



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**GONDIA EDUCATION SOCIETY'S
CHHOTABHAI JAVERBHAI PATEL ARTS
AND COMMERCE COLLEGE TIRORA,
DIST. GONDIA**

- Name of the Head of the institution **Mrityunjay Singh**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **07198 - 254040**
- Mobile no **9422130608**
- Registered e-mail **cjpatelcollege@cjpctirora.org**
- Alternate e-mail **jaysingh@cjpctirora.org**
- Address **Khairlanji Road Tirora**
- City/Town **Tirora**
- State/UT **Maharashtra**
- Pin Code **441911**

2.Institutional status

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

• Financial Status

Grants-in aid

• Name of the Affiliating University

**Rashtrasant Tukadoji Maharaj
Nagpur University Nagpur**

• Name of the IQAC Coordinator

Walay Yashwant Tagade

• Phone No.

07198253363

• Alternate phone No.

• Mobile

7378714502

• IQAC e-mail address

walaytagade@gmail.com

• Alternate Email address

walaytagade@yahoo.com

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

[https://cjpctirora.org/AQAR%20Rep
ort%202/AQAR%202019-20.pdf](https://cjpctirora.org/AQAR%20Report%202/AQAR%202019-20.pdf)

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

Yes

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

<https://cjpctirora.org/ac2021.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	61.0	2004	16/02/2004	15/02/2009
Cycle 2	B	2.36	2013	05/01/2013	04/01/2018
Cycle 3	B	2.25	2019	09/08/2019	08/08/2024

6.Date of Establishment of IQAC

26/07/2004

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

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

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

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

Yes

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

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

Mentor-mentee scheme is effectively implemented during the pandemic.
Faculties were motivated for online mode of teaching
Faculties were motivated for online test examination and Pracicals
Online lectures were arranged for mental strength of the students
Motivated faculties for the participation of faculties in Refresher/Orientation/FDP.

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

Plan of Action	Achievements/Outcomes
Curriculum completion	100 percent curriculum was completed by all the faculties by online mode
Implementation of Mentor-mentee program	Effectively implemented the mentor mentee scheme during the pandemic.
lectures on Mental strength of the students	Yoga classes, awareness programs were arranged for building the mental strength of the students

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

- Name of the statutory body

Name	Date of meeting(s)
Local management committee	16/08/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	GONDIA EDUCATION SOCIETY'S CHHOTABHAI JAVERBHAI PATEL ARTS AND COMMERCE COLLEGE TIRORA, DIST. GONDIA
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• Pin Code	441911
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	Rashtrasant Tukadoji Maharaj Nagpur University Nagpur

• Name of the IQAC Coordinator	Walay Yashwant Tagade				
• Phone No.	07198253363				
• Alternate phone No.					
• Mobile	7378714502				
• IQAC e-mail address	walaytagade@gmail.com				
• Alternate Email address	walaytagade@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://cjpctirora.org/AQAR%20Report%202/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://cjpctirora.org/ac2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	61.0	2004	16/02/2004	15/02/2009
Cycle 2	B	2.36	2013	05/01/2013	04/01/2018
Cycle 3	B	2.25	2019	09/08/2019	08/08/2024
6.Date of Establishment of IQAC			26/07/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
00	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	
Name	Date of meeting(s)
Local management committee	16/08/2021
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
Yes	10/08/2021
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	

20.Distance education/online education:

Extended Profile

1.Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1628
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1321
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	442
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	26
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Number of full time teachers during the year		
File Description	Documents	
Data Template	No File Uploaded	
3.2		31
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		18
Total number of Classrooms and Seminar halls		
4.2		26.44 lakhs
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		30
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our institution is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University. Curriculum of various courses taught at our institution is designed by the university. We focus on the effective curriculum delivery considering the varied needs of our students. Each department prepares Action Plan of its respective department at the commencement of the session in which various curricular and co-curricular activities such as guest lectures, workshops, seminars, educational tour, Industrial visits, library visit, evaluation process etc, which the department wants to conduct during the session are chalked out. These activities are later implemented as per plan. Time - Table committee of the college prepares time -table at the commencement of each semester. Each department conducts departmental meetings for the discussion

on work load distribution among teachers. Faculties prepare academic plan in advance. In the academic plan, the curriculum is divided month wise with periods allotted to each unit. Teachers maintain teaching diary to record their curricular activities. Innovative scientific methods and techniques are used by the teachers to explain the topic. The college provides the teachers modern teaching tools such as Computer, LCD Projector etc. These teaching aids not only make the teaching effective but also create interest for learning and keep students engaged. The teachers use You Tube videos, Power Point Presentations, pictures, charts, maps etc to make the course content more comprehensive. Comprehensive e-content is developed by the faculty. During Covid 19 pandemic, our faculties conducted regular online classes through virtual platform such as Zoom, Google meet etc. E-contents were developed by all the faculties during pandemic and was shared with the students through email and whats app. Timely Unit Tests, Pre Semester Examinations, Practice Examinations are conducted to evaluate student's performance in the final university examination. Guest Lectures are arranged by the departments from time to time which help students to understand the course contents well. Special classes are conducted to clear the doubts of the students. Faculty members are motivated to attend workshops, seminars and conferences for the update of their knowledge. During pandemic, when classes were not on the faculty prepared e-notes and shared them with the students through virtual platform. Continuous and comprehensive evaluation of the students by the teachers is done to check students' understanding of various topics. Students' performances are recorded through Formative and summative assessment. Extra-curricular activities are organized by the college from time to time to provide the students a platform to showcase their talents. Feedback on curriculum is taken from the students and teachers. Feedback collected is analysed and discussed in the staff meetings.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The academic calendar is prepared by Rashtrasant Tukadoji Maharaj Nagpur University. At the outset of the session, University

releases Academic Calendar mentioning dates of the terms of Odd & even semesters, Winter/summer vacations, last date of admissions winter and summer examinations of odd & even semesters, last date of receipt of examination forms etc. The college follows this calendar strictly to conduct various academic activities. According to the university's academic calendar, the IQAC members, under the guidance of the Principal, prepares the detailed calendar of various curricular, co-curricular and extra curricular activities to be conducted during the session. It includes the dates of re-opening of the college, the commencement of odd and even semesters, various events such as social gathering, celebration of birth and death anniversary of great personalities, games and sports etc, dates of college and university examinations such as unit tests, half yearly examination, pre-annual examination, final semester examination, vacations and holidays etc. This academic calendar is released in the month of June. It is mandatory for the students and the faculty to strictly follow it. The Examination Committee of the college prepares the tentative schedule of CIE. Students' performance in the college examination is monitored so that they may be helped for further improvement. Continuous Internal Evaluation enables students to perform better in Final Semester Examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

01

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

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

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

00

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

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

00

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

1.3 - Curriculum Enrichment

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

Our institution promotes gender equality through various co-curricular activities. International Women's Day is celebrated to aware girls of their importance in the society and family. On this special occasion various programmes related to women's safety, health and hygiene, legal awareness etc. are organized to protect and empower female students. Girls are encouraged to participate in various curricular, co-curricular and extra-curricular activities conducted by the college from time to time.

To protect women from any kind of sexual abuse within the campus we have established a cell against Sexual Harassment of women where girls can register their complaints. We conduct various programmes to aware girls of their legal rights regarding Sexual Harassment, domestic violence, Ciber Crime etc. We also have a Grievance Redressal Cell under the charge of senior woman faculty. The committee is committed to redress the grievance registered by the girls. We also have a Girl's Common Room with required facilities.

In order to sensitize students about the environment, various activities such as guest lectures, industrial visits, field excursions are arranged. NSS students along with other students of the college participate in Tree Plantation Programme. NSS and NCC wings of our college aim at inculcating values, ethics and social responsibilities. Through the activities conducted by NSS and NCC students' moral and ethical consciousness are developed. During tough time of Covid19 pandemic NSS volunteers, provided food, medicines, sanitizers to the people of near by village Wadegaon. NSS volunteers and NCC cadets are committed to render humanitarian services selflessly by conducting various awareness drives on health and hygine of women and girl child, cleanliness, drug abuse etc.

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

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

0

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.cjpctirora.org/feedback/Feedback_Report_2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.cjpctirora.org/feedback/Feedback_Report_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1628

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

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

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

1008

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

2.2 - Catering to Student Diversity

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

Considering the diversity of students as far as their learning levels are concerned, it is important at the same time fruitful to organize special programmes for advanced as well as slow learners. Students take admission in the programmes of their preference. After their actual entries in the classrooms, they are assessed formally and informally by using multiple ways. In the initial classes, mock tests, quizzes, open book tests, short tasks (reading, writing, speaking, comprehension etc.) are initiated by the teachers to assess the students. Accordingly, remedial classes, extra doubt-clearing classes, along with counseling sessions are conducted for the slow learners. At the same time, extra reading tasks, assignments, mini projects, surveys and opportunities for peer-teaching are provided to advanced students in order to hone their knowledge and skills.

But during pandemic situation, it has indeed become very difficult for the institution to assess and identify the learners. Still the institution strove hard. As during pandemic, the only mode to connect with the students was online classes, special tasks were conducted through online classes by teachers to identify the slow and advanced learners. During online lectures, participation of students was given prime importance. Various quizzes were conducted online through Google forms. Assignments were given through Google classrooms and Zoom Classes. Their queries in the chat boxes during classes were minutely observed and based on their performance in the assignments and quizzes and their queries, they were assessed and identified. After identification of the slow and advanced learners, tasks were decided catering to their needs. For slow learners easy notes were provided. Doubt-clearing sessions were conducted online. Besides, link of the YOUTUBE videos were shared with the students for easy understanding of the same topics. In order to make teaching and learning more fruitful and easy, PPTs were used. Many teachers made short videos

and uploaded those videos on YOUTUBE so that the students could learn with their own speed and at their own convenient time. Their feedback was frequently taken in order to know their learning difficulties. For Advanced Learners extra reading and writing tasks, extra assignments, and presentation tasks were given through Google classrooms and Zoom platform. Advanced learners were motivated to participate in different webinars, certificate courses and workshops etc. They were informed about various resources available online.

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

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

Number of Students	Number of Teachers
1628	26

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

College runs varied programmes that vary from one another in respect of their objectives and specific structures. Due to these variations, teachers adopt different pedagogies in order to meet with the specific goals of learning. No-one can deny the importance of conventional lecture method in the college teaching, but in order to make teaching learning more interesting and fruitful teachers strive to bring in innovations in their pedagogical approaches. They strive to make learning student-centric. They prefer to teach in the ways students like to be taught. They bring in variety in their methodologies. To generate interest, participatory learning like group discussions, pair/group tasks, laboratory activities, peer teaching, seminar presentations, quizzes, debates are used to eradicate their fear and provide them plenty of opportunities to nurture their hidden potentials for learning. In order to enhance their individual

ability for learning individual assignments/tasks are given. Informal methods like excursions, field visits to industries, companies and plants are adopted. Students are encouraged to participate in various intra-collegiate and inter-collegiate competitions and activities conducted. Different clubs like English Club, Science Club, Geography club etc. are formed to provide extra exposure to the students and encourage their participation. In order to develop requisite life skills and social skills like decision making, problem solving skill, sense of discipline, understanding of socio-economic environment, effective communicative skills and establishing linkage with the society, various activities like seven days camps by NSS, activities by NSS, Adult Education and Population Education are conducted throughout the session.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

To make teaching-learning process more interesting and fruitful, use of ICT tools is really beneficial. Pandemic situation prevailed in most of the time of the session 2020-2021. It mandates all the teachers for the effective use of ICT in order to meet with the teaching learning goals. Teachers used ICT tools not only for teaching but also for evaluation or assessment of the students. Everyone admits the importance of ICT tools for better and effective delivery of the subject knowledge. With the help of various ICT tools like desktops, laptops, smart phones, tablets etc., teachers continued teaching during pandemic. They used various online platforms like Zoom App, Google Meet, Komodo, Google Classrooms, Cisco Webex Meet and Google forms. In order to make online teaching more effective and interesting, PPTs were used during classes. Related videos were shared. Important instructions, notifications and class schedules were shared through WhatsApp groups. Students were allowed to put their queries through whatsapp group and chat boxes. Online demos were shared by the teachers of science stream for Practical Examination purpose. For evaluation purpose, quizzes and practice test papers were taken using Google forms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

25

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

2.4 - Teacher Profile and Quality

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

26

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

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

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

2

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

327 . 33

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution takes all the care to make the mechanism of internal assessment transparent and robust in terms of frequency and mode. Assessment, indeed, is a continuous process. The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. University has already provided guidelines to the affiliated colleges regarding internal assessment. Students are informed well in advance about the criteria to be used for their internal assessment in the initial classes at the beginning of the session by the teachers. Subject teachers strictly follow the guidelines and apply the criterion given by the university in the internal assessment. These criteria vary from subject to subject. In some subjects internal assessment is based merely on the assignments submitted by the students. The assignments' topics are provided beforehand by the teachers with suitable submission deadline. To bring variations, variety of tasks like reading, writing, mini surveys and projects, charts, tasks to enhance their

critical thinking and creativity are included in the assignments. Short Seminar presentations are also taken. In order to encourage the students and bring transparency, good assignments are shared and discussed in the classrooms. Students are guided and motivated for better performances. Teachers strive to bring transparency and robustness in terms of mode and variety. Assessment in some subjects is based on students' attendance, their participation, home work, presentation and their initiatives in teaching-learning process. They are always encouraged for oral presentations. Internal assessment in some subjects is divided into two-assignment and viva-voce. In viva-voce students are motivated to communicate in order to eradicate their fear of public speaking.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://nagpuruniversity.ac.in/index.php/Contentpage/index/RWZ3MW8raGFwdjVRWLE9PQ%3D%3D/en , https://nagpuruniversity.ac.in/index.php/Contentpage/index/RWZJMW8raGFwdjVRWLE9PQ%3D%3D/en , https://nagpuruniversity.ac.in/index.php/Contentpage/index/RWZNMW8raGFwdjVRWLE9PQ%3D%3D/en

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

The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. The exams are conducted by the university. It has its own mechanism of redressing students' examination related grievances. The college has no role or control over it. Only the college renders help to the students if any grievance occurs. They are guided about the Grievance Redresser cell and the concerned authority. If necessary, they are assisted by the staff members.

The institute has a transparent, time-bound and efficient mechanism to deal with internal examination related grievances. Grievances regarding internal examinations like Unit Tests, Pre-semester Practice Examinations, and Practical Examinations are handled by the College Grievance Redresser Cell in accordance with College Examination Committee. Results are declared a week after the Practice Examinations. Students are shown answer sheets in the classrooms and are allowed to submit their grievances, if any regarding their results, within the deadline given to them. The Grievance Redresser Cell forwards the grievances to the concerned

subject teachers and the subject teachers redress the issues. In this way grievances regarding internal assessment are redressed.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://nagpuruniversity.ac.in/index.php/Contentpage/index/RVA4MW8raGFwdjVRWLE9PQ%3D%3D/en

2.6 - Student Performance and Learning Outcomes

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

Following the University curriculums and consulting all the teachers of all the programmes, program outcomes, Program Specific Outcomes and Course outcomes are prepared. At the time of preparing these outcomes the general as well as specific objectives of various programs are mainly considered. The teachers have much understanding about them as they themselves are engaged in framing them. They practice and supervise them in terms of students' performance and outcome attainment. The POs, PSOs and COs are displayed on website. At the beginning of the sessions orientation classes are conducted where students are made aware about these outcomes by the teachers. Even in the initial classes when teachers familiarize the students about syllabus, they discuss the outcomes of the programmes. Just before the commencement of the University Examinations, during the time of revision, teachers once again draw their attention to these outcomes.

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

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

Attainment of various programme outcomes are evaluated by institution on the basis of different evaluative ways. Performance of the students in University examinations which includes theory

and practical is the main indicator. In addition to this attainment of outcomes are also evaluated on the basis of CIE activities which are prepared at the beginning of the session in consultation with IQAC and members of different programmes. Students initiatives in teaching- learning process, their participation in different co-curricular and extra-curricular activities, their participation in laboratory and Field/project work, continuous

evaluation by the teachers are considered for the evaluation.

