SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

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

KHAIRLANJI ROAD, TIRORA
441911
www.cjpctirora.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gondia Education Society's Chhotabhai Javerbhai Patel Arts & Commerce College was established by late Shri Manoharbhai Patel in the year 1966 with a vision to ameliorate the lot of the poor and the downtrodden by providing them good higher educational facilities. The college is situated at Tirora, a small backward Taluka of Gondia district, which lacked the facility of Higher Education before the year 1966. It was the result of late Shri Manoharbhai Patel's honest and sincere efforts that the institution C.J. Patel Arts & Commerce College could see the light of the day in 1966. Since its establishment, the college has been fulfilling the educational needs of this rural area and striving for the all-round development of the students.

The college is committed to provide rural students career-focussed innovative training and educational solutions with excellence. It prepares them to become self-dependent and thereby enrich the society through their education. Overall development of the students is the chief objective of the college. The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and is recognized under section 2(f) and 12(b) of the U.G.C. act.

Since the first and second cycle of NAAC accreditation in the years 2004 and 2013 respectively, the college has been leading towards excellence in terms of teaching- learning, research and extension activities. Teachers are actively involved in guiding Research Scholars and publishing their research works in various National and International Journals. Presently, we have undergraduate courses (B.A., B. Com. & B.Sc.) and post graduate course in Hindi along with short term interdisciplinary self-financed courses and Career-Oriented Courses.

The college has Yashwant Rao Chavhan Maharashtra Open University study center to provide higher education to those who are deprived of formal education. Through this study Centre, the college runs undergraduate courses in Arts and Commerce streams. A Junior college which is run by the same education society, is attached to C.J. Patel Arts & Commerce College where Arts, Science and Commerce faculties are run. The college is preparing for the third cycle of accreditation in order to sustain and enrich the quality in all aspects.

Vision

The college has its vision statement 'SA VIDYA YA VIMUKTAYE', which literally means " Knowledge is one that liberates."

Mission

"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."

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The only college that imparts quality education to the learners of this tribal naxalite region.

The college is committed to promote girl's education in this rural set up where access to Higher Education is limited.

Very good infrastructure, well equipped library and laboratories.

Disciplined and conducive atmosphere

The college conducts various programmes that inculcate sense of social responsibility, discipline and eco-friendly sensibility and develops vocational and life skills of the students.

Well qualified faculty which renders assistance to the students in order to enable them to survive in this competitive era.

Transparent admission procedure

Institutional Weakness

Lower interest of the students towards methodological learning which results in poor performance of the students in the examinations

Higher drop out ratio as maximum female students discontinue their education due to various personal reasons.

Inadequate full time non-teaching staff due to government policies.

Lesser vocational opportunities due to university's conventional syllabus which emphasizes bookish learning that limits practical knowledge.

Limited Programmes and PG Courses

Institutional Opportunity

Introducing more vocational skill-enhancing courses which would encourage employability

Promoting use of innovative pedagogic practices in order to generate interest among the students for learning

Promoting Campus Placement

Promoting the use of more e-learning resources

Motivating students for Sports' activities

Institutional Challenge

Newly introduced Semester Pattern provides limited time for curricular and co-curricular activities.

Limited scope for rural students regarding placements.

Boosting rural learners for academic excellence.

Strategic planning and developement for future growth as the senario changes day by day.

Keeping alive traditional B.A. course in the context of popularity of new emerging trend of professional courses.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Action plan, highlighting various curricular, co-curricular and extra-curricular activities is drawn up at the beginning of the session. The contents of the curriculum are explained through traditional teaching methods supplemented with the use of ICT. Special classes are conducted to clear the doubts of the students. To felicitate learning and instill interest among the students for it, guest lectures, educational tours, industrial visits are organized from time to time. Our teachers contribute in designing and developing university curriculum as members of Board of studies, RTM Nagpur University, Nagpur. Faculty members represent the college as members in Senate, Local Enquiry Committee (LEC), Research Recognition Committee (RRC), and as subject experts in selection committee. Semester pattern at under graduate level was introduced in the year 2013-14 in Science Stream and in 2016-17 in Arts Stream. CBCS system is followed at PG level. With the accelerating pace of globalization and its expanding impact, our college offers various Short Term Self-financed Interdisciplinary Certificate Courses which equip our students with the technology and myriad skills required to survive in today’s competitive world. UGC Sponsored Career Oriented Programmes Certificate, Diploma and Advanced Diploma Courses in Communicative English, Functional Hindi, Travels & Tourism that were introduced in the year 2006, and Certificate, Diploma & Advanced Diploma Course in Banking which was introduced in the year 2008, with an objective to equip them with vocational skills that are essential in today’s competitive era. Though Career Oriented Programmes were UGC funded five years programme, they were continued up to 2016-17 by the college seeing its utility in present day scenario. Cross-cutting issues like Gender sensitization, Human values and professional ethics, Environment protection etc. are integrated into curriculum through the activities of NCC, NSS and ACEEE and by organizing workshops on gender related issues. Feedback on curriculum is obtained from the students and teachers for its further up gradation. The suggestions are conveyed to the university through BOS members.

Teaching-learning and Evaluation

Teaching Learning and Evaluation constitute the core of the process of imparting quality education. Learners deviate from one another as far as their learning potential is concerned. The college comprehends this and accordingly has its mission and objectives. It is bound to cater to the varied needs and interest of the learners. It

strives to render help to each and every learner keeping in view their learning ability. So, since the time they take admission in the programme of their choice, on the basis of their performance in the last qualifying examination, they are formally and informally assessed and identified as slow and advanced learners. For this, teachers conduct mock test, class test, and observe meticulously their participation and response to the learning process. Slow learners invite more attention. Teachers support and encourage them to enhance their learning experience by conducting different tasks. Advanced learners are motivated for extra reading and other innovative tasks. Efforts are made to make teaching and learning live and interesting by adopting innovative pedagogic practices. Student-centered participatory methods are preferred. As far as innovations and reforms are concerned college promotes the use of ICT along with traditional lecture method. The college tries to bring reforms in CIE system though it has been mandatory to follow the guidelines of the university. Mechanism of Internal assessment is transparent and robust in terms of frequency and variety at the same time mechanism to deal with examination related grievances is time bound, transparent and efficient. The institution adheres to the academic calendar for the conduct of CIE. Programme Outcomes for all programmes are displayed and communicated to students and teachers. Attainment of Programme Outcomes is evaluated in different ways.

Research, Innovations and Extension

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 80% of the faculty members hold the Doctoral degree. Two faculty members are research supervisors. 9 scholars have been awarded PhD 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 40 research papers were published in UGC approved journals and more than 65 in conference proceedings/Books/chapters in books, during the last five years. 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. Three faculty members successfully completed their Minor Research Project during the last five years. Faculty actively participates in National and International Seminars and conferences and present and publish their papers. Research surveys are conducted by the students of the college to benefit the community. Extension activities are conducted through NSS, NCC and ACEEE in order to inculcate social values and various life skills. Number of programmes related to various social issues like Gender sensitization, Environment Protection, Human Rights, Save Girl Child, Blood Donation, Blood Group and HB test camp, Health Check-up Camp, HIV Aids, Cleanliness drive, Electric Safety, Rashtriya Avishkar Abhiyan, Digital India, women empowerment etc. are conducted annually. Around 1220 students participated in such activities during the last five years. 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.

