civilized, ideal, social and worthy citizens of India.

The institute aims at providing quality educational environment to the students of this rural area. The college intends to shape the destiny and build the characters of the students and guide them to contribute constructively and positively towards the national goods by dint of upholding the values of secularism, national integration and social commitment. The mission of the institution is to provide quality education to all the students irrespective of their caste, creed, religion and gender.

Finally to enhance the quality of higher education and to cope with the changes and developments in higher education, the college has made up its mind to undergo NAAC process as prescribed by the UGC and the Government of Maharashtra.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The college started in 1989-90 initially with Arts and Commerce faculties with enrolment of 58 and 22 students respectively. At present the strength of the college is upto 300. During the current academic year 2020-2021 the strength of the students is affected due to the pandemic attack of covid 19. The institution has gained the status of 2F and 12B from the University Grants Commission, New Delhi dated 15-07-2021.

With the changing scenario in higher education and consequent new educational policies, this institute sets its goal in order to provide better quality higher education to the students. In order to achieve the expected goal, the governing body, teaching and non-teaching staff have been taking continuous endeavors since its start. Since the most of the students come to the college from economically weaker and backward sections of the society, the institute attempts to imbibe among them good and universal values and to make them stable, able, capable, responsible, worthwhile and ideal citizens of India. The college focuses on catering to the academic excellence of the students and equip them with the facilities in order to develop their hidden talents and dormant qualities.

The teaching faculties are well qualified, experienced and committed. The outstanding success achieved by the college is the creation of unusual founder members insight of the society. The college has been envisioned as to. The Rural Masses with main focus on building capabilities of the students for a holistic development of their personality. The determination of the institute is to motivate and equip the educated youths of region so that they may see themselves fit to face the cut throat battle and competition of the real life.

The teachers are also keen to develop the inherent qualities of the students giving them value based education under the ideology of the great reformers of India. In its efforts to impart quality education, the college is going to face the first cycle of accreditation.

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NAAC