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

2.6.3 - Pass percentage of Students during the year

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

430

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.cjpctirora.org/feedback/Student_Satisfaction_Survey_20_20-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Research activities by the faculty members are promoted and monitored by the Internal Quality Assurance Cell (IQAC) and the Research committee constituted by the college. The college has highly qualified and academically active staff. About 85 % of the faculty members hold the Doctoral degree. Three faculty members are research supervisors. 1 scholar have been awarded PhD in the year 2020-21 and some are still pursuing their research under their guidance. Faculties publish their research work in various reputed National and International Peer Reviewed Journals. Around 10 research papers were published in UGC approved journals and more than 5 in conference proceedings/Books/chapters in books, during this academic year. To inculcate scientific temper and encourage research aptitude among the students, Science exhibition is organized. Educational tours and visits to research institutes are arranged from time to time. But due to Covid-19 pandemic, the above activities have not been organised. Faculty actively participated in Online National and International conferences and webinars. Online research surveys are conducted by the students of the college to benefit the community. Extension activities are conducted through NSS, NCC during pandemic situation in order to inculcate social values and various life skills. The college conducts summer camp for the children of nearby slum areas with an objective to bring them to the main stream of society by developing their overall personality. The programmes under 15 days camp include Yoga and Meditation for enrichment of mind, Computer Training, Soft skill development, moral education etc. Teachers actively participate and strive hard for the success of the programme. Some faculty members have received honors and recognition for their contribution in extension activities.

Teachers continuously strive to bring innovations and creativity in their ways of imparting education to the students in this pandemic situation. They use their potential at the best to make their teaching interesting so that students easily accomplish the specific goals of learning. It has been generally observed that students generally forget what they hear. Moreover, teaching in traditional methods brings monotonousness. In order to remove boredom many teachers use ICT tools in their teaching. CDs, DVDs, charts are used to bring liveliness to the classroom teaching. E-sources -Reading material, pictures from internet, you-tube videos including demonstration videos and audios are used to generate

interest. Moreover, they bring variety in teaching methods. Role-play methods are used to boost students and make the teaching learning process more interesting and live. Teachers involve students in Teaching process. They are given opportunities to teach small units. This peer teaching helps them to erase their fear and builds their confidence. Besides other students get motivated and they also try to take initiatives in the process. Every year college publishes the magazine "Prayas" which includes articles, poems, stories etc. written by the students. This provides platform to the students to exhibit their hidden potentials for creative writing as well as enrich their writing skill. Students are shown the historical movies, novel based movies, motivational documentaries in order to make learning interesting. Group discussions, debates, quiz, poster competitions are organized in order to develop critical and analytical skills of the students. In some subjects, easy notes are provided to them. In this rapidly changing era, students now become more techno-savvy. Keeping the pandemic situation in mind, students are guided about different educational apps and websites. However, there are some limitations as the college is situated in rural area.

The Research Innovation cell encourages faculties to participate in seminars, conferences and workshops at various levels and also inspires faculties to publish articles in the conferences and well-known journals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.cjpctirora.org/research.html

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://www.cjpctirora.org/research.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

20

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

During the session 2020-21 many activities were carry out by NSS , though it is a year of pandemic still NSS of the college have tried its best to overcome all the hurdles and have tried its best to reach to neighborhood community.

The following programs were undertaken during the year 2020-21-

1. INTERNATIONAL YOGA DAY (21stJune 2020)

'YOGA DAY' Programme is organized by NSS Unit in the zoommeeting to spread the awareness about health consciousness among youth and the people. NSS unit celebrated International Yoga Day on 21st June 2020 at 8: 00 AM.The programme was chaired by Prof. Ajay Wakhale. He guided about different types of yoga pattern for healthy lifestyle which encourages us to understand the importance of Yoga in our life. The programme officer Prof. K. J. Gavit shared his view on health issue and corona awareness. More than 70 students were joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

Total 70 volunteers were involved and 23 teachers participated.

1. INDEPENDENCE DAY CELEBRATION

Independence Day was celebrated on 15th August 2020. Dr. M.V. Singh hoists the flag and delivered an encouraging speech and addressed to the gathering how to spread awareness about CORONA and stay healthy and safe. All the staff members present to celebrate this day. Students gave speech on this occasion.

1. TEACHER'S DAY CELEBRATION (5th September 2020)

5th September is observed as a Teacher's Day on the occasion of Dr. S. Radhakrishnan birthday. Under the guidance of our Principal Dr. M. V. Singh, teacher's day was celebrated by the teachers' staff who shared their views, experiences and opinion on this occasion. They focused on importance of education, and learning is the necessity of time.

1. NSS FOUNDATION DAY (24th Sep 2020)

NSS Foundation Day was celebrated on 26th Sep 2019. NSS Programme Officer Prof. Kisan Gavit addressed the students and told the aims and objectives of NSS in their lives. Dr. Vasant Gaikwad chaired this function and Prof. R. A. Maske was present as a chief guest. Prof. Samshad N. Sheikh conducted this programme and vote of thanks proposed by Prof. Shashikant P. Bisen. Students took oath on this occasion to serve their nation.

1. MAHATMA GANDHI JAYANTI CELEBRATION

Mahatma Gandhi Jayanti was celebrated on 2nd October 2020 on the occasion of Mahatma Gandhi's birthday. Prof. Vikas Ade was the chief guest of this programme. He addressed to the students and throws the light on Gandhi's life and his philosophy 'Satya and Ahimsha' to follow in their lives. The Programme officer also focused on Mahatma Gandhi's life. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Dr. S. P Bisen

1. BLOOD DONATION

Blood Donation camp was organized by the NSS Unit to help the needy person in the pandemic Covid-19. This camp was organized on 22nd November 2020 in the college premises. Around 20 students were participated in the blood donation camp.

1. CONSTITUTION DAY CELEBRATION

Constitution Day is observed on 26 November was celebrated in online mode on 26th November 2020. The chief guest was Dr. Vibha Agrawal who throws light on the importance of constitution which builds the nation and society. 150 students were joined this programme. The programme officer Prof. K. J. Gavit shared his view on constitution. More than 70 students joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

1. SWACHCHATA ABHIYAN

Swachata Abhiyan programme is organized under the Swachcha Bharat Abhiyan to spread awareness among the society. Poster Competition is organized under the Swachchata Abhiyanto spread the awareness among the students and people of the society. 50 students were present in the Swachchata Abhiyan with social distancing and they clean the whole college ground.

1. MAHAPARINIRVAN DIVAS CELEBRATION

Mahaparinirvan Din was celebrated on 6th December 2020 on the occasion of Dr. Babasaheb Ambedkar death anniversary to pay him tribute and honor. The function was chaired by Prof. Ajay Wakhale, chief guest Dr. Rajesh Bansod were present on this occasion. NSS programme officer shared his views on this occasion. The programme was conducted by Prof. S.N. Sheikh and vote of thanks proposed by Dr. S. P. Bisen.

1. SADAK SURAKSHA SAPTAH PROGRAMME

'Rashtriya Sadak Suraksha Saptah' was celebrated on 23rd February 2021 in the college under the guidance of Dr. M. V. Singh Principal of our college. Essay, Elocution and Poster Competition were organized on the topic of Sadak Suraksha Saptah. 65 students were participated in different competition. The main objectives of this programme was basically in most of the cases crashes occurs either due to carelessness or due to lack of road safety awareness of the road user. Hence, road safety education is as essential as any other basic skills of survival. The students' aim is to provide road safety information for road users to encourage safer road user behavior among current and prospective road users and reduce the number of people killed and injured on our roads every year. Students understand the road safety and rules and around 150 students were present in this programme with the follow covid-19 rules of the government.

1. REPUBLIC DAY CELEBRATION

Republic Day was celebrated on 26th January 2020. Dr. M.V.Singh hoists the flag and delivered an encouraging speech and addressed to the students on this occasion. All the staff members and 100 students were present to celebrate this day. Students performed a song on this occasion.

1. FOOD DISTRIBUTION PROGRAMME DURING CORONA

Food Distribution Programme was organized by NSS Unit under the

guidance of our Principal Dr. Mritunjay Singh. During the corona period so many people were unable to go to urge money and some had no ration card. So our NSS Unit decided to help such needy people of Wadegaon by distribution of food like Rice, Wheat and Oil for daily use. NSS Unit distributed food material to 30 village people under Below Poverty Line and Non Ration Card candidates. Our NSS Unit is always working for downtrodden people to contribute for country and standard of the society. The programme officer Prof. K.J. Gavit, Co-officer Prof. S. N. Sheikh, Dr. S. P. Bisen and round 20 students helped to make this programme grand success.

1. DR. BABASAHEB AMBEDKAR JAYANTI

Dr. Babasaheb Ambedkar Jayanti was celebrated on 14th April every year. This programme was organized by the NSS Unit under the guidance of our Principal Dr. M. V. Singh in online mode. Prof. Ade sir chaired this function and Dr. Rajesh Bansod was the chief guest. The programme officer Prof. K. J. Gavit shared his views. This programme was conducted by Prof. S. N. Sheikh and vote of thanks by Dr. S. P. Bisen. 130 students were present in this programme.

1. SHIVRAJYABHISHEK SOHALA

Shivrajyabhishek sohala was organized on 6th June 2020 under the guidance of our principal Dr. M. V. Singh sir. The programme officer Prof. Kisan Gavit, Sr. Clerk Pardhi, Shi Bansode, G.B. Nipane, Kailash Misad, Sachin Dhabale, M. M. Bisen and other non-teaching staff members were presents on the occasion.

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

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

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

0

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

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

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

4

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

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

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

340

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

3.5 - Collaboration

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

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

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The strategy of the institution for the creation and enhancement of infrastructure is very positive and clear. The optimum use of available infrastructural facilities are made, the college

infrastructure is utilized for curricular, co-curricular and extra-curricular activities. The following description of the facilities will provide an idea about the number of Class rooms, Laboratories, Seminar Hall, Gymnasium etc. The total area of the college campus is around 6.5 acres and having 'C' shaped two stories building.

Institution is providing best physical infrastructure to facilitate effective Teaching and Learning process. The Rooms of the institution have good ventilation system. Apart from this, sufficient fans and Tube lights facility are made available in all rooms. Furniture in every class room is sufficient and in good condition as per the requirement. Institution has two fully technologically based enabled smart class rooms with LCD Projector, CCTV Camera, Lecture capturing system (LCS) and Wi-Fi facility. Apart from this, well equipped science laboratories for all subjects i.e. Geography, Chemistry, Botany, Zoology, Physics and Computer Science are maintained. The College is giving due attention towards supply of clean drinking water for everyone, by installing 02 aqua guards systems & 02 water cooler for everyone and also 01 number of water purifier for the visitors are made available at college pantry and 01 number of water purifier at administration block. Providing Barrier free Environment to Physically challenged persons, consisting of Ramps, Parking, Railings etc. Biometric Attendance System (i.e. face reader machine) is also available for the Time Management purpose of all the staff members. We are also having the Girl's & Boy's common rooms with toilet facility. Also ladies & gents staff rooms along with toilet facility separately. Wending machine facility for the girls is also provided as per the HRD regulation of India. Last but not the least, rest room & hospitality facility are made available to face the uncertainties.

College campus is under CCTV surveillance & audio speakers are also made available in the corridor wings.

Administrative wing of the college is fully ICT & Wi-Fi enabled with LAN facility, Xerox, Fax Machine, Printers, Computers, Scanner, Intercom & Intra-Com Telephone facility also. Administrative work is fully automated & runs on College Management Software (CMS) to facilitate the students for their Admission process, Fees collection, and other important day to day transactions.

For the development, college will always focus on Teaching Learning process like Public Speaking, Communication Skill, Skill

Development Programmers, and Personality Development Programs etc. Upgrading the basic infrastructure like Library, Gymnasium, Laboratory, Connectivity Classroom, Seminar Hall &Computing equipment are also provided to everyone.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cjpctirora.org/

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

Our College management believes that a healthy mind resides in healthy body and a Healthy Nation is always a Wealthy Nation. So, the College Management always support's for the sports and other physical enhancement activities of the students and staff.

Special attention is provided towards sports activities. So keeping this in mind, our college provides adequate funds to encourage students, to grow more in their selected field of sports and games and organized events like inter-collegiate kabaddi and cross country competition.

The college has a spacious playgroundand well utilized for Running track, Kabaddi ground, Volleyball Ground, Shot put Sector, Discuss throw Sector, Javelins throw Ground, Long Jump Pit, High Jump ground Size, Handball Ground, Cricket Ground &Football Ground also.

The college teams are formed every year to take part in Intra-mural, Inter-collegiate university tournament etc. Sports Events and Competition are yearly organized at college level.Teams of various departments participate in sports events in Intra-mural level in an academic year and the winner are awarded and rewarded. Accordingly, the outdoor games such as volleyball, cricket, football, kabaddi and Handball are always played by students. There is a 400 mtrs. Running Track developed in the college ground. During the year 2014 the college has organized University Level Zonal Inter-collegiate Kabaddi Tournament also.

The Collegealso has a spacious and well equipped gymnasium with modern exercise equipment's.

Open Stage and Cultural Activities

We have open stage of 52.48mtrs where in the morning, staff and students of the college are allowed to do meditation and Yoga, cultural and other regular activities are also performed on this stage. Students are encouraged to participate in the cultural events like Fresher's day, Annual Sports Day, Farewell etc. Apart from this, they are also sent to other colleges for inter collegiate competition like dance, singing, drama etc.

Detail the facilities available for:-

No.

Facilities

Description

1

Sports and Outdoor Games

400 meter running track, Football, volleyball, Kabaddi, Cricket, etc.

2

Gymnasium

Multi-station Gym

3

NSS

Two units with 200 volunteers

4

NCC

52 Cadets are Participated in National Level Camp

5

Cultural Activities

Annual college gathering and other competitions (university & State Level Competition)

6

Public Speaking

College always organizes different competition to encourage public speaking technique of the students.

7

Communication Skills Development

Department of English has UGC sponsored career oriented programmers (COP) for communication development of the students.

8

Yoga, Meditation Health and hygiene etc.

Department of physical education is providing Yoga & Meditation facilities and Physical training and it also gives health and hygiene instructions in special classes.

9

Boys' Toilet

Two bathroom with area of 30.20 sq.mtr

10

Ladies' Toilet

Two bathroom with area of 24.409 sq.mtr

11

Health Check up

Every year Health Checkup & Health Camp is also conducted for the students & staff medical hospitality facilities are also provided if required.

12

Physical Efficiency

Test& Summer Camp

Every year Physical Efficiency Test & Summer Camp Conducted for students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cjpctirora.org/sports.html

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

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

269678

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

4.2 - Library as a Learning Resource

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

Library offers a means by which we can gain access to knowledge and learning resources center at the college. It allows service for anyone to borrow a book, access internet, or do research works. To procure relevant and ample collection of Books, Journals, Reference Collection, Competitive Collection, CD/DVD, Online and Off-Line Information, E-resources to support all the courses offered in the college. Hence it allocates an appropriate budget to procure the said source materials to meet the syllabus of the courses. Book Bank and Book Deposit facility is available during the University Examination for Senior/Junior students of the college. Various Subject Journals, Back Volume Periodicals, regular News Paper, Magazines as well as Competitive and Employment related Newspaper and Magazines are regularly accessible in resource center. The Library also provide Reprography services to the readers. Internet facility is also given to the readers so that, they can freely download the Educational materials. The members of faculty and students can also refer the Bibliography, By using the online Public Access Catalogue (OPAC). Library staff, assists the faculty as well as researcher and other students in searching the electronic data bases and provide proper orientation in this regards. The reference queries of the users and the faculty are effectively dealt by the librarian and their assistants.

The knowledge centre is equipped with LIBMAN Software Package which is an Integrated library Management system used V B MYSQL Version. It is partially computerized and partially automates. Some selected modules in software are used for the better and fast work in Library department. Which is based on the fourth law Dr. S. R. Ranganathan (save the time of every reader) Accession, Acquisition , Cataloging, Circulation, Transaction Report and Bar-Coding. Bar-Coding modules are used for Book Labels and Transaction Purpose.

OPAC (Online Public Access Catalogue) is fully automated. The library can be access through the OPAC in the campus premises also. M-OPAC is the Mobile based OPAC system, This facility has been initiated in college library from the Session 2015-16 onwards. Remote Access of Library collection is available for 24x7 as well as, its aid is to browse the collection of data from all the affiliated colleges library comes under of Rashtrasant Tukadoji Maharaj, Nagpur University, Nagpur. Those who are using the LIBMAN software for library management purpose.