Infrastructure and Learning Resources

The college has adequate infrastructure and facilities to ensure effective Teaching, Learning, Research, Extension, Sports and Cultural activities. Laboratories and libraries are well stocked with e-access facility. Administrative wing of the college is fully automatic with internet connection and Intercom & Intra-com telephone facility is also available in the premises. College campus is under CCTV surveillance and audio

speakers are also made available in the corridor wings. The campus networked with secured Wi-Fi facility. The college facilitates sufficient parking area which is separate for students and Staff. It has separate rooms for NSS, NCC, Girls Common Room, Reading Room, ICT enabled Smart Class Rooms etc. The college has a well-equipped Internet enabled computer laboratory around 46 computers. It has multi-stationed gymnasium and play ground with 400 meter running track. The college promotes the proper utilization of funds for maintenance and installation of facilities. Software like LIBMAN and applications like M-OPAC are used in the library. It houses various Local and National Newspapers, books, Journals and Magazines for Competitive Examinations. Apart from this e-journals & e-books in the form of N-list, rare books, encyclopedia, CDs and DVDs as per University's Syllabi for different courses & Question Bank etc. are made available in college library. It organizes Annual Book Exhibition which is open for the staff, students and local people also. The college utilizes sufficient funds for the Books and other reading materials. The college has established systems and procedures for maintaining and utilizing physical, academic and support facilities. Due attention is given towards clean drinking water by installing two aqua guard system, two water coolers and two water purifiers for everyone. Wending machine facility for the girls is provided as per the HRD regulations of India and hospitality facilities are also made available to face the uncertainties.

Student Support and Progression

As around 90% of the students belong to the underprivileged sections of the society, specific facilities and support services are provided to such students under various government schemes. SC/ST/NT/OBC students are benefitted by various types of scholarships and free-ships. Around 7523 students availed this government scheme during the last five years. The college conducts various capability enhancement programmes such as guidance for competitive examination, soft skill development programmes, remedial classes, Entrepreneurship skill development programmes, yoga and meditation, career counseling, and personal counseling to develop over-all personality of the students. About 18% of the students were benefitted by such programmes during the last five years. The Entrepreneurship Development Cell prepares students by conducting different Vocational Education Training Programmes (VET) with an objective to equip them with various entrepreneurship skills. About 11% of the students took advantages of such programmes during the last five years. The institution has a transparent mechanism for timely redresser of student's grievances including sexual harassment and ragging cases. The college provides Guidance to the student for Competitive Examinations and offers Career counseling to the students. Total 343 students were guided for various competitive examinations and 391 students were benefitted by career counseling during the last five years. About 5.17% of outgoing students were placed in various government and non- government departments during the last five years. About 20.92% students were progressed to Higher Education in different faculties in the last year. Around 9.63% students qualified NET/SET and other State Government Examinations. The college promotes extra-curricular activities apart from curricular and co-curricular activities for the all-round development of the students. Large number of students participated in such activities during the last five years. The alumni association of the college actively participates in all major activities of the college.

Governance, Leadership and Management

The institution has a decentralized system of administration and participative management. The management is committed to the growth of the college and actively participates in College Development Committee for ensuring that the policy statements and action plans go hand in hand to achieve the goals of the institution. The college has a well-planned strategy to govern the institution. Various committees have been constituted to facilitate smooth functioning and conduct of all the activities in the college. The Principal monitors the day-to-

day functioning of the college. Regular meetings of IQAC, Governing Body, LMC/CDC are conducted. The college also has a perspective plan of development. E-governance is implemented in Finance and Accounts and Students' admission and support. The institute has effective welfare measures for teaching and non-teaching staff. The college Employees' Credit Co-Operative Society sanctions loans to the teaching and non-teaching staff members. College also has a consumer society named C. J. Patel College Vidyarthy Grahak Bhandar which makes consumer goods available at reasonable rates for both students and the teachers. The college motivates its teachers to attend professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programmes etc. Around 24.72% availed such programmes during the last five years. Performance Appraisal of Staff is scrutinized by IQAC and forwarded to the concerned authority for the Career advancement of the teachers. The institute has a mechanism for internal and external audit. The Institute has its own grievance redressal committee for staff and students. The committee reviews the received grievances and resolves them. The college has well-structured financial policy which ensures effective and optimal utilization of funds for academic and administrative purposes. All the activities of the college are governed by Internal Quality Assurance Cell. The institution reviews its teaching learning process, various methodologies used and learning outcomes through IQAC. Some of the important initiatives taken by IQAC are the introduction of various short term skill based courses, most of the faculties completed their Ph.D., promoting use of ICT, students' participation in various inter- collegiate, university and state competition like Avishkar.

Institutional Values and Best Practices

The college organizes various programmes like workshops and Seminars on gender sensitization to aware the girls of their legal rights related to dowry, domestic violence, Sexual Harassment of women at work place, rape victims etc. As around 80% of the students are girls, the college ensures their safety and security through 32 Close Circuit Cameras, monitoring and counseling sessions. Special facilities like ramp, rail, rest room and scribe for examination is available for **Divyangjan (Differently Abled)** students. Lighting power requirements are met through LED & CFL bulbs and tube lights which reduce energy consumption. The college conducts various awareness campaigns like Swaccha Bharat Abhiyan, Polution free Environment, celebration of 'No Vehicle Day' for fuel saving and pollution free environment. About 50% students come to the college by their own bicycle. The rest of the students use public transport or walk to the college which adds to maintain pollution free environment within the campus. The college ensures safe disposal of solid, liquid and e-waste. The campus is plastic free and office partially paperless. Trees are planted to keep the campus green and to inculcate eco-friendly habits among the students. The college displays the core values in its website. Various programmes like celebration of Voter's Day, Samvidhan Diwas, National Days (Independence Day and Republic Day) are organized to aware the students of their national identities, fundamental duties and rights as Indian citizens. Morning assembly which includes National Anthem, celebrations of the birth and death anniversaries of the legends of India are conducted to instill patriotic feelings among students and make them a responsible citizen of India. The college maintains transparency in all aspects including financial, academic, administrative and auxiliary functions. The college sticks to the established norms, standards and practices of regulatory and monitoring authorities and ensures that there are adequate redressal mechanisms if anyone is aggrieved in this regard. Few **best practices** are also carried out to inculcate scientific temperament of the students as research initiative in the form of **AVISHKAR**. Digital India programme was organized to aware the students for Cashless Transaction and how to use **BHIM App**.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GONDIA EDUCATION SOCIETY'S CHHOTABHAI JAVERBHAI PATEL ARTS AND COMMERCE COLLEGE TIRORA, DIST. GONDIA
Address	Khairlanji Road, Tirora
City	TIRORA
State	Maharashtra
Pin	441911
Website	www.cjpctirora.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Mrityunjay Singh	07198-254040	9422130608	07198-253363	cjpatelcollege@cjpctirora.org
IQAC / CIQA coordinator	Rambhau Maske	-	9422822395	-	ram.maske2@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	15-07-1966

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

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	30-06-1996	View Document
12B of UGC	30-09-2018	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Khairlanji Road, Tirora	Rural	6.5	4030.447

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Humanities	36	HSSC	Marathi	1160	842
UG	BCom,Commerce And Management	36	HSSC	Marathi	560	434
UG	BSc,Science And Technology	36	HSSC	English	704	671
PG	MA,Humanities	24	BA	Hindi	200	34

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				4				26
Recruited	1	0	0	1	3	1	0	4	14	7	0	21
Yet to Recruit				0				0				5
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	11	0	0	11
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	1	0	8	4	0	15
M.Phil.	0	0	0	1	0	0	3	1	0	5
PG	0	0	0	1	0	0	3	2	0	6

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	8	7	0	15

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	7	0	0	0	7
	Female	27	0	0	0	27
	Others	0	0	0	0	0
UG	Male	613	0	0	0	613
	Female	1333	1	0	0	1334
	Others	0	0	0	0	0

NAAC

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	90	103	91	106
	Female	134	164	143	127
	Others	0	0	0	0
ST	Male	37	44	42	31
	Female	25	28	26	34
	Others	0	0	0	0
OBC	Male	572	486	330	383
	Female	1017	878	767	715
	Others	0	0	0	0
General	Male	25	38	48	30
	Female	48	72	56	35
	Others	0	0	0	0
Others	Male	35	76	49	60
	Female	48	76	78	69
	Others	0	0	0	0
Total		2031	1965	1630	1590

3. Extended Profile

3.1 Program

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

Response: 1

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	04	04	04

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1981	2031	1965	1630	1590

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
1364	1347	1312	1237	1237

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
444	340	221	223	153

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
26	26	26	27	26

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
31	31	31	31	31

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 24

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

2017-18	2016-17	2015-16	2014-15	2013-14
73.47	55.95	90.30	57.65	45.28

Number of computers

Response: 35

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Each department prepares Action Plan of their respective departments at the commencement of the session in which the various curricular and co-curricular activities such as guest lectures, workshops, seminars, educational tour, Industrial visits, library visit, various activities to develop soft skills of the students, evaluation process etc, which the department wants to conduct during the session are chalked out. These activities are later implemented as per plan. Teachers prepare year plan in which they divide the curriculum of their respective subjects month wise with periods allotted to each unit. 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. Timely Unit Tests, Pre Semester Examinations, Practice Examinations are conducted to evaluate student's performance. Guest Lectures are arranged by the departments from time to time which help students to understand the course contents well. Industrial visits are organized by commerce and science departments for imparting first hand practical knowledge to the students. 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. The faculty prepares easy notes and distributes them among the students. Copies of syllabus are made available in the library so that the students can get the copy from there. Students' seminars are conducted. 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. Remedial Classes are arranged for the slow learners. 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 meetings of Local Management Committee / College Development Committee (CDC). As per the suggestions of the committee members necessary actions are taken from time to time.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 11.45

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	01	00	02

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 04

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Response: 7.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	95	122	215	211

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

1.3 Curriculum Enrichment

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

Response:

Specific courses focusing issues related to Gender, Environment and Sustainability, Human Values and professional ethics into the curriculum, are not run but these issues are addressed through the following programmes:

- In order to create sensitivity regarding environmental issues, environmental education has been made mandatory by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur for 2nd year students of B.A., B.Sc. & B.Com. Moreover, the above issues are already included in the University syllabus of different programs.
- Through the various social activities conducted by NSS, NCC and Adult & Continuous Education, moral and ethical consciousness & Human values are developed.
- Organizes programs on Personality Development and Soft Skills.

- Establishment of Internal Complaint Committee to protect girls and female staff of the college from Sexual Harassment.
- Workshops are organized from time to time to make them aware of various government plannings, acts and norms to protect and empower women.
- To make students employable and to impart life skills the institution offers various short term certificate Skill Development courses at college level.
- The guidance and counseling cell guides students for various competitive Examinations. With the efforts of the cell the college started MPSC coaching classes.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 12

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 12

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.69

1.3.3.1 Number of students undertaking field projects or internships

Response: 73

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.03

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	01	01	00

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 72.66

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1981	2031	1965	1630	1590

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2624	2592	2568	2465	2380

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 68.55

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
934	848	942	861	865

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Institution assesses the learning levels of the students after admission on the basis of varied aspects. Students take admission in the programme of their choice on the basis of their performance in the qualifying examinations. This is also considered as one of the indicators of their learning levels. Moreover, they are formally and informally assessed after their actual entry in the programme with the help of combination of ways. In the initial classes, mock tests & class tests are conducted. Besides these, their responses and participation in the teaching learning process are meticulously observed and accordingly their learning levels are assessed. Accordingly, slow and advanced learners are identified. Though it is not at all fair to categorize students as weak or bright, teachers always strive to come to their aid by providing them their best and fulfill their varied learning needs. Varieties of measures are adopted to help slow learners. They invite extra attention of teachers. Doubt clearing sessions, extra classes are conducted for them. Teachers give them extra time. They make themselves available beyond classroom. Worksheets are prepared for them in order to make learning easy. Moreover they are provided easy notes to improve their understanding of the curriculum. In order to enhance their hidden potential they are actively engaged in classroom and beyond classroom activities. Group or peer tasks are assigned to them so that they develop their learning abilities through discussions and participations. As far as advanced learners are concerned they are given extra assignments/ tasks or projects. Teachers guide them and boost them for extra study through additional references, books, journals, magazines and online resources etc. They are encouraged to participate in different Intra-collegiate or Inter collegiate competitions. Moreover, they are inspired for peer teaching where they can exhibit their potential. Teachers motivate them to mix up and befriend with average learners.

2.2.2 Student - Full time teacher ratio

Response: 76.19

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

Different programmes are run by the college. These programmes vary from one another in respect of objectives and structure. Due to variations in objectives and structure teachers adopt different methodologies of teaching in order to meet the specific goals of learning. In fact college does not deny the importance of lecture method which is considered as conventional one. Still efforts are made to bring innovations in traditional pedagogic practices in order to make the teaching –learning process more lively and interesting. In order to make learning more student centric students are taught in the ways they like. Teachers use blended teaching methodologies to generate interest .Different methods of participatory learning like laboratory activities, group discussions, pair/group tasks, seminar presentations, quizzes and small talks/debates are used in order to erase their fear and sustain their potential for learning. Individual assignments/tasks are given to enhance their individual ability. Students are encouraged for peer teaching in order to engage them actively and enhance their learning experiences. Informal methods like excursions, field visit to the industries, companies, and plants are adopted. Students are encouraged to participate in different intra-collegiate and inter-collegiate competitions like poster presentation, quizzes, debates etc. Various extra -curricular activities are given emphasize in order to bring holistic development. Various clubs like English Club, Science Club and Geography Club etc. are formed to generate interest in the area of their interest. In order to develop necessary life skills and social skills like leadership qualities, problem solving skill, sense of discipline, responsibility, decision making, understanding of socio-economic environment, effective communication skill and establishing linkage with the society various programmes including seven days camps by NSS, activities by NCC, Adult Education and Population Education are conducted.