The college's Knowledge Center has a large number of E- Resources through its INFLIBNET, it is a form of N-LIST membership, which brings access to all the members of it. Other free

E-resource Links are also access through college website. 6000+ E-Journals and more than 31,35000+ of E-books which are freely available to access for staff and college students in the college campus. While the staff and college student's those who are the member of it, can easily access anywhere.

Library organized Book's Exhibition in every academic session. The department also take User Orientation Programmes for the students of all faculty enrolled in the first year students only. The beginning of every academic session start's on the birthday occasion of Dr. S.R. Ranganathan (The father of Library and information science).

Name of the ILMS software - LIBMAN Software

Nature of automation (fully or partially) - Partially Automation

Version - VB MYSQL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.cjpctirora.org/libhome.html

4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.4342

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

4

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

4.3 - IT Infrastructure

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

Our institute is aware of the paradigm shifts taking place in conventional Teaching-Learning processes. So, the focus of our college is on the education programs that promote competency and

performance. We believe that Information Technology (IT) has the potential to enhance Teaching and Learning process and it can also boost up the Academic productivity. So, the college has made major investments in new technology by distributing computing capacity across the campus and also by providing the necessary IT Infrastructure for faculty members. Profound use of Computers, Internet, Telecommunication devices include Computers, LCD Projectors, Fax Machine, CD-Rom, Internet, Slides, Digital Multimedia and VCD,s are widely used machine in day to day activities of the college. Computer Aided instruction (CAI) is also used for integrating students along with programmed instructional materials. ICT facilities are available for Teaching and Learning process. These facilities are utilized in enhancing Learning and brings efficiency in Curriculum delivery. For this purpose

Regular maintenance is undertaken (AMC)

Internet facility is provided

Two Computer labs are installed

Wi-Fi is also provided

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cjpctirora.org/structuralfacility.html

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

4191935

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has several systemic provision for the utilization and maintenance of physical, academic and support facilities on the campus. The facilities and amenities, which come within the purview of individual departments are under the planning and care of those departments. This helps in insuring that the utilization and care-taking of facilities happens in a decentralized way as well as in ways that are more relevant and fruitful for individual

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1143

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

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

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

93

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

81

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

37

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

00

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

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

The college has a student's council. The class topper is nominated as the representative of the class as per university norms. The student's council also constitutes one nominee each from NSS, NCC

and sports. For certain criteria input of the students is also taken. From these nominated members, one student member of the council is the university representative (UR) who represents the college in the university student council meets. The advisor of the council is the principal or a faculty member nominated by the principal. The student council ensures the communicating student voice to the organization. They provide the necessary inputs required by the management as they are directly connected. They are given the duties of decision making, event organisation and coordination among many other roles.

Due to covid-19 pandemic and Government & R. T. M. N. University guideline, did not conducted elections at college level.

Following is the lists of committees where students are involved in academic and administrative bodies of the institution.

C.J.Patel College-Committees-2020-21

- **Student Council:**

Dr.A. B. Hatwar

Assist Prof History Dept.

In charge

Dr. R. M. Bansod

Assist Prof. Commerce Dept.

Member

Prof. K. J. Gavit

Assist Prof. Hindi Dept

Member

Prof. A. G. Gandhe

Assist Prof. Physical Education

Student

Mr. Kamlesh Patil

B.A. I Year

Student

Ku. Sonali Pardhi

B.A. II Year

Student

Ku. Aarju Sarangpure

B.A. III Year

Student

Ku.Akash Dahikar

B.Com. I Year

Student

Ku. Khushbu Chauhan

B.Com. II Year

Student

Ku. Damini Dhurve

B.Com. III Year

Student

Mr. Adesh Parshi

B.Sc. I Year

Student

Ku. Nikita Gondule

B.Sc. II Year

Student

Ku. Dipa Bhagat

B.Sc. III Year

Student

Ku. Nainal Dongre

M.A. I Year

Student

Ku. Sonali Chaure

M.A. II Year

Student

- **Anti raging committee:**

Institution and Student Nominees

Dr.R.N..Taikar

Assist Prof Physics Dept

In charge

Prof. A. G. Gandhe

Assist Prof. Physical Education

Member

Prof. R.B.Zode

Assist Prof. Botany Dept

Member

Prof. S. N. Sheikh

Assist Prof. English Dept.

Student

Ku. Nikita Gondule

Student Representative

Student

Mr. TusharSonevane

Student Representative

Student

Ku. PayalChaudhari

Student Representative

Student

- **Anti-Sexual Harassmentcommittee:**

Institution and Student Nominees

Presiding officer

Dr. A.B.Agrawal

Asso. Prof

Faculty Member

Dr. S. D. Katre

Assist. Prof

Faculty Member

Dr.S.R.Bhagwat

Assist.Prof

Non-teaching memb

R.W.Janbhandhu

Senior clerk

Non-teaching memb

S.W.Upalapwar

Lib attaintent

Student (UG)

Ku. NainaIDongre

M.A. I year

Student (UG)

Ku. TanuMankar

B.A. II Year

External Member

Mrs.ArchanaJaiswal

Social worker

- **Students Grievance Redressal Committee:**

Institution and Student Nominees

Prof. M. W. Patil

Commerce Dept.

In charge

Dr. S. U. Anpat

Economics Dept.

Member

Prof. M. P. Meshram

Zoology Dept.

Member

Ku. Anjali Singanjude

B.Sc. II Year

Student

Ku. Ruchi Kale

B.Sc. I Year

Student

- Internal quality assurance cell

Institution and Student Nominees

Dr. W. Y. Tagade

Botany Dept.

Coordinator

Dr. R. N. Taikar

Physics Dept.

Deputy- Coordinator

Dr. V. V. Gaikwad

Marathi Dept.

Member

Dr. V. B. Agrawal

EnglishDept.

Member

Dr. R. S. Bhonde

Zoology Dept.

Member

Dr. M.P. Meshram

Zoology Dept.

Member

Dr. N. S. Kudnar

Geography Dept.

Member

Dr. S. A. Bhagwat

Commerce Dept.

Member

Prof A. G. Gandhe

Physical Education

Member

Ku. Anjali Patle

Students

Member

Ku. BharatiCatre

Students

Member

◦ **Editorial committee**

Institution and Student Nominees

Dr. V. B. Agrawal

English Dept.

In charge

Dr. V. V. Gaikwad

Marathi Dept.

Member

Mr. K. J. Gavit

Hindi Dept.

Member

Mrs. S. N. Sheikh

English Dept.

Member

Ku. Arti C. Bisen

B.Sc. II Year

Student

Ku. Mayuri P. Katre

B.Sc. II Year

Student

- **Discipline Committee**

Institution and Student Nominees

Mr. A. G. Gandhe

Physical Education

In charge

Mr. A. B. Wakhale

Political Dept.

Member

Mr. V. V. Ade

Political Dept.

Member

Dr. S. R. Bhagwat

Commerce Dept.

Member

Mr. Tushar Sonewane

B.Sc. II Year

Student

Ku. Payal Chaudhari

B.Sc. II Year

Student

- **Library Committee**

Institution and Student Nominees

Ms. M. S. Barki

Librarian

In charge

Dr. S. U. Anpat

Economics Dept.

Member

Dr. R. S. Ukare

Physics Dept.

Member

Dr. R. R. Kurzekar

Chemistry Dept.

Member

Ku. Rohit P. Shribasuri

B. A. II Year

Student

Ku.Pallavi K. Gautam

B.Sc. II Year

Student

The student's council conducts many programs. The council organizes Annual Social Gathering which includes sports meets, Annual cultural event, Science Exhibition, Seminar, Cultural Programmes, Flower Decoration, Rangoli Competition, Salad Decoration, etc. Through these events the student developed organizational skills, learn leadership & imbibe team work qualities.

The Mega events "Annual Sports & Cultural meets" organized every year but due to covid-19 pandemic, college unable to conduct programmes.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association acts as a link between the 'Alma Mater' and 'Alumni'.

Our college not accepted any financial contribution from alumni students.

The alumni's role is crucial for the development of the institution. All alumni can provide support in various aspects that are beneficial to the students, graduates, institutions and the society. The alumni's opinion in developing the college and proposed solutions to the challenges faced by the institution is highly valued by the college in achieving its vision and mission. In this connection alumni association invites them during cultural activities every year. While interacting with current students, during cultural meet Hon.Dilip Bansod Ex MLA made a point about good infrastructure available for today's students as compared to them. A very useful tip was given by Hon.Dilip Bansod to students which will definitely have long term impact on their life. Many other alumni are successful in their careers as jobs, higher education, politics and in the field of entrepreneurship. We successfully draw their support through Annual Alumni meets. The Alumni meets with the current batches and guide students through lectures, group discussion and through other forum. Alumni share their political and corporate experiences, guide current batch of B.Sc, B.Com, and B.A. students and assures the students to be in

continuous communication with them. Alumni association provides continuous support to students for placements. Through these alumni meets, a strong bond is created between the passed-out students and the current batch.

To keep the alumni a constant part of the function of the college, a separate committee has been created that is dedicated solely for this purpose. Every student that has graduated from the college to enrolled their name in alumni database. This database stores their current information about their professional life and contains their association with the college.

Alumni association meetings take place biannually and future plans are discussed in the meetings. During meetings they share their journey and personal experiences in the field. They discuss the educational path chosen; the obstacles they overcome, the choices they made that benefitted them and much more. Due to this regular meeting, they can freely discuss their work with the other students of the college. This helps the current batches learn from their alumni and allows them to contact them for any help needed.

Every year during Annual cultural Meet alumnus are invited as a guest to share their experiences. This gives students a window of oppournities to learn from people in the working field. The alumni are also an active part of the Alumni association and governing body of the college. As a part of several committees, alumni make a considerable impact on the functioning of the college. Their views are respected and taken into consideration.

The alumni network of a college is one of the biggest sources of the placement opportunities to the students. Alumni can help students get placed at their respective organisations.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/allumni.html
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File

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

Late ShriManoharbhair Patel, the founder of Gondia Education Society, established ChhotabhaiJaverbhair Patel College at Tirora, a backward Tahsil of Gondia district, in the year 1966. Since its establishment the college has been working for the welfare of the students of this rural and naxalite infested area.

VISION

The college has its Vision statement 'SA VIDYA YA VIMUKTAYE', which is in tune with objective of touching the heart of society and vows that students could get rid of all the barriers of prejudices and ill humanity.

MISSION

Mission Statement

"We at C. J. Patel College, aim at achieving excellence in Higher Education, all over development of individual personalities and making them patriotic, responsible and useful member of the society."

- The college is committed to provide career- focussed high quality innovative training and educational solutions with excellence.
- It prepares rural students to become self-dependent and enrich the society through their education.

OBJECTIVES

- To provide comprehensive quality education.
- To inspire the students to fetch their creative potential.
- To inculcate human values and the feeling of nationalism among the students.
- To impart scientific and moral education to achieve academic excellence.
- To transform rural girls into bold, assertive and self-dependent women.
- To infuse self-esteem and life skills in rural learners.

- To enhance critical and analytical abilities of the students.
- To conduct various programmers to make the students aware of the latest technology and knowledge.
- To organize self-employment programs to enhance the employability among the students.

The institutional vision statement is in tune with the objectives of touching the heart of society and vows that students could one day become useful citizens of nation, by acquiring the top most position in different fields of education and in this way the institution is trying to convert the students according to the vision. The students are being developed through the education to occupy the higher posts in order to render their services for the welfare of marginalized communities.

The governance has main three levels and it is based on the five pillars i.e. competence, transparency, teamwork, participatory management and self-independence. The Local Management Committee which is now known as College Development committee supervises the planning and management of the institution. At the second level principal who is the head of the institution and administrative office take care of the routine administrative work as well as other affairs. Besides this various committees, cells and groups are formed to take care of the governance of the institution. The teaching and non-teaching staffs are included in these committees and cells who are discuss numerous matters. The institution has automated services which assures transparency. Not only the teaching and non-teaching members but also students and alumni's are also given place in planning and decision making which shows robust participatory management. The departments have freedom to manage their departmental affairs. There is a good co-ordination in all the level of administration.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/
Upload any additional information	No File Uploaded

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

The college governance and management operate at various levels i.e. the management, the principal and the various committees /cells including student council. Roles and responsibilities are distributed across these three levels. The management and Principal actively participate in CDC for ensuring that the policy statements and action plans are aligned for attaining the mission of the institute, disseminates the vision and mission to all stake holders and involve them in forming the policy statements. The action plans are chalked out by IQAC through meetings with functional committees. Necessary changes are made if required. The management takes review of quality policies and makes amendments in quality policies if required.

The college provides academic autonomy to the head of departments. Academic planning, distribution of workload to teachers and non-teaching staff are done at the department level by the Head of all departments. Each department plans and organizes academic activities related to their subject. Departments have freedom to frame their own time tables for practical and theory session, inviting visiting faculty or guest speakers, assigning projects and deciding the theme for workshops and seminars. Utilization of the allocated budget as per the requirements is also looked after by the respective heads of departments. The college has formulated various committees to facilitate smooth functioning and conduct all the activities in the college. The roles and responsibilities of the committee members are well defined. Each committee has a coordinator who coordinates the meetings and proceedings of the work including assigning responsibility to every member of the committee. The coordinators of various committees provide a brief review of the activities of their committee to the principal. The distribution of office administrative work and monitoring is handled by administrative staff (non- teaching) in consonance with the relevant college authority. The Head of the Institution makes information available to the management to review and guide. This is an important step in aligning the activities of the college.

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File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/governingbody.html
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During time of pandemic the management gives freedom to the Head of the Institution for smooth functioning of the college. The IQAC of the college is involved in the preparation of perspective plan. It takes regular online and offline meetings and takes necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in all the departments and it is commendably supervised by the principal and heads of departments. It invites suggestions from senior staff to study the impulses of the institute in general and takes steps for further improvements as far as they are within the capacity.

The following strategies are adopted by the institution to monitor and evaluate policies-

- Regular meeting of the councils.
- The feedback system (Regular feeding from Stake holder, Alumni member, Staff and Student).
- Periodical Academic Audit Team visits to the departments.
- Regular visits of the principal to the departments and interaction with the head of the departments.
- Head of departments monitor the system of the own department regularly.
- Annual report and presentation by each department and coordinators of various committees regarding their activities.

The college has a perspective plan of development which was developed a few years ago. This plan has been reviewed as per the

needs of learners and in keeping with the higher education policies of the nation. The aspects considered for inclusion in the plan are as follows:

- Enhance teaching aids for online teaching.
- Subscription of various teaching apps.
- Laboratory with latest technology equipment.
- Better infrastructure for students with the facility of ICT aids and Wi-Fi.
- Huge collection of latest text and reference books in library.
- Use of ICT aids like e-books, journals (N-List), power point presentation in teaching.
- Addressing gender issues and aligning activities with social needs.
- Visualizes faculty development, research promotion, alumni involvement and extension activities

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

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

The Gondia Education Society, the management is the final authority for all the institutional matters. At the college level, the College Development committee, constituted according to the Maharashtra Universities Act, which governs the college and consist of the representative of the parent society, local community, industry, social workers, the teaching and non-teaching staff and the administration. CDC is entrusted with the overall management of the college. Inside the college the Principal is the institutional head of the academic and administrative sections and is responsible for managing the day-to-day affairs of the college. The college office mainly looks into matters related to admission, eligibility, and examination and also provides clerical support required for maintaining records and for interaction with government, university, stakeholders. The Academic section is managed through the heads of various departments, academic committees and coordinators, while the administrative section is

managed through superintendent and various administrative committees that help in monitoring and facilitating several administrative functions and make administration open and transparent. The decentralization of power is evident from these committees. Some of them are statutory and the other non-statutory in nature.

Patron is the chairman of the Governing body, responsible for policy making and verifying the reports through screening and correspondence. The decision making procedures are made at appropriate level in the organizational hierarchy. Statutory bodies such as IQAC cell, anti-ragging etc. as per the university/government guidelines are also included in the organization structure of the institution. A committee comprising faculty and administrative staff are involved in planning and implementation academic audit and evolution.

There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomous departmental system and participative decision making process are in practice.

Service rule:

The institution strictly follows the service rules according to the UGC norms and the rule of R.T.M. Nagpur university, Nagpur and Maharashtra Government.