File Description	Document
Any additional information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 26

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 79.24

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Teachers continuously strive to bring innovations and creativity in their ways of imparting education to the students. 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, chartsare 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 this in mind, students are guided about different educational apps and websites. However, there are some limitations as the college is situated in rural area.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 84.52

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 42.02

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	10	10	10	10

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 11.96

2.4.3.1 Total experience of full-time teachers

Response: 311

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 9.03

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	03	03	03	03

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college is affiliated to the University so it has been mandatory to the college to follow the guidelines prescribed by the University regarding internal assessment. Actually, in all the programmes about 80% weightage has been given to pen-paper test i.e. in the form of university examinations that are conducted by University itself and about 20% weightage has been given to internal assessment along with laboratory activities specially in science programmes. Though it has been mandated to follow the guidelines which are quite conventional, the college tries to bring reforms and improvise the ways of assessment. The assessment is continuous process. It is not a one- day errand. In accordance with IQAC different activities are planned and executed. Accordingly assessment is done by considering different aspects like their attendance, their involvement in teaching-learning process, their interaction with the teachers, their response to the questions asked in classrooms, their behavior, their initiatives in the various activities conducted in the classroom and outside the classroom. For this various individual, pair and group tasks are conducted. They are motivated to erase their fear and take initiatives. In order to make them free and comfortable group discussions, seminar presentations, quizzes, speech, conversations etc. are conducted time to time.

To bring reform in CIE, Evaluation of the college is time to time done by External bodies (LEC committee of Nagpur University) as well as Local Management Committee of the college which is now known as College Development Committee.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The institution takes all the care to make internal assessment transparent and robust in terms of frequency and variety. Assessment, indeed, is a continuous process. Students are assessed on the basis of their attendance, their participation and their initiatives in teaching–learning process. Assignments that include variety of questions are given to them in each semester. They are encouraged for presentations. Moreover viva-voce of each- student is also conducted.

As far as teachers' assessment is concerned, feedback forms which include teaching activities, use of teaching methods, innovativeness, use of ICT, unbiased evaluation and assessment and overall effectiveness are distributed among students at the end of each semester/session. On the basis of the feedback given by the students, teachers are assessed and guided accordingly by IQAC. Departmental meetings are also held periodically to discuss the status of syllabus, difficulties, lacunas, etc. and accordingly teachers are guided. IQAC assesses the teacher's performance based on Self-Appraisal forms filled by the teachers.

Local Management Committee (LMC)/College development committee (CDC), time to time, supervises the college activities. Accordingly it guides by taking meetings.

File Description	Document
Link for Additional Information	View Document

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

Response:

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, even provided with required information. If necessary, they are assisted by the staff members.

Grievances regarding home examinations (Unit Tests, Pre-semester Examinations, and Practice Examinations etc.) are handled by College Examination Committee. Results are declared a week after the 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 examination committee proceeds the grievances to the concerned subject teachers. In this way grievances regarding home examinations are redressed.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution strictly adheres to the academic calendar for the conduct of CIE. At the beginning of the session academic calendar is prepared keeping in view the Sundays and holidays enlisted in the university calendar. It is prepared by consulting the members of different faculties, the management representatives and the administrative staff. It includes three angles. The first one includes institutional level CIE activities which are communicated to teachers and students at the beginning of the session through notice board, meetings, initial orientation programmes, and initial classes. The second angle includes the departmental level activities for CIE. These are prepared by discussing with department members and communicated to the students though notices time to time. The third angle consists of individual plan for CIE. It may differ from one teacher to another. It is prepared in consultation with other teachers so as to avoid overlapping or overburdening of the students.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered

by the Institution are stated and displayed on website and communicated to teachers and students

Response:

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	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

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.

2.6.3 Average pass percentage of Students

Response: 47.17

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 208

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 441

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.58

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 135000

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	135000	00

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 7.69

3.1.2.1 Number of teachers recognised as research guides

Response: 02

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.19

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 01

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 26

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Tirora Taluka is located in the interiors of Maharashtra and students belong to poor and backward classes. Hence it is necessary that the student should get a proper knowledge from the college. To create a proper ecosystem in the college, many initiatives were taken such as-

1. The college campus is well built with sufficient classrooms and Laboratories. The laboratories are well equipped and smart class rooms are now available in the institution. Due to which the students become more interactive.
2. The college library is fully automated with Wi-Fi and Internet connectivity. Library has ample amount of books for the students as well as for the teachers.
3. Competitive and soft skill programs are run by the institution.
4. Regular guest lectures are arranged for the students.
5. The student seminars are also the part of the curriculum.
6. The students are motivated to excel their knowledge to inculcate the research aptitude.
7. Regular teaching classes are the part of the curriculum and are the best way to transfer the knowledge among students. Also, notes are also provided as a study material.
8. Most of the teachers uses power point presentations, Videos for teaching as a regular practice of the Institution. Even, the students also actively participate in seminar competition.

Excursions are the regular practice of the Institution which helps to generate the practical knowledge of the students

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	01	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 4.5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 09

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 02

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.53

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	09	04	13	04

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.6

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	04	18	20	21

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college is highly active in the extension activities with the neighborhood communities. The NSS & NCC, units of the college are actively involved in the holistic development of the community. Maximum student of the college belongs to the rural area hence they understand the problems of the rural area. Particularly the students belongs the NSS units are involved to solve the problems of the neighborhood communities.

The NSS unit of college adopt the village is year and annual residential camp is organized in

adopted village where the activities of the students are planned jointly by the programme officer and the sarpanch of the villages as per the need of villagers. Sanitization and awareness programs are conducted for villagers. Survey‘s are conducted and the data along with the reports are discussed and shared with village authorities and other government authorities. The data is also used for planning of the future activities for the villagers.

During the year 2013-14, 2014-15 2015-16, Lakhegon village was adoptated while Khairbodi village (2016-17) & Bhivapur village (2017-18) are adopted by the NSS unit of the college.

The various programs initiated by the NSS units during the last five years in association with the villagers’ are-

1. Tree plantation programs: NSS and NCC

2. AIDS awareness program

3. Health awareness rally.

4. Parthenium/weeds eradication program

5. Village Street cleaning program

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 22

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	3	4	5

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 10.45

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
274	112	45	50	438

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	3	1

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

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 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 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	Document
Any additional information	View Document

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

Response:

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 playground and well utilized for Running track, Kabaddi ground, Volleyball Ground, Shot put Sectar, Discuss throw Sectar, 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 College also has a spacious and well equipped gymnasium with modern exercise equipments.

Open Stage and Cultural Activities

We have open stage of 52.48 mtrs 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,
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 Leve
6	Public Speaking	College always organizes different competition to encourage public speaki the students.
7	Communication Skills Development	Department of English has UGC sponsored career oriented programme communication development of the students.

8	Yoga, Meditation Health and hygiene etc.	Department of physical education is providing Yoga & Meditation faciliti training and it also gives health and hygiene instructions in special
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 stu medical hospitality facilities are also provided if required.
12	Physical Efficiency Test& Summer Camp	Every year Physical Efficiency Test & Summer Camp Conducted fo

File Description	Document
Any additional information	View Document

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

Response: 29.17

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 1.51

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.26810	1.83842	0.53560	0.54148	2.50656

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Library offers by means of 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 the relevant matter, library offers ample collection of Books, Journals, Reference Collection, Competitive Collection, CD/DVD, Online and Off-Line Information and E-resources to support all the courses offered. Hence it allocates an appropriate budget to procure the said source materials to meet the syllabus of the courses.

The Library also provides 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 which uses **V B MYSQL Version**. It is partially computerized and partially automated. Some selected modules in software are used for the better and fast work in Library department which is based on the 4th law of Dr. S. R. Ranganathan. This law is meant for Accession, Acquisition, Cataloging, Circulation, Transaction Report and Bar-Coding. The 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 and 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 college libraries which comes under the Rashtrasant Tukadoji Maharaj, Nagpur University, Nagpur.

The Knowledge Center of college has a large number of E- Resources through its INFLIBNET. The college procured the services of INFLIBNET through the N-LIST. 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.

Name of the ILMS software **- LIBMAN Software**

Nature of automation (fully or partially) **- Partially Automation**

Version **- VB MYSQL**

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Library provides uncompromising information and caters to the intellectual requirement of its students and faculty members with user- friendly approach. It offers a fully integrated and dynamic environment for conducting academic activities. Multiple copies ensure that resources are easily made available in reference section and book stack area. The college is very sensitive towards the keeping of rare books in well maintained and safe way. These books are not only assets of the library but of society and nation. The college spends considerable amount on maintaining these rare books. The librarian of the college is instructed to look after these rare books personally. Scholars and researchers come to refer these books.

There are more than 35 various kind of Encyclopedia, other kind of encyclopedia for the enrichment collection of the institute like Britannica -23 vol., Selected work of Jawaharlal Nehru-14 vol., encyclopedia world and its people -27 vol. and 20th Century encyclopedia -20 vol. While, some other encyclopedia are based on languages also i.e., Marathi language, world of knowledge encyclopedia, words refer's to Encyclopedia of Hindi, i.e., Bharat Gyankosh, Samajik GyanKosh, Arthashashtra Kosh, Bhugole Paryawran Shastra kosh, Aadikalin Hindi Kosh, Bharat Ka Vishwa Bhugoal Kosh, Gram Geeta, Bhartiya Shanskriti Kosh, Vishwa Stuti Kosh. There are also various kinds of old and reference publications like, Pandit Shree. R.A.Sharma Acharya Vangymay-17 Vol., Shree. Bhavartha Ramayan, World Great Management Thinker, World Great Political Thinker, District Gazette Social History, as well as old Hindu Mythological Books are also accessible in the knowledge center of the college. It also consist of various kind of subjects Reference Books like, Commerce and Management, Geography, History, Political Science, Marathi, English, Hindi and all the subject of Science also. Other useful and valuable special Competitive collections and sports related reference books are also made available for the students and it can also accessible through Library Department.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.17

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.02	3.78	3.32	0.63	1.08

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 11.11

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 223

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Our institute is aware of the paradigm shifts taking place in conventional Teaching-Learning processes. So, the focus of our college on the education programs that promotes competency and performance. We believe that Information Technology (IT) has the potential to enhance Teaching and Learning process and it also helps to 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. It has two number of computer center with nearly 35 computers with latest peripheral's and a large suite of software programs. There are also few smaller computer clusters in different departments. There are also multiple means and channels of internet connectivity in the campus. The entire campus is Wi-Fi campus with average number of routers and access nodes spread over it. In addition, there are leased line connections available at all important points of operation for example, in administrative sections, departments, laboratories and some selected classroom. Profound use of Computers, Internet, Telecommunication devices include Computers, Printers, Scanners, LCD Projectors, Fax Machine, CD-Rom, Digital Multimedia and VCDs are widely used machine in day to day activities of the college. An overview of the last five year shows that the college has constantly tried to expand upgrade this infrastructure. Currently the college is working with BSNL Broadband and Railtel Wi-Fi facility to set up advance high-speed unlimited internet connectivity to the staff & students. Computer Aided instruction (CAI) is also used for integrating students along with programmed instructional materials. ICT facilities are available for Teaching and Learning process. The college has also provided for regular support and periodic maintenance of its IT infrastructure.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 56.6

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 22.22

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

2017-18	2016-17	2015-16	2014-15	2013-14
17.87	16.16	12.89	10.66	11.37

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic

and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has several systematic provision for the utilization and maintenance of physical, academic and support facilities like laboratory, library, sports, computers and class rooms etc. on its campus. The facilities and amenities which comes purview of individual departments are under the planning and care of those departments.

This helps in ensuring 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 departments. The general facilities are under the care of the administrative office. The college has a central procurement system, where all departments and wings of the college can approach to place demands for facilities and/or supplies, register any functional issues and get support on maintenance. For the overall maintenance of the entire campus, campus maintenance and facilities maintenance are regular features and the maintenance activities are done in a timely manner. The college aims at an optimum utilization of its facilities like inter-departmental sharing of equipment or resources, staggered timing of theory and practical classes, LAN networking of equipment's for extended use. Teams of administrative staff and teaching staff are allotted the responsibility of regularly monitoring the performance, maintenance and utilization of various facilities.

Science Laboratory:-

We have well equipped laboratory of Botany, Chemistry, Zoology, Physics, and Computer Science. The equipment's are periodically inspected by the department for the security purpose. Timely replacements of the damaged parts are done on priority basis.

Library:-

The students are Oriented on proper utilization of library resources which are made available to them. If students wish to access specific resources that the library does not have, the librarian assists the students for searching it from another library Inter Loan facility.

Computers:-

All Computer systems are installed with antivirus software and other necessary software's are updated regularly. Unnecessary programs are always uninstalled to generate the space. Regular cleaning of Computer rooms and its peripherals are well done. Every minor purchases and Repairs are done on priority basis.

Sports Maintenance:-

Proper maintenance is taken of sports and gym equipment's.

Classroom:-

Classrooms are built as per the UGC norms and are furnished with comfortable desk and benches.

Regular cleaning is undertaken to keep the classroom tidy. To collect the garbage, Dustbin is provided at a place where it is required in the college premises and classrooms etc.

Open stage/ Ground:-

Open Ground is available in the institute where, various activities like morning walk, Exercise, jogging, Meditation etc. are regularly done. Regular cleaning is undertaken to keep the Open ground clean and maintained.

Staff Rooms:-

Separate Staff Rooms are allotted to each faculty separately.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 82.41

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

2017-18	2016-17	2015-16	2014-15	2013-14
1326	1637	1660	1519	1381

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**

7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 8.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
140	144	163	133	154

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 7.47

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	95	122	215	211

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

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

5.2 Student Progression

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

Response: 3.45

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	11	7	12	7

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 9.68

5.2.2.1 Number of outgoing students progressing to higher education

Response: 43

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 23.03

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	03	03	07

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	28	13	28	09

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	01	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has active 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. From these nominated members, the university representative (UR) is selected 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 UR helps to notice necessary requirements towards managements. The council gives the duties of decision making, event organization and coordination among many other roles. This trend was valid till 2013-14. Later on was a new trend is set in the academic year 2017-18; once again the election is conducted according to new guidelines of the university.