Recruitment:

Recruitment is taken place according to the norms UGC, R.T.M. Nagpur University Nagpur, a body comprising of secretary Dean, Academic affairs, principal, HOD and subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

Promotional policies:

The institution follows the good academic standards API as per UGC norms, R.T.M Nagpur University, Nagpur.

Grievance redressed Mechanism:

Institute has its own grievance redresser committee for staff and students. The committee reviews the grievances received and resolves it. Based on severity of complaints, it is resolved in

time limit suggested as per UGC and university norms. Identity of person filing complaint in suggestion boxes are kept confidential. The decision with regard to suggestion is communicated to related committee or individual of the Institute for further action. In case of emergency following members can be contacted and their cell number or by personal meeting. In case of grievance received from teaching and non-teaching staff, it is submitted to the Principal .If the grievances are not resolved by the Principal then the staffs have to approach to the Management.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/staffcouncil.html
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

A good number of both statutory and non-statutory welfare measures are available for teaching and non-teaching staff of the college.

- House building Employees Credit Co-operative Society provides loans to the staff on considerable rates for the

welfare of the staff and their family members.

- Emergency loan provided to the member of Employees Credit Co-operative Society within one day with less formalities. Limit of emergency loan is up to ? 30,000
- College established consumer society named C. J. Patel College VidyarthiGrahakBhandar for the benefit of students and staff. The society is formed to protect the interest of general consumers by making consumer goods available at reasonable rates.
- Provident Fund / CPF and employees group insurance benefits are extended to the all staff.
- Loans from G.P.F. are sanctioned on moderate rates.
- The Head of the Institution recommends for loan for the staff members to the banks like, Gondia District Central Co-operative Bank, The State Bank of India and Mahila Urban Co-operative Bank, Bank of Maharashtra etc. for their well-being.
- Medical reimbursement from Joint Director, Higher Education, Nagpur Region under the government policies.
- Advance salary to non-teaching staff at the time of need.
- The Institute provides college uniform to non-teaching staff (peons) and blazers to faculty.
- Free doctor service (Dr. AvinashJaiswal) on call provided to faculty and students in emergency.
- Various leaves available to teaching and non-teaching staff like vacation leave, casual leave, EarnedLeaves, medical leave and maternity leave for ladies staff.

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

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

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

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

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

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

00

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

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

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

13

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

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

The institute has transparent Performance Appraisal System for teaching and non-teaching staff. The annual assessment of the performance of the teaching staff is made through in prescribed format as per norms of the UGC and R. T. M. Nagpur University. The PBAS format for the teachers referred above procures information under four categories.

Category - I: Detail information related to lectures, seminars, tutorials, practicals, project, contact hours undertaken by faculty as allocated. Lectures or other teaching duties performed in excess of defined norms. Preparation and imparting of knowledge/instruction as per curriculum

Category - II: Information of Student related co-curricular extension and field based activities, Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities of Professional Development activities.

Category - III: It includes Publications, Sponsored Projects, Patent and Research Guidance.

Category - IV: Summary of API Scores.

All self-appraisal of faculties are scrutinized by the IQAC committee and reports are sent to the Principal.

For appraisal of non-teaching staff, there is statutory appraisal

format prepared by the IQAC committee. For all non-teaching staff, office superintendent is the responsible authority while Principal is the assessing authority and management is the reviewing authority. The performance appraisal reports are reviewed and corrective measures are suggested by the management.

Comprehensive evaluation is also done by students and peers through structured questionnaire feedback and corrective measures are taken to improve teaching and services of non-teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

The institute has a mechanism for internal and external audit. College has its own internal audit mechanism where internal audit is an on-going continuous process. In addition to this, an external auditor verifies and certifies the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Continuous internal audit is carried out by the staff of account section under the guidance of finance committee. Internal audit is rechecked and verified by S. V. K. & Company Nagpur, Chartered Accountant appointed by management of Gondia Education Society. All the financial transaction of the college is revealed to external audits by the management and chartered accountants. The external audit is done by the government auditor deputed by the Joint Director, Higher Education, Nagpur Region.

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

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

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

00

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

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

The major sources of fund for the college are Grants received from State government and University Grant Commission. The Government provides salary grants for the permanent staff working in aided departments of college. Other clock hour basis teaching staffs (Guest faculty) receives remuneration as per university norms from the government while teaching and non-teaching staffs for non-grant courses receive salary by college management. UGC Grant is received for different purposes such as the purchase of electronic gadgets, sports & gym equipment, preventive maintenance & repairs, teaching aids, books, periodicals & journals and for upgrading the infrastructural facilities and academic standards and it is utilized for the same.

The college has well formulated financial policy which validates effective and optimal utilisation of fund resources for academic development and administrative purposes. At the beginning of every session, the budget is prepared by IQAC in advance after taking into consideration the requirements. The budget is reviewed and approved by the management and if needed changes are suggested. If required, management makes provision for additional fund. The Principal, Head of Departments and purchase committee ensure the optimum utilisation of fund as per the requirement and priorities. Finance committee keeps watch on proper utilisation of financial resources. Budget utilisation is periodically reviewed by management and corrective measures are taken, if required.

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

6.5 - Internal Quality Assurance System

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

The IQAC has contributed towards institutionalizing quality assurance strategies and process through:

- **Conducting IQAC committee meeting at periodic interval and take quality augmentation steps for the betterment of institution without any compromise and implement them.**
- **Periodic review and introduction of innovative, add-on and interdisciplinary programmes.**
- **Develop quality benchmarks for academic activities.**
- **Obtaining feedback from teachers, students, parents and other stake holders.**
- **Organising and coordinating academic audits by visiting concerned departments.**

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

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

IQAC plays fundamental role in the process of quality execution in the college. It suggests different quality enrichment strategies to the faculty members and the CDC from time to time. The institution reviews its teaching - learning process, structure and methodologies of operations and learning outcomes at periodic interval through IQAC as per prescribed norms. Several best

practices have been institutionalized by the IQAC initiatives. Some examples of such best practices are

- **IT Initiative :**

In the time of pandemic teaching and guiding students was the big challenge. Most of the classes were conducted online, for that to make who are specially come from rural area students aware about IT and its gadgets was the big challenge for academic staff. To make everything smooth and under control IQAC cell guide staff time to time and provide all amenities which are required for effective teaching. IQAC cell also encourages teachers to make videos of teaching material and post it on personal or college YouTube channel.

- **Teaching Initiative :**

The college conducts an orientation program for all newly admitted students to make them aware of program details and career opportunities. The institution can appoint one faculty member for every 50-70 (ratio of students depend upon the total admission) students entering in the first year. This Faculty Adviser or Mentor establishes a close relationship with each student orients them to college practices and guides them throughout the graduation course. Continuous class test, midterm unit tests, pre-university exams & assignment are arranged for monitoring the progress of students. Weak students' ratio is identified on the basis of their 12th class result, class test and their response to the teaching-learning process. For improvement of slow learners and advanced learners extra classes, doubt clearing sessions, etc. are arranged by various departments.

- **Research Initiative:**

IQAC cell encourages faculties to participate in seminars, conferences and workshops at various levels and also inspires faculties to publish articles in the conferences and well-known journals. It guides faculties for enrolment of minor and major research project as per UGC norms. IQAC also motivates faculties for enrolment in doctorate of philosophy.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security

Average ratio of five years between girls students and boys students in our college is 2:1, Thus for their safety CCTV cameras are installed in an open space campus area, in building verandas and in class rooms for better surveillances, to create good discipline and monitoring of the activities of the students. To create healthy rapport between staff and girl students and make

them feel secure, the management prefers to recruit talented and eligible women staff is 06. The institution provides efficient security system and separate sitting room for girl students to provide them free and secure atmosphere.

b) Councelling

Girls problems are always try to complete by Raging committee and Dicipinine committee. Institute has constructed woman empowerment cell, women grievance cell for maintaining glory and dignity of feminine sex and empower it with knowledge and skills and infuse self respect and confidence. To serve the cause, cells organize orientation lectures to create awareness on gender equity and curb gender bias, women rights, women health, and nutrition in girls adolescence issues. Through collaborative activities with other departments, like Botany, Zoology, sports etc. Myriad of women focused activities are organized as celebration of international women day when women related questions are pondered, girls give voice to their feelings through their speeches, poems, slogans and poster making on anti-female evils which are still prevalent in society and sensitive issues like female feticide, women status, etc.

1. Common room

To facilitate our female students, the campus has established a specious and comfortable common rooms, one at ground flower having 23 x 38 sq. feet area and one at first flower having 30 x 30 sq. feet area and both has been designed to give female students a place to relax, study, have informal discussion in free time available. Cleanliness and proper hygiene is maintained in these rest rooms.

For boys students there is 20x24 sq. feet common room also.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1. Solid waste management

Various awareness programs have been conducted in the Institute for creating awareness towards eco-friendly environment as mentioned below:

- 1. Rally for Cleanliness under the title "Swachha Bharat Abhiyaan" by N.S.S. students.**
- 2. Awareness campaigns by students for Polythene Free Environment**
- 3. Observing "No Vehicle Day" for fuel saving to make pollution free environment on regular basis.**
- 4. Each year we organize poster competition on "Effective way for controlling Pollution"**

Poster competition on "Effective way for controlling Pollution"

- 1. Liquid waste management: The college disposes the liquid**

waste in such a way that, it will not cause any harm to nearby people. The following procedures are adopted by the college for liquid waste management.

- The chemicals used in laboratories are carefully drained out after proper treatment.
 - In the chemistry laboratory, strong solutions that are used are neutralized before their disposal. Appropriate measures are taken to dispose toxic waste.
 - Biological wastes from biological laboratories are autoclaved and rendered harmless before disposal.
1. E-waste management : Effort have been directed towards safety and environment friendly by using appropriate methods of disposing devises and materials from electronics, computer lab and other areas.
- Electronic goods are put to optimum use and minor repairs are conducted by the staff and laboratory assistants. Majar repair done by professional technicians to enable reuse.
 - Non working computers, monitors, printers and other electronic devices are disposed through auction to the outside agency. ()
 - Use of pen drives, flash drives and hard disks are encouraged for e-data storage than the use and through CDs.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

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

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

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

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

FOOD DISTRIBUTION PROGRAMME DURING CORONA

Food Distribution Programme was organized by NSS Unit under the guidance of our Principal Dr. Mritunjay Singh. During the corona period so many people were unable to go to urge money and some had

no ration card. So our NSS Unit decided to help such needy people of Wadegaon by distribution of food like Rice, Wheat and Oil for daily use. NSS Unit distributed food material to 30 village people under Below Poverty Line and Non Ration Card candidates. Our NSS Unit is always working for downtrodden people to contribute for country and standard of the society. The programme officer Prof. K.J. Gavit, Co-officer Prof. S. N. Sheikh, Dr. S. P. Bisen and around 20 students helped to make this programme grand success.

SADAK SURAKSHA SAPTAH PROGRAMME

'Rashtriya Sadak Suraksha Saptah' was celebrated on 23rd February 2021 in the college under the guidance of Dr. M. V. Singh Principal of our college. Essay, Elocution and Poster Competition were organized on the topic of Sadak Suraksha Saptah. 65 students were participated in different competition. The main objectives of this programme was basically in most of the cases crashes occurs either due to carelessness or due to lack of road safety awareness of the road user. Hence, road safety education is as essential as any other basic skills of survival. The students' aim is to provide road safety information for road users to encourage safer road user behavior among current and prospective road users and reduce the number of people killed and injured on our roads every year. Students understand the road safety and rules and around 150 students were present in this programme with the follow covid-19 rules of the government.

BLOOD DONATION

Blood Donation camp was organized by the NSS Unit to help the needy person in the pandemic Covid-19. This camp was organized on 22nd November 2020 in the college premises. Around 20 students were participated in the blood donation camp.

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

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

TEACHER'S DAY CELEBRATION (5th September 2020)

5th September is observed as a Teacher's Day on the occasion of Dr. S. Radhakrishnan birthday. Under the guidance of our Principal Dr. M. V. Singh teacher's day was celebrated by the teachers' staff who shared their views, experiences and opinion on this occasion. They focused on importance of education, and learning is the necessity of time.

MAHATMA GANDHI JAYANTI CELEBRATION

Mahatma Gandhi Jayanti was celebrated on 2nd October 2020 on the occasion of Mahatma Gandhi's birthday. Prof. Vikas Ade was the chief guest of this programme. He addressed to the students and throws the light on Gandhi's life and his philosophy 'Satya and Ahimsha' to follow in their lives. The Programme officer also focused on Mahatma Gandhi's life. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Dr. S. P Bisen.

MAHAPARINIRVAN DIVAS CELEBRATION

Mahaparinirvan Din was celebrated on 6th December 2020 on the occasion of Dr. Babasaheb Ambedkar death anniversary to pay him tribute and honor. The function was chaired by Prof. Ajay Wakhale, chief guest Dr. Rajesh Bansod were present on this occasion. NSS programme officer shared his views on this occasion. The programme was conducted by Prof. S.N. Sheikh and vote of thanks proposed by Dr. S. P. Bisen.

DR. BABASAHEB AMBEDKAR JAYANTI

Dr. Babasaheb Ambedkar Jayanti was celebrated on 14th April every year. This programme was organized by the NSS Unit under the guidance of our Principal Dr. M. V. Singh in online mode. Prof. Ade sir chaired this function and Dr. Rajesh Bansod was the chief guest. The programme officer Prof. K. J. Gavit shared his views. This programme was conducted by Prof. S. N. Sheikh and vote of thanks by Dr. S. P. Bisen. 130 students were present in this programme.

SHIVRAJYABHISHEK SOHALA

Shivrajyabhishek sohala was organized on 6th June 2020 under the guidance of our principal Dr. M. V. Singh sir. The programme officer Prof. Kisan Gavit, Sr. Clerk Pardhi, Shi Bansode, G.B.

Nipane, Kailash Misad, Sachin Dhabale, M. M. Bisen and other non-teaching staff members were presents on the occasion.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

INTERNATIONAL YOGA DAY (21stJune 2020)

'YOGA DAY' Programme is organized by NSS Unit in the zoommeeting to spread the awareness about health consciousness among youth and the people. NSS unit celebrated International Yoga Day on 21st June 2020 at 8: 00 AM.The programme was chaired by Prof. Ajay

Wakhale. He guided about different types of yoga pattern for healthy lifestyle which encourages us to understand the importance of Yoga in our life. The programme officer Prof. K. J. Gavit shared his view on health issue and corona awareness. More than 70 students were joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

CONSTITUTION DAY CELEBRATION

Constitution Day is observed on 26 November was celebrated in online mode on 26th November 2020. The chief guest was Dr. Vibha Agrawal who throws light on the importance of constitution which builds the nation and society. 150 students were joined this programme. The programme officer Prof. K. J. Gavit shared his view on constitution. More than 70 students joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

REPUBLIC DAY AND INDEPENDENCE DAY CELEBRATION

Republic Day was celebrated on 26th January 2020. Dr. M.V.Singh hoists the flag and delivered an encouraging speech and addressed to the students on this occasion. All the staff members and 100 students were present to celebrate this day. Students performed a song on this occasion.

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

7.2 - Best Practices

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

Practice 1: Title of the Practice: Food Distribution in CORONA Pandemic

- **GOAL:** To give moral and economical support during Corona

Pandemic.

- **THE CONTEXT:** The current corona pandemic has lost the lives of many people and their job too. To recover such people we have organized a food distribution programme with the help of our NSS Team
- **THE PRACTICE:** Food Distribution Programme was organized by NSS Unit under the guidance of our Principal Dr. Mritunjay Singh. During the corona period so many people were unable to go to urge money and some had no ration card. So our NSS Unit decided to help such needy people of Wadegaon by distribution of food like Rice, Wheat and Oil for daily use. NSS Unit distributed food material to 30 village people under Below Poverty Line and Non Ration Card candidates. Our NSS Unit is always working for downtrodden people to contribute for country and standard of the society. The programme officer Prof. K.J. Gavit, Co-officer Prof. S. N. Sheikh, Dr. S. P. Bisen and round 20 students helped to make this programme grand success
- **THE OUTCOME:** Satisfaction to serve for the people of our neighboring village.

Practice 2: Title of the Practice: INTERNATIONAL YOGA DAY (21st June 2020)

GOAL: To give mental support during Corona Pandemic via Yoga.