C. J. Patel College-Committees-2017-18 (Representation of students on various bodies)

- **Anti raging committee:**

Institution and Student Nominees

Dr.R.N..Taikar	Assist Prof Physics Dept	In charge
Prof. R.B.Zode	Assist Prof. Botany Dept	Member
Prof. M.S.Barki	Assist Prof. Lib Science	Member
Ku. PallaviTumsare	B.Sc. I Year	Student
Mr. Krishna Bose	B.sc II Year	Student
Mr.AmitRaut	B.Sc III Year	Student

- **Anti-Sexual Harassment committee:**

Institution and Student Nominees

Presiding officer	Dr. M.M.Maind	Asso. Prof
Faculty Member	Dr.V.B.Agrawal	Asso. Prof
Faculty Member	Prof.S.R.Bhagwat	Assist.Prof
Non-teaching memb	R.W.Janbhandhu	Senior clerk
Non-teaching memb	S.W.Uplapwar	Lib attaindent
Student (UG)	P.S.Dhate	B.A.III
Student (UG)	EknathGawande	M.A.I
External Member	Mrs.ArchanaJaiswal	Social worker

- **Students Grievance Redressal Committee:**

Institution and Student Nominees

Prof. M. V. Mudiraj	Commerce	In charge
Dr. S. U. Anpat	Economics	Member
Prof. M. P. Meshram	Zoology	Member
Mr.Prajay Singh	B.Sc. III Year	Student

- **Internal quality assurance cell**

Institution and Student Nominees

Prof. R. A. Maske	Mathematics	In charge
Prof. A. B. Wakhale	Political science	Member
Dr. V. V. Gaikawad	Marathi	Member
Dr. V. B. Agraval	English	Student
Ku. JyotiBankar	UG	Student

- **Discipline Committee**

Institution and Student Nominees

Prof. AnmolGandhe	Physical Education	In charge
Prof. Ajay Wakhle	Political Science	Member
Dr. SilpaBhagwat	Commerce	Member
Mr.AkashChaudhari	B. A. II year	Student
Mr.AbhayBawane	B. A. II year	Student
Mr.Prajay Singh	B.Sc. III year	Student

- **Library Committee**

Institution and Student Nominees

Prof. MrunalBalki	Librarian	In charge
Dr. VasantGayakwad	Marathi	Member
Dr. RajshekharUkare	Physics	Member
Dr. Rahul Kurzekar	Chemistry	Member
Ku. KalpanaBhagat	B.Sc. III Year	Student

The **student's council** conducts many programs. Such as Sports meets, Cultural event, Science Exhibition, Seminar competition, Flower Decoration, Rangoli Competition, Salad Decoration, etc. These events helps student to developed organizational skills, leadership quality & imbibe team work among the students.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 18

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	17	19	20

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni's role is crucial for the development of the institution. All alumni provide support in various aspects which are beneficial to the students, institutions and the society. The alumni's positive suggestions helps in developing the college and their proposed solutions helps to fulfill the challenges faced by the institution for achieving vision and mission of the college. In this connection, alumni association invites them during Annual Meet every year. While interacting with currents students, during Annual Meet Hon.'Dilip Bansod (Ex MLA) point out that, our college having good infrastructure available nowdays. A very useful motivation tips were 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 who has graduated from the college has his/ her name enrolled 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 guests 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 organizations.

Our college does not accept any financial contribution from alumni students. Our society gives full financial support for the development of college requirement like building development, library etc.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	02

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Late Shri Manohar bhai Patel, the founder of Gondia Education Society, established Chhotabhai Javerbhai 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	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

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.

Case study of participative management in the college --

Participation in Allocation of Budget :

Every year college IQAC prepares annual budget. In the session 2015-16 the committee wanted to increase allocation of fund for acquisition of journals for library, as the same were not revised from last several years. For this, under the guidance of CDC, Principal and IQAC constituted a committee of heads of different departments, the office superintendent and the accountant. The committee decided the increase allocation of fund for acquisition of journals before the commencement of the session. The views of every member of the committee were given due weightage.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

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 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:

- 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

Following is an example of activity successfully implemented based on the strategic plan

Celebration of golden jubilee of College:

In the academic session 2016-17, college completed 50 years. For the celebration of golden jubilee of college IQAC and the Principal called meeting on 3rd January, 2017. Issues like events and schedule, guests, participating colleges, prizes etc. were discussed. It was decided to ensure the availability of proper facilities for the successful conduction of celebration of golden jubilee. Accordingly, all the events were conducted as per the strategic plan on 16th-17th February, 2017

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Gondia Education Society is the final authority for all the institutional matters. At the college level, the CDC, 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, 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. Grievences are 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 concerned members can be contacted on their cell numbers or by personal meeting. In case of grievance received from teaching and non-teaching staff, it is submitted to the Principal .If the grievance is not resolved by the Principal then the staff have to approach to the Management.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The college has numerous committees and cells to empower devolution of the administration and academic management to promote the efficiency in work and collaboration between committee members. There are currently 31 committees and cells to take care various traits of the college working. All activities of the college are performed through the respective various committees. Comprehensive plan of activities are formulated by the committees in its meetings and the activities are performed accordingly.

Following example shows the effectiveness of these committees

One day Workshop organised by Women Harassment Cell:

In the academic session 2016-17, Maharashtra state Government and UGC took collaborative initiative to involve educational institute to spread awareness about Sexual Harassment of Women at Workplace Act 2013, as per the vishakha guidelines. Our college realized the importance and relevance of the issue and decided to organise one day workshop on “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. Already existing Women Harassment Cell organised

the meeting on 31st January, 2017, discussed the issue with committee members. On 10th February, 2017 second meeting was called and decided to organise workshop on 27th February, 2017. At this workshop Mr. Devendra Choudhary, Legal Counsellor Police station, Tirora and Prof. Umesh Udapure, Assistant Professor of Law, N. M. D. College, Gondia were present to guide students on the topic. Around 500 students from different streams of the college took the benefit of the workshop.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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 Vidyarthy Grahak Bhandar 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. Avinash Jaiswal) on call provided to faculty and students in emergency.
- Various leaves available to teaching and non-teaching staff like vacation leave, casual leave, Earned Leaves, medical leave and maternity leave for ladies staff.

File Description	Document
Any additional information	View Document

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

Response: 1.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	01	00	01

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 30.43

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	11	10	12	03

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

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	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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, Charted 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.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

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.

6.5 Internal Quality Assurance System

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

Response:

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.

Two Best Practices---

- Use of ICT in Teaching:

The IQAC took initiative in 2013-2014 change the teaching method from traditional to modern method. IQAC cell always encourages the teachers to adopt ICT tools in teaching learning method along with traditional method (chalk & board). To improve the use of ICT, IQAC cell makes recommendation to

finance and purchase committee for making special provision of finance for purchasing tools. As a result, smart rooms and well-furnished computer laboratories are provided with internet facility. The college has also renewed the subscription and membership of N-List to access e-learning resources like e-journal and e-books at anywhere. Due to this initiative of IQAC, most of the teachers started using ICT tools in teaching-learning process.

- **Implementation of Pre-University Examination:**

To improve the overall result of university examination, IQAC decided to make provision of Pre-Semester Examination / Pre- University Examination for the students of B. Com., B. A., B. Sc. And M. A. (Hindi) courses from the academic session 2014-15. IQAC held meeting with all the heads of Department under the guidance of the Principal and it was decided that Pre- Semester Examination / Pre- University Examination would be conducted before university examination for semester and annual pattern respectively. The same format of university question papers and answer books are copied to avoid the confusion of students. It was also ensure that there will be transparency in the evaluation of answer books of written test and all concerned departments would show answer books to students in the classroom. As a result, the students are satisfied and are able to know their weaknesses and mistakes in answering the questions. The model answers are discussed with the students which help them in enhancing their knowledge and scoring better marks in university examinations. The results of examination are displayed on the notice board.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

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

- Learner’s Initiative :

Today’s fast-paced and busy world requires the contemporary student to become a jack-of-all-trades. Rather than spending a lifetime studying degrees and higher qualifications, short term courses can give students opportunities to update their skills in short duration. To cope up with necessities of new era, IQAC initiated new self-financed skill based short term certificate courses in various subjects by concerned

departments. At present, college runs twelve self-financed short term courses under entrepreneur and skill development cell. The short term courses are as follows :

1. Certificate course in personality development & spoken English.
2. Certificate course in developing English language skills.
3. Certificate course in basics of accounting & account writing.
4. Certificate course in Global Positioning System and Applications.
5. Certificate course in library & information science
6. Short term course in preparation of SET/NET examination for Hindi.
7. Certificate course in study of medicinal plant.
8. Certificate course in industrial training and safety management.
9. Certificate course in herbal cosmetics.
10. Certificate course in basic of electronics equipment.
11. Certificate course in sericulture.
12. Certificate course in basics of computer.

- **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. In the last five years our faculties published articles and research papers in more than 45 journals and 65 conferences in addition to books. It guides faculties for enrolment of minor and major research project as per UGC norms. As a result, college faculties have completed four minor projects. IQAC also motivates faculties for enrolment in doctorate of philosophy.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	04	03	06	05

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

Following are the achievements of the institution during last five years

- Improvement in traditional teaching learning method by using ICT tools.
- Enhanced college infrastructure (smart class room).
- Well-equipped computer lab with Wi-Fi connection.
- Laboratories equipped with sophisticated equipment and instruments.
- Utilized rain water harvesting system for laboratory purpose.
- Improvement in adequate library collection with barcode system.
- Automation of library and administration departments.
- All college premises under CCTV surveillance.
- Establishment of Counseling cell helps students to overcome their fear in studies and motivate them about career.
- Successful conduction of examination at college level and its evaluation.
- Satisfactory improvement in university result.
- Introduction of self-financed skill based short term courses.
- Due to motivation of IQAC committee, 70% of faculty completed doctor of philosophy
- Initiative taken by training and placement cell to encourage students to face campus drive
- Encourage students to participate in various inter college, university and state competition like Avishkar.
- Memorandum of Understanding are signed with various institutions to exchange faculty, student and technology.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 3

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	02	00	00	00

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

Response:

1. **Safety and Security**

Average ratio during five years of male and female students in our college is 1:2. So for their safety 32 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. 07 female staffs were recruited by the management to create healthy rapport between staff and female. The institution provides efficient security system and separate sitting room for girl students to provide them free and secure atmosphere.

1. **Counselling**

Girls problems are always try to completely solve by Raging committee and Discipline 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 girl's 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 boy's students there is 20x24 sq. feet common room also.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 19571

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 29.55

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1088.64

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 3684.24

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

1. **Solid waste management**

1. Management:

1. The institute uses 2 different types of dustbins each for biodegradable and non-biodegradable waste.
2. All the paper scraps generated in the college is sent to nearby recycling unit.
3. Bio-compost pit is available in the college campus for the disposal of biological waste.

1. Awareness: Various awareness programs have been conducted in the Institute for creating awareness about 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. Observed “No Vehicle Day” for fuel saving to make pollution free environment on regular basis.

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.

- A proper sewage management & drainage system is available in the college.

1. **E-waste management** : Environment friendly methods of disposing devices and materials from electronics, computer lab and other areas are used such as-
    - 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	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Yes, our Institute has implemented rainwater harvesting system, which has saved significant amount of water expenses. All the buildings have rainwater-harvesting structure and the rainwater is allowed to go underground through the structures. The institute has rainwater harvesting facility with rain water storage tanks around the building. This system renews the bore wells not only of the institution but in the surrounded area too. Drain pits are used to sink the water and recharge the groundwater table. The huge volume of rainwater from the roof is collected. This water is partially used for gardening and the remaining water is used for ground water level improvement and for improving the water level in the wells. The college emphasizes on the significance of water conversation and explains to all the students the importance of preserving and saving it. Students are encouraged to use water wisely and only when necessary. They also act immediately upon witnessing any wastage and take necessary action to stop it. One of the ways of preserving water in the college is rain water harvesting.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**

a) Bicycles
b) Public Transport
c) Pedestrian friendly roads

- **Plastic-free campus**
- **Paperless office**

- **Green landscaping with trees and plants**

Response:

- **Students, staff using**

1. **Bicycles**

In our college nearby 50 % students use bicycles for their daily up down purpose. Since, Bicycles cause no pollution, the use of bicycles is always encouraged. Even some of the staffs use bicycles.

1. **Public Transport**

In our college nearby 45 % students and staffs use public transport for their daily up down purpose.

- **Pedestrian Friendly Roads :** No
- **Plastic Free campus:**

Campus is plastic free. Students and staffs are not allowed to carry plastic bags for any purpose.

- **Paperless office:**

Our office is partially paperless. Some documents, notices and massages are sent to students and staffs members through emails and on mobile phones.

Most of the administrative work such as Students' enrolments forms, scholarship forms, pay bills, correspondence to the university and Joint Director.

- **Green landscaping with trees and plants :**

As an academic institution, all possible steps are taken to keep the campus Green. The planned efforts to spread greenery have resulted in green environment. The Institute is aware of the responsibility of conserving the environment and makes every attempt to inculcate eco-friendly habits among students. Every year NSS and NCC students organize plantation program in our institutes.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.72

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-

wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.21	1.21	1.18	0.90	0.87

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 27

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise

during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	06	05	05	04

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 19

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	03	03	03

File Description	Document
Report of the event	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Institute celebrates birth anniversary of most of the legends of India. The college has been celebrating the birth and death anniversary of Dr. B. R. Ambedkar, Mahatma Fule, Swami Vivekanand, Mahatma Gandhi, Savitribai Fule & Chattrapati Shivaji Maharaj. On these days we motivate our students by explaining them about legend day work done by these great souls of India. ‘Vachan Prerna Diwas’ is celebrated on the Birth Anniversary of Dr. A. P. J. Abdul Kalam. On this day students read motivational books like Biography, Autobiography, short stories and other requisite books required for overall developments. We also celebrate Teachers’ Day in memories of Dr. Sarvepalli Radhakrishnan, the first vice president of India.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

For maintaining complete transparency, college has constituted several committees for overall management of admission, examination, development and infrastructure facility. These committees are Admission Committee, Time Table & Academic Calendar Committee, Internal Quality Assurance Cell, Extension Committee, Cell Against Sexual Harassment & Women Cell, Right to Information Committee, Staff Council, sale & purchase committee, Maintenance committee etc. The college provides operational autonomy to all the departments. The institution has undertaken Internal Performance audit department wise headed by the principal. Besides Director/Secretary of Gondia Education Society (GES) visits the college at regular interval to keep track of the academic management of the institute. Annual Audit of the institute is regularly done by the External auditor. At the beginning of the financial year, tentative budget is prepared. After it is passed by budget committee, the same is placed before the governing body for

approval.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Practice 1: Title of the Practice: RESEARCH INITIATIVE

- **GOAL: To inculcate a culture of analytical thinking, and develop an exploratory search for knowledge among both, staff and students.**

- **THE CONTEXT**: The world of education today is now research driven. The absence of research would leave a large lacuna in the current fast paced Progressive society. Students need to realize the importance of opening their minds to the endless possibilities of research application.