THE CONTEXT: During the corona pandemic, human health is a very important key factor which everyone has recognized. Many people have lost their nearest one. In this regard, to maintain the good mental stability, International Yoga Day is organized.

THE PRACTICE: To maintain the good health and mental stability, an 'INTERNATIONAL YOGA DAY' is organized by the college in ONLINE MODE using zoom App. The programme was chaired by Prof. Ajay Wakhale. He has guided different types of yoga pattern for healthy lifestyle which encourages students to understand the importance of Yoga in our daily life. The programme officer Prof. K. J. Gavit shared his view on health issue and corona awareness. More than 70 students and 23 faculty members of various disciplinewere

joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

THE OUTCOME: This meeting has helped lot of students to spread the awareness about health consciousness among youth and the people

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

7.3 - Institutional Distinctiveness

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

College's Official Youtube Channel:

During the corona pandemic students were unable to come to college due to lockdown. So, their studies were suffering. To avoid this loss of education, Our C. J. Patel College has launched an official YouTube channel under the guidance of Hon'ble Principle Dr. M.V. Singh. The idea behind this launching of the channel is given by Dr. Ramesh Taikar. On the occasion of Manohar Bhai Patel death anniversary the channel has started. The link of the channel is <https://www.youtube.com/channel/UCjqrpd5-8iGNLJ-v4z7YizA/videos>

Many videos of online classes are recorded and posted on this channel.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our institution is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University. Curriculum of various courses taught at our institution is designed by the university. We focus on the effective curriculum delivery considering the varied needs of our students. Each department prepares Action Plan of its respective department at the commencement of the session in which various curricular and co-curricular activities such as guest lectures, workshops, seminars, educational tour, Industrial visits, library visit, evaluation process etc, which the department wants to conduct during the session are chalked out. These activities are later implemented as per plan. Time - Table committee of the college prepares time -table at the commencement of each semester. Each department conducts departmental meetings for the discussion on work load distribution among teachers. Faculties prepare academic plan in advance. In the academic plan, the curriculum is divided month wise with periods allotted to each unit. Teachers maintain teaching diary to record their curricular activities. Innovative scientific methods and techniques are used by the teachers to explain the topic. The college provides the teachers modern teaching tools such as Computer, LCD Projector etc. These teaching aids not only make the teaching effective but also create interest for learning and keep students engaged. The teachers use You Tube videos, Power Point Presentations, pictures, charts, maps etc to make the course content more comprehensive. Comprehensive e-content is developed by the faculty. During Covid 19 pandemic, our faculties conducted regular online classes through virtual platform such as Zoom, Google meet etc. E-contents were developed by all the faculties during pandemic and was shared with the students through email and whats app. Timely Unit Tests, Pre Semester Examinations, Practice Examinations are conducted to evaluate student's performance in the final university examination. Guest Lectures are arranged by the departments from time to time which help students to understand the course contents well. Special classes are conducted to clear the doubts of the students. Faculty members are motivated to attend workshops, seminars and conferences for the update of

their knowledge. During pandemic, when classes were not on the faculty prepared e-notes and shared them with the students through virtual platform. Continuous and comprehensive evaluation of the students by the teachers is done to check students' understanding of various topics. Students' performances are recorded through Formative and summative assessment. Extra-curricular activities are organized by the college from time to time to provide the students a platform to showcase their talents. Feedback on curriculum is taken from the students and teachers. Feedback collected is analysed and discussed in the staff meetings.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The academic calendar is prepared by Rashtrasant Tukadoji Maharaj Nagpur University. At the outset of the session, University releases Academic Calendar mentioning dates of the terms of Odd & even semesters, Winter/summer vacations, last date of admissions winter and summer examinations of odd & even semesters, last date of receipt of examination forms etc. The college follows this calendar strictly to conduct various academic activities. According to the university's academic calendar, the IQAC members, under the guidance of the Principal, prepares the detailed calendar of various curricular, co-curricular and extra curricular activities to be conducted during the session. It includes the dates of re-opening of the college, the commencement of odd and even semesters, various events such as social gatehering, celebration of birth and death anniversary of great personalities, games and sports etc, dates of college and university examinations such as unit tests, half yearly examination, pre-annual examination, final semester examination, vacations and holidays etc. This academic calendar is released in the month of june. It is mandatory for the students and the faculty to strictly follow it. The Examination Committee of the college prepares the tentative schedule of CIE. Students' performance in the college examination is monitored so that They may be helped for further improvement.

Continuous Internal Evaluation enables students to perform better in Final Semester Examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

01

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

1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
00	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
Our institution promotes gender equality through various co-curricular activities. International Women's Day is celebrated to aware girls of their importance in the society and family. On this special occasion various programmes related to women's safety, health and hygiene, legal awareness etc. are organized to protect and empower female students. Girls are encouraged to participate in various curricular, co-curricular and extra-curricular activities conducted by the college from time to time. To protect women from any kind of sexual abuse within the campus we have established a cell against Sexual Harassment of women where girls can register their complaints. We conduct various programmes to aware girls of their legal rights	

regarding Sexual Harassment, domestic violence, Ciber Crime etc. We also have a Grievance Redressal Cell under the charge of senior woman faculty. The committee is committed to redress the grievance registered by the girls. We also have a Girl's Common Room with required facilities.

In order to sensitize students about the environment, various activities such as guest lectures, industrial visits, field excursions are arranged. NSS students along with other students of the college participate in Tree Plantation Programme. NSS and NCC wings of our college aim at inculcating values, ethics and social responsibilities. Through the activities conducted by NSS and NCC students' moral and ethical consciousness are developed. During tough time of Covid19 pandemic NSS volunteers, provided food, medicines, sanitizers to the people of near by village Wadegaon. NSS volunteers and NCC cadets are committed to render humanitarian services selflessly by conducting various awareness drives on health and hygiene of women and girl child, cleanliness, drug abuse etc.

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

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

0

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.cjpctirora.org/feedback/Feedback_Report_2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.cjpctirora.org/feedback/Feedback_Report_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1628

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

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

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

1008

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

2.2 - Catering to Student Diversity

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

Considering the diversity of students as far as their learning levels are concerned, it is important at the same time fruitful to organize special programmes for advanced as well as slow learners. Students take admission in the programmes of their preference. After their actual entries in the classrooms, they are assessed formally and informally by using multiple ways. In the initial classes, mock tests, quizzes, open book tests, short tasks (reading, writing, speaking, comprehension etc.) are initiated by the teachers to assess the students. Accordingly, remedial classes, extra doubt-clearing classes, along with counseling sessions are conducted for the slow learners. At the same time, extra reading tasks, assignments, mini projects, surveys and opportunities for peer-teaching are provided to advanced students in order to hone their knowledge and skills.

But during pandemic situation, it has indeed become very difficult for the institution to assess and identify the learners. Still the institution strove hard. As during pandemic, the only mode to connect with the students was online classes, special tasks were conducted through online classes by teachers to identify the slow and advanced learners. During online lectures, participation of students was given prime importance. Various quizzes were conducted online through Google forms. Assignments were given through Google classrooms and Zoom Classes. Their queries in the chat boxes during classes were minutely observed and based on their performance in the assignments and quizzes and their queries, they were assessed and identified. After identification of the slow and advanced learners, tasks were decided catering to their needs. For slow learners easy notes were provided. Doubt-clearing sessions were conducted online. Besides, link of the YOUTUBE videos were shared with the students for easy understanding of the same topics. In order to make teaching and learning more fruitful and easy, PPTs were used. Many teachers made short

videos and uploaded those videos on YOUTUBE so that the students could learn with their own speed and at their own convenient time. Their feedback was frequently taken in order to know their learning difficulties. For Advanced Learners extra reading and writing tasks, extra assignments, and presentation tasks were given through Google classrooms and Zoom platform. Advanced learners were motivated to participate in different webinars, certificate courses and workshops etc. They were informed about various resources available online.

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

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

Number of Students	Number of Teachers
1628	26

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

College runs varied programmes that vary from one another in respect of their objectives and specific structures. Due to these variations, teachers adopt different pedagogies in order to meet with the specific goals of learning. No-one can deny the importance of conventional lecture method in the college teaching, but in order to make teaching learning more interesting and fruitful teachers strive to bring in innovations in their pedagogical approaches. They strive to make learning student-centric. They prefer to teach in the ways students like to be taught. They bring in variety in their methodologies. To generate interest, participatory learning like group discussions, pair/group tasks, laboratory activities, peer teaching, seminar presentations, quizzes, debates are used to eradicate their fear and provide them plenty of opportunities to nurture their hidden potentials for

learning. In order to enhance their individual ability for learning individual assignments/tasks are given. Informal methods like excursions, field visits to industries, companies and plants are adopted. Students are encouraged to participate in various intra-collegiate and inter-collegiate competitions and activities conducted. Different clubs like English Club, Science Club, Geography club etc. are formed to provide extra exposure to the students and encourage their participation. In order to develop requisite life skills and social skills like decision making, problem solving skill, sense of discipline, understanding of socio-economic environment, effective communicative skills and establishing linkage with the society, various activities like seven days camps by NSS, activities by NSS, Adult Education and Population Education are conducted throughout the session.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

To make teaching-learning process more interesting and fruitful, use of ICT tools is really beneficial. Pandemic situation prevailed in most of the time of the session 2020-2021. It mandates all the teachers for the effective use of ICT in order to meet with the teaching learning goals. Teachers used ICT tools not only for teaching but also for evaluation or assessment of the students. Everyone admits the importance of ICT tools for better and effective delivery of the subject knowledge. With the help of various ICT tools like desktops, laptops, smart phones, tablets etc., teachers continued teaching during pandemic. They used various online platforms like Zoom App, Google Meet, Komodo, Google Classrooms, Cisco Webex Meet and Google forms. In order to make online teaching more effective and interesting, PPTs were used during classes. Related videos were shared. Important instructions, notifications and class schedules were shared through WhatsApp groups. Students were allowed to put their queries through whatsapp group and chat boxes. Online demos were shared by the teachers of science stream for Practical Examination purpose. For evaluation purpose, quizzes and

practice test papers were taken using Google forms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

25

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

2.4 - Teacher Profile and Quality

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

26

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

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

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

2

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

327 . 33

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution takes all the care to make the mechanism of internal assessment transparent and robust in terms of frequency and mode. Assessment, indeed, is a continuous process. The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. University has already provided guidelines to the affiliated colleges regarding internal assessment. Students are informed well in advance about the criteria to be used for their internal assessment in the initial classes at the beginning of the session by the teachers. Subject teachers strictly follow the guidelines and apply the criterion given by the university in the internal assessment. These criteria vary from subject to subject. In some subjects internal assessment is based merely on the assignments submitted by the students. The assignments' topics are provided beforehand by the teachers with suitable submission deadline. To bring variations, variety of tasks like

reading, writing, mini surveys and projects, charts, tasks to enhance their critical thinking and creativity are included in the assignments. Short Seminar presentations are also taken. In order to encourage the students and bring transparency, good assignments are shared and discussed in the classrooms. Students are guided and motivated for better performances. Teachers strive to bring transparency and robustness in terms of mode and variety. Assessment in some subjects is based on students' attendance, their participation, home work, presentation and their initiatives in teaching-learning process. They are always encouraged for oral presentations. Internal assessment in some subjects is divided into two-assignment and viva-voce. In viva-voce students are motivated to communicate in order to eradicate their fear of public speaking.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://nagpuruniversity.ac.in/index.php/Contentpage/index/RWZ3MW8raGFwdjVRWlE9PQ%3D%3D/en , https://nagpuruniversity.ac.in/index.php/Contentpage/index/RWZJMW8raGFwdjVRWlE9PQ%3D%3D/en , https://nagpuruniversity.ac.in/index.php/Contentpage/index/RWZNMW8raGFwdjVRWlE9PQ%3D%3D/en

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

The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. The exams are conducted by the university. It has its own mechanism of redressing students' examination related grievances. The college has no role or control over it. Only the college renders help to the students if any grievance occurs. They are guided about the Grievance Redresser cell and the concerned authority. If necessary, they are assisted by the staff members.

The institute has a transparent, time-bound and efficient mechanism to deal with internal examination related grievances. Grievances regarding internal examinations like Unit Tests, Pre-semester Practice Examinations, and Practical Examinations are handled by the College Grievance Redresser Cell in accordance with College Examination Committee. Results are declared a week

after the Practice Examinations. Students are shown answer sheets in the classrooms and are allowed to submit their grievances, if any regarding their results, within the deadline given to them. The Grievance Redresser Cell forwards the grievances to the concerned subject teachers and the subject teachers redress the issues. In this way grievances regarding internal assessment are redressed.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://nagpuruniversity.ac.in/index.php/Contentpage/index/RVA4MW8raGFwdjVRWlE9PQ%3D%3D/en

2.6 - Student Performance and Learning Outcomes

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

Following the University curriculums and consulting all the teachers of all the programmes, program outcomes, Program Specific Outcomes and Course outcomes are prepared. At the time of preparing these outcomes the general as well as specific objectives of various programs are mainly considered. The teachers have much understanding about them as they themselves are engaged in framing them. They practice and supervise them in terms of students' performance and outcome attainment. The POs, PSOs and COs are displayed on website. At the beginning of the sessions orientation classes are conducted where students are made aware about these outcomes by the teachers. Even in the initial classes when teachers familiarize the students about syllabus, they discuss the outcomes of the programmes. Just before the commencement of the University Examinations, during the time of revision, teachers once again draw their attention to these outcomes.

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

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

Attainment of various programme outcomes are evaluated by institution on the basis of different evaluative ways. Performance of the students in University examinations which includes theory and practical is the main indicator. In addition to this attainment of outcomes are also evaluated on the basis of CIE activities which are prepared at the beginning of the session in consultation with IQAC and members of different programmes. Students initiatives in teaching-learning process, their participation in different co-curricular and extra-curricular activities, their participation in laboratory and Field/project work, continuous evaluation by the teachers are considered for the evaluation.

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

2.6.3 - Pass percentage of Students during the year

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

430

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.cjpctirora.org/feedback/Student_Satisfaction_Survey_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Research activities by the faculty members are promoted and monitored by the Internal Quality Assurance Cell (IQAC) and the Research committee constituted by the college. The college has highly qualified and academically active staff. About 85 % of the faculty members hold the Doctoral degree. Three faculty members are research supervisors. 1 scholar have been awarded PhD in the year 2020-21 and some are still pursuing their research under their guidance. Faculties publish their research work in various reputed National and International Peer Reviewed Journals. Around 10 research papers were published in UGC approved journals and more than 5 in conference proceedings/Books/chapters in books, during this academic year. To inculcate scientific temper and encourage research aptitude among the students, Science exhibition is organized. Educational tours and visits to research institutes are arranged from time to time. But due to Covid-19 pandemic, the

above activities have not been organised. Faculty actively participated in Online National and International conferences and webinars. Online research surveys are conducted by the students of the college to benefit the community. Extension activities are conducted through NSS, NCC during pandemic situation in order to inculcate social values and various life skills. The college conducts summer camp for the children of nearby slum areas with an objective to bring them to the main stream of society by developing their overall personality. The programmes under 15 days camp include Yoga and Meditation for enrichment of mind, Computer Training, Soft skill development, moral education etc. Teachers actively participate and strive hard for the success of the programme. Some faculty members have received honors and recognition for their contribution in extension activities.

Teachers continuously strive to bring innovations and creativity in their ways of imparting education to the students in this pandemic situation. They use their potential at the best to make their teaching interesting so that students easily accomplish the specific goals of learning. It has been generally observed that students generally forget what they hear. Moreover, teaching in traditional methods brings monotonousness. In order to remove boredom many teachers use ICT tools in their teaching. CDs, DVDs, charts are used to bring liveliness to the classroom teaching. E-sources - Reading material, pictures from internet, you-tube videos including demonstration videos and audios are used to generate interest. Moreover, they bring variety in teaching methods. Role-play methods are used to boost students and make the teaching learning process more interesting and live. Teachers involve students in Teaching process. They are given opportunities to teach small units. This peer teaching helps them to erase their fear and builds their confidence. Besides other students get motivated and they also try to take initiatives in the process. Every year college publishes the magazine "Prayas" which includes articles, poems, stories etc. written by the students. This provides platform to the students to exhibit their hidden potentials for creative writing as well as enrich their writing skill. Students are shown the historical movies, novel based movies, motivational documentaries in order to make learning interesting. Group discussions, debates, quiz, poster competitions are organized in order to develop critical and analytical skills of the students. In some subjects, easy notes are provided to them. In this rapidly changing era, students now become more techno-savvy. Keeping the pandemic situation in

mind, students are guided about different educational apps and websites. However, there are some limitations as the college is situated in rural area.

The Research Innovation cell encourages faculties to participate in seminars, conferences and workshops at various levels and also inspires faculties to publish articles in the conferences and well-known journals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.cjpctirora.org/research.html

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://www.cjpctirora.org/research.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

20

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

During the session 2020-21 many activities were carry out by NSS , though it is a year of pandemic still NSS of the college

have tried its best to overcome all the hurdles and have tried its best to reach to neighborhood community.

The following programs were undertaken during the year 2020-21-

1. INTERNATIONAL YOGA DAY (21st June 2020)

'YOGA DAY' Programme is organized by NSS Unit in the zoom meeting to spread the awareness about health consciousness among youth and the people. NSS unit celebrated International Yoga Day on 21st June 2020 at 8: 00 AM. The programme was chaired by Prof. Ajay Wakhale. He guided about different types of yoga pattern for healthy lifestyle which encourages us to understand the importance of Yoga in our life. The programme officer Prof. K. J. Gavit shared his view on health issue and corona awareness. More than 70 students were joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

Total 70 volunteers were involved and 23 teachers participated.

1. INDEPENDENCE DAY CELEBRATION

Independence Day was celebrated on 15th August 2020. Dr. M.V. Singh hoists the flag and delivered an encouraging speech and addressed to the gathering how to spread awareness about CORONA and stay healthy and safe. All the staff members present to celebrate this day. Students gave speech on this occasion.

1. TEACHER'S DAY CELEBRATION (5th September 2020)

5th September is observed as a Teacher's Day on the occasion of Dr. S. Radhakrishnan birthday. Under the guidance of our Principal Dr. M. V. Singh, teacher's day was celebrated by the teachers' staff who shared their views, experiences and opinion on this occasion. They focused on importance of education, and learning is the necessity of time.

1. NSS FOUNDATION DAY (24th Sep 2020)

NSS Foundation Day was celebrated on 26th Sep 2019. NSS Programme Officer Prof. Kisan Gavit addressed the students and told the aims and objectives of NSS in their lives. Dr. Vasant Gaikwad chaired this function and Prof. R. A. Maske was present as a chief guest. Prof. Samshad N. Sheikh conducted this programme and vote of thanks proposed by Prof. Shashikant P.

Bisen. Students took oath on this occasion to serve their nation.

1. MAHATMA GANDHI JAYANTI CELEBRATION

Mahatma Gandhi Jayanti was celebrated on 2nd October 2020 on the occasion of Mahatma Gandhi's birthday. Prof. Vikas Ade was the chief guest of this programme. He addressed to the students and throws the light on Gandhi's life and his philosophy 'Satya and Ahimsha' to follow in their lives. The Programme officer also focused on Mahatma Gandhi's life. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Dr. S. P Bisen

1. BLOOD DONATION

Blood Donation camp was organized by the NSS Unit to help the needy person in the pandemic Covid-19. This camp was organized on 22nd November 2020 in the college premises. Around 20 students were participated in the blood donation camp.

1. CONSTITUTION DAY CELEBRATION

Constitution Day is observed on 26 November was celebrated in online mode on 26th November 2020. The chief guest was Dr. Vibha Agrawal who throws light on the importance of constitution which builds the nation and society. 150 students were joined this programme. The programme officer Prof. K. J. Gavit shared his view on constitution. More than 70 students joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

1. SWACHCHATA ABHIYAN

Swachata Abhiyan programme is organized under the Swachcha Bharat Abhiyan to spread awareness among the society. Poster Competition is organized under the Swachchata Abhiyanto spread the awareness among the students and people of the society. 50 students were present in the Swachchata Abhiyan with social distancing and they clean the whole college ground.

1. MAHAPARINIRVAN DIVAS CELEBRATION

Mahaparinirvan Din was celebrated on 6th December 2020 on the occasion of Dr. Babasaheb Ambedkar death anniversary to pay him tribute and honor. The function was chaired by Prof. Ajay

Wakhale, chief guest Dr. Rajesh Bansod were present on this occasion. NSS programme officer shared his views on this occasion. The programme was conducted by Prof. S.N. Sheikh and vote of thanks proposed by Dr. S. P. Bisen.

1. SADAK SURAKSHA SAPTAH PROGRAMME

'Rashtriya Sadak Suraksha Saptah' was celebrated on 23rd February 2021 in the college under the guidance of Dr. M. V. Singh Principal of our college. Essay, Elocution and Poster Competition were organized on the topic of Sadak Suraksha Saptah. 65 students were participated in different competition. The main objectives of this programme was basically in most of the cases crashes occurs either due to carelessness or due to lack of road safety awareness of the road user. Hence, road safety education is as essential as any other basic skills of survival. The students' aim is to provide road safety information for road users to encourage safer road user behavior among current and prospective road users and reduce the number of people killed and injured on our roads every year. Students understand the road safety and rules and around 150 students were present in this programme with the follow covid-19 rules of the government.

1. REPUBLIC DAY CELEBRATION

Republic Day was celebrated on 26th January 2020. Dr. M.V. Singh hoists the flag and delivered an encouraging speech and addressed to the students on this occasion. All the staff members and 100 students were present to celebrate this day. Students performed a song on this occasion.

1. FOOD DISTRIBUTION PROGRAMME DURING CORONA

Food Distribution Programme was organized by NSS Unit under the guidance of our Principal Dr. Mritunjay Singh. During the corona period so many people were unable to go to urge money and some had no ration card. So our NSS Unit decided to help such needy people of Wadegaon by distribution of food like Rice, Wheat and Oil for daily use. NSS Unit distributed food material to 30 village people under Below Poverty Line and Non Ration Card candidates. Our NSS Unit is always working for downtrodden people to contribute for country and standard of the society. The programme officer Prof. K.J. Gavit, Co-officer Prof. S. N. Sheikh, Dr. S. P. Bisen and round 20 students helped to make this programme grand success.

1. DR. BABASAHEB AMBEDKAR JAYANTI

Dr. Babasaheb Ambedkar Jayanti was celebrated on 14th April every year. This programme was organized by the NSS Unit under the guidance of our Principal Dr. M. V. Singh in online mode. Prof. Ade sir chaired this function and Dr. Rajesh Bansod was the chief guest. The programme officer Prof. K. J. Gavit shared his views. This programme was conducted by Prof. S. N. Sheikh and vote of thanks by Dr. S. P. Bisen. 130 students were present in this programme.

1. SHIVRAJYABHISHEK SOHALA

Shivrajyabhishek sohala was organized on 6th June 2020 under the guidance of our principal Dr. M. V. Singh sir. The programme officer Prof. Kisan Gavit, Sr. Clerk Pardhi, Shi Bansode, G.B. Nipane, Kailash Misad, Sachin Dhabale, M. M. Bisen and other non-teaching staff members were presents on the occasion.

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

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

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

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

4

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

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

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

340

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

3.5 - Collaboration

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

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

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The strategy of the institution for the creation and enhancement of infrastructure is very positive and clear. The optimum use of available infrastructural facilities are made, the college infrastructure is utilized for curricular, co-curricular and extra-curricular activities. The following description of the facilities will provide an idea about the number of Class rooms, Laboratories, Seminar Hall, Gymnasium etc. The total area of the college campus is around 6.5 acres and having 'C' shaped two stories building.

Institution is providing best physical infrastructure to felicitate effective Teaching and Learning process. The Rooms

of the institution have good ventilation system. Apart from this, sufficient fans and Tube lights facility are made available in all rooms. Furniture in every class room is sufficient and in good condition as per the requirement. Institution has two fully technologically based enabled smart class room with LCD Projector, CCTV Camera, Lecture capturing system (LCS) and Wi-Fi facility. Apart from this, well equipped science laboratories for all subjects i.e. Geography, Chemistry, Botany, Zoology, Physics and Computer Science are maintained. The College is giving due attention towards supply of clean drinking water for everyone, by installing 02 aqua guards systems & 02 water cooler for everyone and also 01 number of water purifier for the visitors are made available at college pantry and 01 number of water purifier at administration block. Providing Barrier free Environment to Physically challenged persons, consisting of Ramps, Parking, Railings etc. Biometric Attendance System (i.e. face reader machine) is also available for the Time Management purpose of all the staff members. We are also having the Girl's & Boy's common rooms with toilet facility. Also ladies & gents staff rooms along with toilet facility separately. Wending machine facility for the girls is also provided as per the HRD regulation of India. Last but not the least, rest room & hospitality facility are made available to face the uncertainties.

College campus is under CCTV surveillance & audio speakers are also made available in the corridor wings.

Administrative wing of the college is fully ICT & Wi-Fi enabled with LAN facility, Xerox, Fax Machine, Printers, Computers, Scanner, Intercom & Intra-Com Telephone facility also. Administrative work is fully automated & runs on College Management Software (CMS) to facilitate the students for their Admission process, Fees collection, and other important day to day transactions.

For the development, college will always focused on Teaching Learning process like Public Speaking, Communication Skill, Skill Development Programmers, and Personality Development Programs etc. Upgrading the basic infrastructure like Library, Gymnasium, Laboratory, Connectivity Classroom, Seminar Hall & Computing equipment are also provided to everyone.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cjpctirora.org/

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

Our College management believes that a healthy mind resides in healthy body and a Healthy Nation is always a Wealthy Nation. So, the College Management always support's for the sports and other physical enhancement activities of the students and staff.

Special attention is provided towards sports activities. So keeping this in mind, our college provides adequate funds to encourage students, to grow more in their selected field of sports and games and organized events like inter-collegiate kabaddi and cross country competition.

The college has a spacious playgroundand well utilized for Running track, Kabaddi ground, Volleyball Ground, Shot put Sector, Discuss throw Sector, Javelins throw Ground, Long Jump Pit, High Jump ground Size, Handball Ground, Cricket Ground &Football Ground also.

The college teams are formed every year to take part in Intra-mural, Inter-collegiate university tournament etc. Sports Events and Competition are yearly organized at college level.Teams of various departments participate in sports events in Intra-mural level in an academic year and the winner are awarded and rewarded. Accordingly, the outdoor games such as volleyball, cricket, football, kabaddi and Handball are always played by students. There is a 400 mtrs. Running Track developed in the college ground. During the year 2014 the college has organized University Level Zonal Inter-collegiate Kabaddi Tournament also.

The Collegealso has a spacious and well equipped gymnasium with modern exercise equipment's.

Open Stage and Cultural Activities

We have open stageof 52.48mtrs where in the morning, staff and

students of the college are allowed to do meditation and Yoga, cultural and other regular activities are also performed on this stage. Students are encourage to participated in the cultural events like Fresher's day, Annual Sports Day, Farewell etc. Apart from this, they are also sent to other colleges for inter collegiate competition like dance, singing, drama etc.

Detail the facilities available for:-

No.

Facilities

Description

1

Sports and Outdoor Games

400 meter running track, Football, volleyball, Kabaddi, Cricket, etc.

2

Gymnasium

Multi-station Gym

3

NSS

Two units with 200 volunteers

4

NCC

52 Cadets are Participated in National Level Camp

5

Cultural Activities

Annual college gathering and other competitions (university & State Level Competition)

6

Public Speaking

College always organizes different competition to encourage public speaking technique of the students.

7

Communication Skills Development

Department of English has UGC sponsored career oriented programmers (COP) for communication development of the students.

8

Yoga, Meditation Health and hygiene etc.

Department of physical education is providing Yoga & Meditation facilities and Physical training and it also gives health and hygiene instructions in special classes.

9

Boys' Toilet

Two bathroom with area of 30.20 sq.mtr

10

Ladies' Toilet

Two bathroom with area of 24.409 sq.mtr

11

Health Check up

Every year Health Checkup & Health Camp is also conducted for the students & staff medical hospitality facilities are also provided if required.

12

Physical Efficiency

Test& Summer Camp

Every year Physical Efficiency Test & Summer Camp Conducted for students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cjpctirora.org/sports.html

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

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

269678

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

4.2 - Library as a Learning Resource

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

Library offers a means by which we can gain access to knowledge and learning resources center at the college. It allows service for anyone to borrow a book, access internet, or do research works. To procure relevant and ample collection of Books, Journals, Reference Collection, Competitive Collection, CD/DVD, Online and Off-Line Information, E-resources to support all the courses offered in the college. Hence it allocates an appropriate budget to procure the said source materials to meet the syllabus of the courses. Book Bank and Book Deposit facility is available during the University Examination for Senior/Junior students of the college. Various Subject Journals, Back Volume Periodicals, regular News Paper, Magazines as well as Competitive and Employment related Newspaper and Magazines are regularly accessible in resource center. The Library also provide Reprography services to the readers. Internet facility is also given to the readers so that, they can freely download the Educational materials. The members of faculty and students can also refer the Bibliography, By using the online Public Access Catalogue (OPAC). Library staff, assists the faculty as well as researcher and other students in searching the electronic data bases and provide proper orientation in this regards. The reference queries of the users and the faculty are effectively dealt by the librarian and their assistants.

The knowledge centre is equipped with LIBMAN Software Package which is an Integrated library Management system used V B MYSQL Version. It is partially computerized and partially automates. Some selected modules in software are used for the better and fast work in Library department. Which is based on the fourth law Dr. S. R. Ranganathan (save the time of every reader) Accession, Acquisition , Cataloging, Circulation, Transaction

Report and Bar-Coding. Bar-Coding modules are used for Book Labels and Transaction Purpose. OPAC (Online Public Access Catalogue) is fully automated. The library can be access through the OPAC in the campus premises also. M-OPAC is the Mobile based OPAC system, This facility has been initiated in college library from the Session 2015-16 onwards. Remote Access of Library collection is available for 24x7 as well as, its aid is to browse the collection of data from all the affiliated colleges library comes under of Rashtrasant Tukadoji Maharaj, Nagpur University, Nagpur. Those who are using the LIBMAN software for library management purpose.

The college's Knowledge Center has a large number of E-Resources through its INFLIBNET, it is a form of N-LIST membership, which brings access to all the members of it. Other free

E-resource Links are also access through college website. 6000+ E- Journals and more than 31,35000+ of E-books which are freely available to access for staff and college students in the college campus. While the staff and college student's those who are the member of it, can easily access anywhere.

Library organized Book's Exhibition in every academic session. The department also take User Orientation Programmes for the students of all faculty enrolled in the first year students only. The beginning of every academic session start's on the birthday occasion of Dr. S.R. Ranganathan (The father of Library and information science).

Name of the ILMS software - LIBMAN Software

Nature of automation (fully or partially) - Partially Automation

Version - VB MYSQL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.cjpctirora.org/libhome.html

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.4342

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

4

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

4.3 - IT Infrastructure

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

Our institute is aware of the paradigm shifts taking place in conventional Teaching-Learning processes. So, the focus of our college is on the education programs that promote competency and performance. We believe that Information Technology (IT) has the potential to enhance Teaching and Learning process and it can also boost up the Academic productivity. So, the college has made major investments in new technology by distributing computing capacity across the campus and also by providing the necessary IT Infrastructure for faculty members. Profound use of Computers, Internet, Telecommunication devices include Computers, LCD Projectors, Fax Machine, CD-Rom, Internet, Slides, Digital Multimedia and VCD,s are widely used machine in day to day activities of the college. Computer Aided instruction (CAI) is also used for integrating students along with programmed instructional materials. ICT facilities are available for Teaching and Learning process. These facilities are utilized in enhancing Learning and brings efficiency in Curriculum delivery. For this purpose

Regular maintenance is undertaken (AMC)

Internet facility is provided

Two Computer labs are installed

Wi-Fi is also provided

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cjpctirora.org/structuralfacility.html

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

4191935

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has several systemic provision for the utilization and maintenance of physical, academic and support facilities on the campus. The facilities and amenities, which come within the purview of individual departments are under the planning and care of those departments. This helps in insuring that the utilization and care-taking of facilities happens in a

decentralized way as well as in ways that are more relevant and fruitful for individual

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1143

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

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

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

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

93

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

81

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above
--	----------------------------

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

37

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

00

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

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

The college has a student's council. The class topper is nominated as the representative of the class as per university norms. The student's council also constitutes one nominee each from NSS, NCC and sports. For certain criteria input of the students is also taken. From these nominated members, one student member of the council is the university representative (UR) who represents the college in the university student council meets. The advisor of the council is the principal or a faculty member nominated by the principal. The student council ensures the communicating student voice to the organization. They provide the necessary inputs required by the management as they are directly connected. They are given the duties of decision making, event organisation and coordination among many other roles.