- **THE PRACTICE: Avishkar (A research convention by the university)**: Students participated in different categories to present poster and models in the following areas like Humanities, Language, Fine Arts, Commerce, Management and Law.

- **THE OUTCOME:** *Mr. Pradhnyasheel Gedam* of B.Com. 1st Year from commerce department has won the two prizes in Avishkar - 2015 and presented his work at *Interuniversity Competition held at Pune university*.
- Two student of B.Sc. Final *year Mr. Mayur Suryawanshi* has participated in Avishkar – 2016 in Science Steam while *Miss. Kajol Palandurkar* has participated in Fine arts Stream.

Practice 2: Title of the Practice : Understanding the Quality of Soil

- **GOAL: To identify the micronutrients present in the soil of Tirora Tahsil.**

-

- **THE CONTEXT**: A strategy of farming has been changed now days. Hence, to get good crop yield for the farmers of Tirora tehsil it is necessary to understand the quality of soil.

-

THE PRACTICE: We have carried out a small project in the department of chemistry, where the students of B.Sc. 4th Semester have collected the soil samples from different villages of Tirora tehsil. For this, we have carried a seminar to train students for collection of soil samples. The collected soil samples would be chemically analyzed to find soil fertility level and various micronutrients present in it. The soil

- heath card so prepared would be distributed to farmers so as to help them to know the quality of their land to take various methods to improve crop yield.

Practice 3: Title of the Practice: Awareness for Cashless Transaction and Bhim App under the Title DIGITAL INDIA

- **GOAL: To inculcate a CASHLESS culture among students and to handover the available knowledge of BHIM APP among rural people of the district.**
-
- **THE CONTEXT**: In the rapidly changing era of information and communication, most of the people use mobile applications for various purposes. Hence, all should be made aware about the digitalization so that they can prefer cashless transaction and should be aware about its related apps.
- **THE PRACTICE: DIGITAL INDIA:**
- A programme is arranged in collaboration with BSNL Tirora. In this programme 3 Junior Engineers of BSNL Tirora have delivered talks. Students from various streams participated in this programme.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

1. **Summer camp:**

For the age group of 05-25, our institute organized three summer camps i.e. in the session 2014-15, 2016-17 and 2017-18 of 15 days to enhance interest in sports of rural area students in the joint collaboration of Gondia Education Society Forum. These camps also aim at all-angled development of the students. In the session 2014-15, total 34 students of Tirora tahsil participated in personality development camp followed by running competition, football training camp and blood donation program from 15 April

2015 to 30 April 2015. In the session 2016 – 17, total 25 students participated from Tirora tahsil started from 09 to 24 April 2017. During these camps, students were given football training and computer based skill training. And in the session 2017 -18(from 9th to 24th April 2018), total 97 students participated in the camp which includes personality development, English speaking, followed by Guidance for competitive examination, Arts of living, Army and Police recruitment training and football training etc.

Few important benefits of sports camp is mentioned bellow -

- A reduced risk of becoming overweight or obese.
- A reduced risk of heart disease, cancer and problems of diabetes in life.
- Strong bone and muscles.
- A healthy heart, lungs and arteries.
- Improved coordination, balance, posture and flexibility.
- Also reduce the risk of anxiety and improve the academic performance.
- Greatly improve athlete skills.
- Enhances life skills

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

As a result of effective teaching learning and Evaluation process, university result are continuosly increasing.

Concluding Remarks :

Planted as a sapling in 1966 by the philanthropist late Shri Manohar Bhai Patel, the C. J. Patel Arts & Commerce College, Tirora has emerged as a huge bunyan tree under the guidance of the efficient management of Gondia Education Society and the fruitful efforts of Head of the institution. Located at the naxalite infected rural area, the college has proved a boon for the students. Many students of the college have marked their footprints and brought laurels to the institution under the able guidance of the teachers. Kalpana Bhagat, a student of B.Sc., secured second position in the merit list of University Examination, Summer 2018. It’s a matter of pride for all of us that our student Sawan Shekhar Nagpure participated in the National Parade at Rajpath on 26th January 2018. Students are guided for various competitive examinations from time to time consequently many students got recruited in Indian Army and other government departments.

Under the guidance of the Head of the Institution, the IQAC motivates research activities among teachers as well as students. As a result, most of the staff members have been awarded Ph.D. and are engaged in Research activities. Our students participated in Rashtriya Avishkar Abhiyan (MHRDC initiative) as resource persons and guided the students of various schools of Tirora taluka. Various initiatives have been taken in order to bring innovations in teaching-learning process, administration, library etc.

To conclude, the college is striving hard to cater to the needs of the students and excel in the path of glory and success.

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>1.1.3</td><td>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>01</td><td>03</td><td>03</td><td>02</td><td>02</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>00</td><td>00</td><td>01</td><td>00</td><td>02</td></tr>
</table>
Remark : Revised as per clarification and supporting documents</td></tr>
<tr><td>2.1.2</td><td>Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
</table>
2.1.2.2. Number of sanctioned seats year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>2624</td><td>2592</td><td>2568</td><td>2465</td><td>2380</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>2624</td><td>2592</td><td>2568</td><td>2465</td><td>2380</td></tr>
</table></td></tr>
<tr><td>3.4.2</td><td>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
</table>

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	02	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

3.4.3 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 last five years

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., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	03	03	04	06

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	3	4	5

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	02

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	3	1

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other

universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	04	04	04	02

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2.02634	3.78090	3.32265	0.63990	1.08730

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2.02	3.78	3.32	0.63	1.08

Remark : Accepted HEI claim. Converted to lakh

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
31.60146	41.00431	26.18085	24.02008	21.43908

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
17.87	16.16	12.89	10.66	11.37

Remark : Revised as per clarification given by HEI and supporting document certified by CA

<table>
<tr><td>5.3.1</td><td>Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>01</td><td>00</td><td>01</td><td>01</td><td>00</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>00</td><td>00</td><td>00</td><td>01</td><td>00</td></tr>
</table></td></tr>
<tr><td>7.1.8</td><td>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)
Answer before DVV Verification:
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>1.21</td><td>1.21</td><td>1.21</td><td>1.21</td><td>1.21</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>1.21</td><td>1.21</td><td>1.18</td><td>0.90</td><td>0.87</td></tr>
</table>
Remark : Revised as per supporting certified document</td></tr>
<tr><td>7.1.15</td><td>The institution offers a course on Human Values and professional ethics

Answer before DVV Verification : Yes
Answer After DVV Verification: No</td></tr>
</table>

2.Extended Profile Deviations

<table>
<tr><td>ID</td><td>Extended Questions</td></tr>
<tr><td>1.1</td><td>Number of courses offered by the institution across all programs during the last five years
Answer before DVV Verification : 04
Answer after DVV Verification : 1</td></tr>
<tr><td>2.2</td><td>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:</td></tr>
</table>

2017-18	2016-17	2015-16	2014-15	2013-14
151.23094	211.02681	117.82984	129.73270	44.33126

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
73.47	55.95	90.30	57.65	45.28

NAAC