Due to covid-19 pandemic and Government & R. T. M. N. University guideline, did not conducted elections at college level.

Following is the lists of committees where students are involved in academic and administrative bodies of the institution.

C.J.Patel College-Committees-2020-21

- **Student Council:**

Dr.A. B. Hatwar

Assist Prof History Dept.

In charge	
Dr. R. M. Bansod	
Assist Prof. Commerce Dept.	
Member	
Prof. K. J. Gavit	
Assist Prof. Hindi Dept	
Member	
Prof. A. G. Gandhe	
Assist Prof. Physical Education	
Student	
Mr. Kamlesh Patil	
B.A. I Year	
Student	
Ku. Sonali Pardhi	
B.A. II Year	
Student	
Ku. Aarju Sarangpure	
B.A. III Year	
Student	
Ku.Akash Dahikar	
B.Com. I Year	
Student	
Ku. Khushbu Chauhan	

B.Com. II Year

Student

Ku. Damini Dhurve

B.Com. III Year

Student

Mr. Adesh Parshi

B.Sc. I Year

Student

Ku. Nikita Gondule

B.Sc. II Year

Student

Ku. Dipa Bhagat

B.Sc. III Year

Student

Ku. Nainal Dongre

M.A. I Year

Student

Ku. Sonali Chaure

M.A. II Year

Student

- **Anti raging committee:**

Institution and Student Nominees

Dr.R.N..Taikar

Assist Prof Physics Dept

In charge

Prof. A. G. Gandhe

Assist Prof. Physical Education

Member

Prof. R.B.Zode

Assist Prof. Botany Dept

Member

Prof. S. N. Sheikh

Assist Prof. English Dept.

Student

Ku. Nikita Gondule

Student Representative

Student

Mr. TusharSonevane

Student Representative

Student

Ku. PayalChaudhari

Student Representative

Student

- **Anti-Sexual Harassmentcommittee:**

Institution and Student Nominees

Presiding officer

Dr. A.B.Agrawal	
Asso. Prof	
Faculty Member	
Dr. S. D. Katre	
Assist. Prof	
Faculty Member	
Dr.S.R.Bhagwat	
Assist.Prof	
Non-teaching memb	
R.W.Janbhandhu	
Senior clerk	
Non-teaching memb	
S.W.Uplapwar	
Lib attaintent	
Student (UG)	
Ku. NainaIDongre	
M.A. I year	
Student (UG)	
Ku. TanuMankar	
B.A. II Year	
External Member	
Mrs.ArchanaJaiswal	
Social worker	

◦ **Students Grievance Redressal Committee:**

Institution and Student Nominees

Prof. M. W. Patil

Commerce Dept.

In charge

Dr. S. U. Anpat

Economics Dept.

Member

Prof. M. P. Meshram

Zoology Dept.

Member

Ku. Anjali Singanjude

B.Sc. II Year

Student

Ku. Ruchi Kale

B.Sc. I Year

Student

◦ **Internal quality assurance cell**

Institution and Student Nominees

Dr. W. Y. Tagade

Botany Dept.

Coordinator

Dr. R. N. Taikar

Physics Dept.

Deputy- Coordinator

Dr. V. V. Gaikwad

Marathi Dept.

Member

Dr. V. B. Agrawal

EnglishDept.

Member

Dr. R. S. Bhonde

Zoology Dept.

Member

Dr. M.P. Meshram

Zoology Dept.

Member

Dr. N. S. Kudnar

Geography Dept.

Member

Dr. S. A. Bhagwat

Commerce Dept.

Member

Prof A. G. Gandhe

Physical Education

Member

Ku. Anjali Patle

Students

Member

Ku. BharatiCatre

Students

Member

- **Editorial committee**

Institution and Student Nominees

Dr. V. B. Agrawal

English Dept.

In charge

Dr. V. V. Gaikwad

Marathi Dept.

Member

Mr. K. J. Gavit

Hindi Dept.

Member

Mrs. S. N. Sheikh

English Dept.

Member

Ku. Arti C. Bisen

B.Sc. II Year

Student

Ku. Mayuri P. Katre

B.Sc. II Year

Student

- **Discipline Committee**

Institution and Student Nominees

Mr. A. G. Gandhe

Physical Education

In charge

Mr. A. B. Wakhale

Political Dept.

Member

Mr. V. V. Ade

Political Dept.

Member

Dr. S. R. Bhagwat

Commerce Dept.

Member

Mr. Tushar Sonewane

B.Sc. II Year

Student

Ku. Payal Chaudhari

B.Sc. II Year

Student

- **Library Committee**

Institution and Student Nominees

Ms. M. S. Barki

Librarian

In charge

Dr. S. U. Anpat

Economics Dept.

Member

Dr. R. S. Ukare

Physics Dept.

Member

Dr. R. R. Kurzekar

Chemistry Dept.

Member

Ku. Rohit P. Shribasuri

B. A. II Year

Student

Ku. Pallavi K. Gautam

B.Sc. II Year

Student

The student's council conducts many programs. The council

organizes Annual Social Gathering which includes sports meets, Annual cultural event, Science Exhibition, Seminar, Cultural Programmes, Flower Decoration, Rangoli Competition, Salad Decoration, etc. Through these events the student developed organizational skills, learn leadership & imbibe team work qualities.

The Mega events "Annual Sports & Cultural meets" organized every year but due to covid-19 pandemic, college unable to conducted programmes.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/
Upload any additional information	View File

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

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

00

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association acts as a link between the 'Alma Mater' and 'Alumni'.

Our college not accepted any financial contribution from alumni

students.

The alumni's role is crucial for the development of the institution. All alumni can provide support in various aspects that are beneficial to the students, graduates, institutions and the society. The alumni's opinion in developing the college and proposed solutions to the challenges faced by the institution is highly valued by the college in achieving its vision and mission. In this connection alumni association invites them during cultural activities every year. While interacting with current students, during cultural meet Hon.Dilip Bansod Ex MLA made a point about good infrastructure available for today's students as compared to them. A very useful tip was given by Hon.Dilip Bansod to students which will definitely have long term impact on their life. Many other alumni are successful in their careers as jobs, higher education, politics and in the field of entrepreneurship. We successfully draw their support through Annual Alumni meets. The Alumni meets with the current batches and guide students through lectures, group discussion and through other forum. Alumni share their political and corporate experiences, guide current batch of B.Sc, B.Com, and B.A. students and assures the students to be in continuous communication with them. Alumni association provides continuous support to students for placements. Through these alumni meets, a strong bond is created between the passed-out students and the current batch.

To keep the alumni a constant part of the function of the college, a separate committee has been created that is dedicated solely for this purpose. Every student that has graduated from the college to enrolled their name in alumni database. This database stores their current information about their professional life and contains their association with the college.

Alumni association meetings take place biannually and future plans are discussed in the meetings. During meetings they share their journey and personal experiences in the field. They discuss the educational path chosen; the obstacles they overcome, the choices they made that benefitted them and much more. Due to this regular meeting, they can freely discuss their work with the other students of the college. This helps the current batches learn from their alumni and allows them to contact them for any help needed.

Every year during Annual cultural Meet alumnus are invited as a

guest to share their experiences. This gives students a window of oppournities to learn from people in the working field. The alumni are also an active part of the Alumni association and governing body of the college. As a part of several committees, alumni make a considerable impact on the functioning of the college. Their views are respected and taken into consideration.

The alumni network of a college is one of the biggest sources of the placement opportunities to the students. Alumni can help students get placed at their respective organisations.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/allumni.html
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File

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

Late ShriManoharbai Patel, the founder of Gondia Education Society, established ChhotabhaiJaverbhai Patel College at Tirora, a backward Tahsil of Gondia district, in the year 1966. Since its establishment the college has been working for the welfare of the students of this rural and naxalite infested area.

VISION

The college has its Vision statement 'SA VIDYA YA VIMUKTAYE', which is in tune with objective of touching the heart of society and vows that students could get rid of all the barriers of prejudices and ill humanity.

MISSION

Mission Statement

"We at C. J. Patel College, aim at achieving excellence in Higher Education, all over development of individual personalities and making them patriotic, responsible and useful member of the society."

- The college is committed to provide career- focussed high quality innovative training and educational solutions with excellence.
- It prepares rural students to become self-dependent and enrich the society through their education.

OBJECTIVES

- To provide comprehensive quality education.
- To inspire the students to fetch their creative potential.
- To inculcate human values and the feeling of nationalism among the students.
- To impart scientific and moral education to achieve academic excellence.
- To transform rural girls into bold, assertive and self-dependent women.
- To infuse self-esteem and life skills in rural learners.
- To enhance critical and analytical abilities of the students.
- To conduct various programmes to make the students aware of the latest technology and knowledge.
- To organize self-employment programs to enhance the employability among the students.

The institutional vision statement is in tune with the objectives of touching the heart of society and vows that students could one day become useful citizens of nation, by acquiring the top most position in different fields of education and in this way the institution is trying to convert the students according to the vision. The students are being developed through the education to occupy the higher posts in order to render their services for the welfare of marginalized communities.

The governance has main three levels and it is based on the five pillars i.e. competence, transparency, teamwork, participatory management and self-independence. The Local Management Committee which is now known as College Development committee supervises the planning and management of the institution. At the second level principal who is the head of the institution and administrative office take care of the routine administrative work as well as other affairs. Besides this various committees, cells and groups are formed to take care of the governance of the institution. The teaching and non-teaching staffs are included in these committees and cells who are discuss numerous matters. The institution has automated services which assures transparency. Not only the teaching and non-teaching members but also students and alumni's are also given place in planning and decision making which shows robust participatory management. The departments have freedom to manage their departmental affairs. There is a good co-ordination in all the level of administration.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/
Upload any additional information	No File Uploaded

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

The college governance and management operate at various levels i.e. the management, the principal and the various committees /cells including student council. Roles and responsibilities are distributed across these three levels. The management and Principal actively participate in CDC for ensuring that the policy statements and action plans are aligned for attaining the mission of the institute, disseminates the vision and mission to all stake holders and involve them in forming the policy statements. The action plans are chalked out by IQAC through meetings with functional committees. Necessary changes are made if required. The management takes review of quality policies and makes amendments in quality policies if required.

The college provides academic autonomy to the head of departments. Academic planning, distribution of workload to teachers and non-teaching staff are done at the department level by the Head of all departments. Each department plans and

organizes academic activities related to their subject. Departments have freedom to frame their own time tables for practical and theory session, inviting visiting faculty or guest speakers, assigning projects and deciding the theme for workshops and seminars. Utilization of the allocated budget as per the requirements is also looked after by the respective heads of departments. The college has formulated various committees to facilitate smooth functioning and conduct all the activities in the college. The roles and responsibilities of the committee members are well defined. Each committee has a coordinator who coordinates the meetings and proceedings of the work including assigning responsibility to every member of the committee. The coordinators of various committees provide a brief review of the activities of their committee to the principal. The distribution of office administrative work and monitoring is handled by administrative staff (non- teaching) in consonance with the relevant college authority. The Head of the Institution makes information available to the management to review and guide. This is an important step in aligning the activities of the college.

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File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/governingbody.html
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During time of pandemic the management gives freedom to the Head of the Institution for smooth functioning of the college. The IQAC of the college is involved in the preparation of perspective plan. It takes regular online and offline meetings and takes necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in all the departments and it is commendably supervised by the principal and heads of departments. It invites suggestions from senior staff to study the impulses of the institute in general and takes steps for further improvements as far as they are within the capacity.

The following strategies are adopted by the institution to monitor and evaluate policies-

- Regular meeting of the councils.
- The feedback system (Regular feeding from Stake holder, Alumni member, Staff and Student).
- Periodical Academic Audit Team visits to the departments.
- Regular visits of the principal to the departments and interaction with the head of the departments.
- Head of departments monitor the system of the own department regularly.
- Annual report and presentation by each department and coordinators of various committees regarding their activities.

The college has a perspective plan of development which was developed a few years ago. This plan has been reviewed as per the needs of learners and in keeping with the higher education policies of the nation. The aspects considered for inclusion in the plan are as follows:

- Enhance teaching aids for online teaching.

- Subscription of various teaching apps.
- Laboratory with latest technology equipment.
- Better infrastructure for students with the facility of ICT aids and Wi-Fi.
- Huge collection of latest text and reference books in library.
- Use of ICT aids like e-books, journals (N-List), power point presentation in teaching.
- Addressing gender issues and aligning activities with social needs.
- Visualizes faculty development, research promotion, alumni involvement and extension activities

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

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

The Gondia Education Society, the management is the final authority for all the institutional matters. At the college level, the College Development committee, constituted according to the Maharashtra Universities Act, which governs the college and consist of the representative of the parent society, local community, industry, social workers, the teaching and non-teaching staff and the administration. CDC is entrusted with the overall management of the college. Inside the college the Principal is the institutional head of the academic and administrative sections and is responsible for managing the day-to-day affairs of the college. The college office mainly looks into matters related to admission, eligibility, and examination and also provides clerical support required for maintaining records and for interaction with government, university, stakeholders. The Academic section is managed through the heads of various departments, academic committees and coordinators, while the administrative section is managed through superintendent and various administrative committees that help in monitoring and facilitating several administrative functions and make administration open and transparent. The decentralization of power is evident from these committees.

Some of them are statutory and the other non-statutory in nature.

Patron is the chairman of the Governing body, responsible for policy making and verifying the reports through screening and correspondence. The decision making procedures are made at appropriate level in the organizational hierarchy. Statutory bodies such as IQAC cell, anti-ragging etc. as per the university/government guidelines are also included in the organization structure of the institution. A committee comprising faculty and administrative staff are involved in planning and implementation academic audit and evolution.

There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomous departmental system and participative decision making process are in practice.

Service rule:

The institution strictly follows the service rules according to the UGC norms and the rule of R.T.M. Nagpur university, Nagpur and Maharashtra Government.

Recruitment:

Recruitment is taken place according to the norms UGC, R.T.M. Nagpur University Nagpur, a body comprising of secretary Dean, Academic affairs, principal, HOD and subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

Promotional policies:

The institution follows the good academic standards API as per UGC norms, R.T.M Nagpur University, Nagpur.

Grievance redressed Mechanism:

Institute has its own grievance redresser committee for staff and students. The committee reviews the grievances received and resolves it. Based on severity of complaints, it is resolved in time limit suggested as per UGC and university norms. Identity of person filing complaint in suggestion boxes are kept confidential. The decision with regard to suggestion is communicated to related committee or individual of the

Institute for further action. In case of emergency following members can be contacted and their cell number or by personal meeting. In case of grievance received from teaching and non-teaching staff, it is submitted to the Principal .If the grievances are not resolved by the Principal then the staffs have to approach to the Management.

File Description	Documents
Paste link for additional information	https://www.cjpctirora.org/staffcouncil.html
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

A good number of both statutory and non-statutory welfare measures are available for teaching and non-teaching staff of the college.

- **House building Employees Credit Co-operative Society provides loans to the staff on considerable rates for the welfare of the staff and their family members.**
- **Emergency loan provided to the member of Employees Credit**

Co-operative Society within one day with less

formalities. Limit of emergency loan is up to ? 30,000

- College established consumer society named C. J. Patel College VidyarthiGrahakBhandar for the benefit of students and staff. The society is formed to protect the interest of general consumers by making consumer goods available at reasonable rates.
- Provident Fund / CPF and employees group insurance benefits are extended to the all staff.
- Loans from G.P.F. are sanctioned on moderate rates.
- The Head of the Institution recommends for loan for the staff members to the banks like, Gondia District Central Co-operative Bank, The State Bank of India and Mahila Urban Co-operative Bank, Bank of Maharashtra etc. for their well-being.
- Medical reimbursement from Joint Director, Higher Education, Nagpur Region under the government policies.
- Advance salary to non-teaching staff at the time of need.
- The Institute provides college uniform to non-teaching staff (peons) and blazers to faculty.
- Free doctor service (Dr. AvinashJaiswal) on call provided to faculty and students in emergency.
- Various leaves available to teaching and non-teaching staff like vacation leave, casual leave, EarnedLeaves, medical leave and maternity leave for ladies staff.

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

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

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

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

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

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

00

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

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

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

13

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

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

The institute has transparent Performance Appraisal System for teaching and non-teaching staff. The annual assessment of the performance of the teaching staff is made through in prescribed format as per norms of the UGC and R. T. M. Nagpur University. The PBAS format for the teachers referred above procures information under four categories.

Category - I: Detail information related to lectures, seminars, tutorials, practicals, project, contact hours undertaken by faculty as allocated. Lectures or other teaching duties performed in excess of defined norms. Preparation and imparting of knowledge/instruction as per curriculum

Category - II: Information of Student related co-curricular extension and field based activities, Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities of Professional Development activities.

Category - III: It includes Publications, Sponsored Projects, Patent and Research Guidance.

Category - IV: Summary of API Scores.

All self-appraisal of faculties are scrutinized by the IQAC committee and reports are sent to the Principal.

For appraisal of non-teaching staff, there is statutory

appraisal format prepared by the IQAC committee. For all non-teaching staff, office superintendent is the responsible authority while Principal is the assessing authority and management is the reviewing authority. The performance appraisal reports are reviewed and corrective measures are suggested by the management.

Comprehensive evaluation is also done by students and peers through structured questionnaire feedback and corrective measures are taken to improve teaching and services of non-teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

The institute has a mechanism for internal and external audit. College has its own internal audit mechanism where internal audit is an on-going continuous process. In addition to this, an external auditor verifies and certifies the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Continuous internal audit is carried out by the staff of account section under the guidance of finance committee. Internal audit is rechecked and verified by S. V. K. & Company Nagpur, Chartered Accountant appointed by management of Gondia Education Society. All the financial transaction of the college is revealed to external audits by the management and chartered accountants. The external audit is done by the government auditor deputed by the Joint Director, Higher Education, Nagpur Region.

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

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

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

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

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

The major sources of fund for the college are Grants received from State government and University Grant Commission. The Government provides salary grants for the permanent staff working in aided departments of college. Other clock hour basis teaching staffs (Guest faculty) receives remuneration as per university norms from the government while teaching and non-teaching staffs for non-grant courses receive salary by college management. UGC Grant is received for different purposes such as the purchase of electronic gadgets, sports & gym equipment, preventive maintenance & repairs, teaching aids, books, periodicals & journals and for upgrading the infrastructural facilities and academic standards and it is utilized for the same.

The college has well formulated financial policy which validates effective and optimal utilisation of fund resources for academic development and administrative purposes. At the beginning of every session, the budget is prepared by IQAC in advance after taking into consideration the requirements. The budget is reviewed and approved by the management and if needed changes are suggested. If required, management makes provision for additional fund. The Principal, Head of Departments and purchase committee ensure the optimum utilisation of fund as per the requirement and priorities. Finance committee keeps watch on proper utilisation of financial resources. Budget

utilisation is periodically reviewed by management and corrective measures are taken, if required.

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

6.5 - Internal Quality Assurance System

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

The IQAC has contributed towards institutionalizing quality assurance strategies and process through:

- **Conducting IQAC committee meeting at periodic interval and take quality augmentation steps for the betterment of institution without any compromise and implement them.**
- **Periodic review and introduction of innovative, add-on and interdisciplinary programmes.**
- **Develop quality benchmarks for academic activities.**
- **Obtaining feedback from teachers, students, parents and other stake holders.**
- **Organising and coordinating academic audits by visiting concerned departments.**

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

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

IQAC plays fundamental role in the process of quality execution in the college. It suggests different quality enrichment strategies to the faculty members and the CDC from time to

time. The institution reviews its teaching - learning process, structure and methodologies of operations and learning outcomes at periodic interval through IQAC as per prescribed norms. Several best practices have been institutionalized by the IQAC initiatives. Some examples of such best practices are

- **IT Initiative :**

In the time of pandemic teaching and guiding students was the big challenge. Most of the classes were conducted online, for that to make who are specially come from rural area students aware about IT and its gadgets was the big challenge for academic staff. To make everything smooth and under control IQAC cell guide staff time to time and provide all amenities which are required for effective teaching. IQAC cell also encourages teachers to make videos of teaching material and post it on personal or college YouTube channel.

- **Teaching Initiative :**

The college conducts an orientation program for all newly admitted students to make them aware of program details and career opportunities. The institution can appoint one faculty member for every 50-70 (ratio of students depend upon the total admission) students entering in the first year. This Faculty Adviser or Mentor establishes a close relationship with each student orients them to college practices and guides them throughout the graduation course. Continuous class test, midterm unit tests, pre-university exams & assignment are arranged for monitoring the progress of students. Weak students' ratio is identified on the basis of their 12th class result, class test and their response to the teaching-learning process. For improvement of slow learners and advanced learners extra classes, doubt clearing sessions, etc. are arranged by various departments.

- **Research Initiative:**

IQAC cell encourages faculties to participate in seminars, conferences and workshops at various levels and also inspires faculties to publish articles in the conferences and well-known journals. It guides faculties for enrolment of minor and major research project as per UGC norms. IQAC also motivates faculties for enrolment in doctorate of philosophy.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year
Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security Average ratio of five years between girls students and boys students in our college is 2:1, Thus for their safety CCTV cameras are installed in an open space campus area, in building verandas and in class rooms for better surveillances, to create

good discipline and monitoring of the activities of the students. To create healthy rapport between staff and girl students and make them feel secure, the management prefers to recruit talented and eligible women staff is 06. The institution provides efficient security system and separate sitting room for girl students to provide them free and secure atmosphere.

b) Councelling

Gils problems are always try to complete by Raging committee and Dicipinine committee. Institute has constructed woman empowerment cell, women grievance cell for maintaining glory and dignity of feminine sex and empower it with knowledge and skills and infuse self respect and confidence. To serve the cause, cells organize orientation lectures to create awareness on gender equity and curb gender bias, women rights, women health, and nutrition in girls adolescence issues. Through collaborative activities with other departments, like Botany, Zoology, sports etc. Myriad of women focused activities are organized as celebration of international women day when women related questions are pondered, girls give voice to their feelings through their speeches, poems, slogans and poster making on anti-female evils which are still prevalent in society and sensitive issues like female feticide, women status, etc.

1. Common room

To facilitate our female students, the campus has established a specious and comfortable common rooms, one at ground flower having 23 x 38 sq. feet area and one at first flower having 30 x 30 sq. feet area and both has been designed to give female students a place to relax, study, have informal discussion in free time available. Cleanliness and proper hygiene is maintained in these rest rooms.

For boys students there is 20x24 sq. feet common room also.

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

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

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

1. Solid waste management

Various awareness programs have been conducted in the Institute for creating awareness towards eco-friendly environment as mentioned below:

1. Rally for Cleanliness under the title "Swachha Bharat Abhiyaan" by N.S.S. students.
2. Awareness campaigns by students for Polythene Free Environment
3. Observing "No Vehicle Day" for fuel saving to make pollution free environment on regular basis.
4. Each year we organize poster competition on "Effective way for controlling Pollution"

Poster competition on "Effective way for controlling Pollution"

1. Liquid waste management: The college disposes the liquid waste in such a way that, it will not cause any harm to nearby people. The following procedures are adopted by the college for liquid waste management.

- The chemicals used in laboratories are carefully drained out after proper treatment.
- In the chemistry laboratory, strong solutions that are used are neutralized before their disposal. Appropriate measures are taken to dispose toxic waste.
- Biological wastes from biological laboratories are autoclaved and rendered harmless before disposal.

1. E-waste management : Effort have been directed towards safety and environment friendly by using appropriate methods of disposing devices and materials from electronics, computer lab and other areas.

- Electronic goods are put to optimum use and minor repairs are conducted by the staff and laboratory assistants. Major repair done by professional technicians to enable reuse.
- Non working computers, monitors, printers and other electronic devices are disposed through auction to the outside agency. ()
- Use of pen drives, flash drives and hard disks are encouraged for e-data storage than the use and through CDs.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

FOOD DISTRIBUTION PROGRAMME DURING CORONA

Food Distribution Programme was organized by NSS Unit under the guidance of our Principal Dr. Mritunjay Singh. During the

corona period so many people were unable to go to urge money and some had no ration card. So our NSS Unit decided to help such needy people of Wadegaon by distribution of food like Rice, Wheat and Oil for daily use. NSS Unit distributed food material to 30 village people under Below Poverty Line and Non Ration Card candidates. Our NSS Unit is always working for downtrodden people to contribute for country and standard of the society. The programme officer Prof. K.J. Gavit, Co-officer Prof. S. N. Sheikh, Dr. S. P. Bisen and round 20 students helped to make this programme grand success.

SADAK SURAKSHA SAPTAH PROGRAMME

'Rashtriya Sadak Suraksha Saptah' was celebrated on 23rd February 2021 in the college under the guidance of Dr. M. V. Singh Principal of our college. Essay, Elocution and Poster Competition were organized on the topic of Sadak Suraksha Saptah. 65 students were participated in different competition. The main objectives of this programme was basically in most of the cases crashes occurs either due to carelessness or due to lack of road safety awareness of the road user. Hence, road safety education is as essential as any other basic skills of survival. The students' aim is to provide road safety information for road users to encourage safer road user behavior among current and prospective road users and reduce the number of people killed and injured on our roads every year. Students understand the road safety and rules and around 150 students were present in this programme with the follow covid-19 rules of the government.

BLOOD DONATION

Blood Donation camp was organized by the NSS Unit to help the needy person in the pandemic Covid-19. This camp was organized on 22nd November 2020 in the college premises. Around 20 students were participated in the blood donation camp.

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

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

TEACHER'S DAY CELEBRATION (5th September 2020)

5th September is observed as a Teacher's Day on the occasion of Dr. S. Radhakrishnan birthday. Under the guidance of our Principal Dr. M. V. Singh teacher's day was celebrated by the teachers' staff who shared their views, experiences and opinion on this occasion. They focused on importance of education, and learning is the necessity of time.

MAHATMA GANDHI JAYANTI CELEBRATION

Mahatma Gandhi Jayanti was celebrated on 2nd October 2020 on the occasion of Mahatma Gandhi's birthday. Prof. Vikas Ade was the chief guest of this programme. He addressed to the students and throws the light on Gandhi's life and his philosophy 'Satya and Ahimsha' to follow in their lives. The Programme officer also focused on Mahatma Gandhi's life. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Dr. S. P Bisen.

MAHAPARINIRVAN DIVAS CELEBRATION

Mahaparinirvan Din was celebrated on 6th December 2020 on the occasion of Dr. Babasaheb Ambedkar death anniversary to pay him tribute and honor. The function was chaired by Prof. Ajay Wakhale, chief guest Dr. Rajesh Bansod were present on this occasion. NSS programme officer shared his views on this occasion. The programme was conducted by Prof. S.N. Sheikh and vote of thanks proposed by Dr. S. P. Bisen.

DR. BABASAHEB AMBEDKAR JAYANTI

Dr. Babasaheb Ambedkar Jayanti was celebrated on 14th April every year. This programme was organized by the NSS Unit under the guidance of our Principal Dr. M. V. Singh in online mode. Prof. Ade sir chaired this function and Dr. Rajesh Bansod was the chief guest. The programme officer Prof. K. J. Gavit shared his views. This programme was conducted by Prof. S. N. Sheikh and vote of thanks by Dr. S. P. Bisen. 130 students were present in this programme.

SHIVRAJYABHISHEK SOHALA

Shivrajyabhishek sohala was organized on 6th June 2020 under the guidance of our principal Dr. M. V. Singh sir. The programme officer Prof. Kisan Gavit, Sr. Clerk Pardhi, Shi Bansode, G.B. Nipane, Kailash Misad, Sachin Dhabale, M. M. Bisen and other non-teaching staff members were presents on the occasion.

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

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

D. Any 1 of the above

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

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

INTERNATIONAL YOGA DAY (21stJune 2020)

'YOGA DAY' Programme is organized by NSS Unit in the zoommeeting to spread the awareness about health consciousness among youth and the people. NSS unit celebrated International Yoga Day on 21st June 2020 at 8: 00 AM. The programme was chaired by Prof. Ajay Wakhale. He guided about different types of yoga pattern for healthy lifestyle which encourages us to understand the importance of Yoga in our life. The programme officer Prof. K. J. Gavit shared his view on health issue and corona awareness. More than 70 students were joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

CONSTITUTION DAY CELEBRATION

Constitution Day is observed on 26 November was celebrated in online mode on 26th November 2020. The chief guest was Dr. Vibha Agrawal who throws light on the importance of constitution which builds the nation and society. 150 students were joined this programme. The programme officer Prof. K. J. Gavit shared his view on constitution. More than 70 students joined in this programme. The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

REPUBLIC DAY AND INDEPENDENCE DAY CELEBRATION

Republic Day was celebrated on 26th January 2020. Dr. M.V.Singh hoists the flag and delivered an encouraging speech and addressed to the students on this occasion. All the staff members and 100 students were present to celebrate this day. Students performed a song on this occasion.

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

7.2 - Best Practices

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

Practice 1: Title of the Practice: Food Distribution in CORONA Pandemic

- **GOAL:** To give moral and economical support during Corona Pandemic.
- **THE CONTEXT:** The current corona pandemic has lost the lives of many people and their job too. To recover such people we have organized a food distribution programme with the help of our NSS Team
- **THE PRACTICE:** Food Distribution Programme was organized by NSS Unit under the guidance of our Principal Dr. Mritunjay Singh. During the corona period so many people were unable to go to urge money and some had no ration card. So our NSS Unit decided to help such needy people of Wadegaon by distribution of food like Rice, Wheat and Oil for daily use. NSS Unit distributed food material to 30 village people under Below Poverty Line and Non Ration Card candidates. Our NSS Unit is always working for downtrodden people to contribute for country and standard of the society. The programme officer Prof. K.J. Gavit, Co-officer Prof. S. N. Sheikh, Dr. S. P. Bisen and round 20 students helped to make this programme grand success
- **THE OUTCOME:** Satisfaction to serve for the people of our neighboring village.

Practice 2: Title of the Practice: INTERNATIONAL YOGA DAY (21st June 2020)

GOAL: To give mental support during Corona Pandemic via Yoga.

THE CONTEXT: During the corona pandemic, human health is a very important key factor which everyone has recognized. Many people have lost their nearest one. In this regard, to maintain the good mental stability, International Yoga Day is organized.

THE PRACTICE: To maintain the good health and mental stability, an 'INTERNATIONAL YOGA DAY' is organized by the college in ONLINE MODE using zoom App. The programme was chaired by Prof. Ajay Wakhale. He has guided

different types of yoga pattern for healthy lifestyle which encourages students to understand the importance of Yoga in our daily life. The programme officer Prof. K. J. Gavit shared his view on health issue and corona awareness. More than 70 students and 23 faculty members of various disciplinewere joined in this programme.The programme was conducted by Prof. S. N. Sheikh and vote of thanks proposed by Prof. S. P. Bisen.

THE OUTCOME: This meeting has helped lot of students to spread the awareness about health consciousness among youth and the people

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

7.3 - Institutional Distinctiveness

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

College's Official Youtube Channel:

During the corona pandemic students were unable to come to college due to lockdown. So, their studies were suffering. To avoid this loss of education, Our C. J. Patel College has launched an official YouTube channel under the guidance of Hon'ble Principle Dr. M.V. Singh. The idea behind this launching of the channel is given by Dr. Ramesh Taikar. On the occasion of Manohar Bhai Patel death anniversary the channel has started. The link of the channel is <https://www.youtube.com/channel/UCjqrpd5-8iGNLJ-v4z7YizA/videos>

Many videos of online classes are recorded and posted on this channel.

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

7.3.2 - Plan of action for the next academic year

For the smooth running of the college, IQAC and faculties of the college chalk out the programs for whole year. Some of the plan of Action are as follows-

- To conduct Conferences, Seminars and guest lectures during the year.
- Completion of curriculum assigned by University and college.
- To conduct various programs like International women's day, Youth day, Marathi Day, Hindi day, Voters day
- NSS and NCC camps
- CAS of the faculties.