



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

KUMBHALKAR COLLEGE OF SOCIAL WORK

SEVAGRAM ROAD, KAKAWADI, WARDHA

442001

www.kcswardha.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

We all are aware that Wardha is Seva Bhoomi of Mahatma Gandhi, at this holy place Kumbhalkar College of Social Work has been established in 1993. Our campus is a unique historic place, in past it was a workstation of Khadi and Gram Udyog of Mahatma Gandhi. Kumbhalkar College of Social Work is affiliated with 'Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur (Maharashtra). For the last 28 years, we are engaged to develop social workers. We are delivering effective knowledge, empowering skills, and unique techniques for developing professional attitude and aptitude in persons who want to pursue their career in the area of professional social work. At milestone of **28** years, we have delivered 1203+ social work graduates and postgraduates for selfless service towards nation building.

A perspective & serves an important purpose. The college is committed to the task of developing civic consciousness and a sense of social responsibility in the students. The curriculum has a broad sweep which helps the student develop a holistic and ecological perspective. Classroom learning is reinforced and enriched through Social Work Practicum where students learn through first-hand experience and each BSW & MSW Final year students have research project work which develop an understanding about the scientific approach to human enquiry, it also builds humble attitude, use of library and documentation and acquire the skills for data analyses and research writing. The college strives to provide socially relevant education, whereby it moulds not only "professionals", but also responsible citizens of the country.

Vision

To be the best in class and nurture socially responsible leader.

Mission

To prepare social work professionals with the knowledge, social values and skills needed to initiate, innovate and bring sustainable change.

To provide an platform that encourage young people to learn to think, innovate and solve grassroots challenges.

To promotes individual dignity, respects diversity and peace.

To cultivate an atmosphere of intellectual discipline that facilitates faculty and student scholarship and research that contributes to the knowledge base of the profession and improves society's understanding to stand the world competition.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Government Aided and NAAC Accredited.
- Qualified, dedicated and experienced teaching faculty.
- Majority of female students.
- Positive relation with collaborating agencies.
- Students of weaker sections are admitted as per Reservation policy.
- Field work extension and practices for marginal communities.
- 09 faculties with Ph.D. Degree and more in progress.
- College is well connected by rail, road and state government transport facility.
- Wi-Fi facility in college campus
- College has initiated a project called Compost Pit, Seed ball, Watershed Development, Rain Water Harvesting, Village Clean program with the participation of students, community and faculties.
- Exclusive focus on Extension Activities.
- Collaboration with NGOs for community services.
- Faculties of the college are acting as members of the Board of Studies.
- College used student-centred teaching and learning activities. A number of workshops are organized and several eminent personalities are regularly invited to address students and faculty, with a view to develop student personality.

Institutional Weakness

- Lack of autonomy in curriculum designing.
- Appointments of faculty and staff for the programs is not timely done as approval from the Government authorities is delayed.
- We currently do not have Place for Higher Learning and Research.
- Only 4 faculty member are Research Guide (Ph.D.)
- No Minor and Major Research projects yet.
- Lack of placement and job opportunities in our region.
- Less number of students from outside Maharashtra.
- Insufficient infrastructure facility, college building is on rent.
- College is not eligible for 12(B) registration of UGC act.
- Maximum student are socio-economic backward class.
- We are implementing university syllabus so there is limited academic flexibility.

Institutional Opportunity

- Getting NAAC accreditation with good grade.
- Opportunity of empowering rural, tribal and economically backward students.
- Social work program is included in interdisciplinary faculty. This will provide us the opportunities to start new vocational courses which the affiliating university is planning to design.
- Research grants from government and social research sponsoring agencies.
- Alumni association and support from alumni for development of the college.
- Strengthening of campus placements.

Institutional Challenge

- Delay in government approvals for filling up vacant post.
- Present scenario of admission due to covid-19.
- Average quality of admitted students.
- Tie-ups with National and International Educational Institutes.
- Funded research projects with collaboration of government and private organizations.
- Biggest challenges of employability of students.
- To communicate in English language

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute being affiliated to RTM Nagpur University adopts to syllabi prescribed by university. However, the institute develops innovative and creative methods by using ICT tools for the effective delivery of curriculum. The identified gaps in curriculum are bridged by value added programs and life skills programs designed class wise for all classes of UG and PG. The faculty members are also encouraged to attend and participate in orientation programs/ activities organized by university. Choice Based Credit System (CBCS) implemented from Academic Year 2016-17 with elective subject in PG.

The institution adheres to the academic calendar and teaching plan for effective delivery of curriculum.

The institute also addresses and integrates issues relevant to Gender Equity, Environment and Sustainability, Human Values and Professional Ethics in addition to curriculum prescribed by University. The students are encouraged to undergo study tours and field visits in their tenure of study. The institute has structured feedback mechanism on design and review of syllabus from all stakeholders including Students, Alumni, Parents and Teachers for effective delivery of curriculum.

Annual curricular activities and extracurricular activities are made by above general information by college administration in the form of Academic Calendar. As per goal and objectives it is implemented in academic calendar. In this academic Calendar planning of all programs in the year is included. It includes admission process planning to University Examination activities according to the course. Starting of theory, classroom orientation, field orientation, observational visits, concurrent practicum, Skill Laboratory workshop, Research skill workshop, environment tour, study tour, Dissertation, Sport activities, Annual function, Internal & External viva-voce, Internal practice examination, Planning of various committees. National integration programs etc.

Teaching-learning and Evaluation

The admission process of the institution is in accordance with RTM Nagpur University guidelines. The institute admits students from various reserved categories as per the reservation policies of competent authority. The institute caters to the learning needs of students of different backgrounds and abilities. Special efforts are taken to identify slow and advanced learners by assessment on the basis of their end of each semester examination marks and initiatives are taken to satisfy their learning needs. The institution has proficient and devoted faculty members from diverse backgrounds. The institution utilizes student-centric methods and experimental learning approaches. The teachers adopt ICT tools, e-resources, Interactive method, Project-based learning, Experiential Learning, Case Study Analysis and Discussion, Group Learning Method, Student Seminar, Participative

Learning and Summer Training/ Internship/ Placement to enrich the learning experiences of the students.

The institution ensures student performance through outcome-based Education by calculating attainment levels of outcomes. The institute has adopted Continuous Internal Evaluation (CIE) prescribed by university to achieve academic excellence. The mechanism of internal assessment is transparent and robust covering all the learning domains. Examination related grievance is addressed at institute as well as university level by well defending a time-bound and efficient manner.

Research, Innovations and Extension

The institute is putting the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and conferences. To upgrade the knowledge of faculty and students institute organizes various seminars and guest lectures. Extension Activities Cell and NSS unit of the institute provides the platform for the students, faculty and staff for contributing to the society. Activities like Tree plantation, Blood donation, etc. are organized which has awards/appreciation from renowned Government and Non-Government agencies in surrounding.

The institute organizes seminar/guest lecturers to promote industry institute interaction and MoUs are signed with the industries/ corporate houses/ firms/ Agencies to develop social work allied activities.

Students have invented new ideas and skills and develops skills by developing the attitude of the children and young girls of the school, as well as Public awareness on addiction liberation, search campaign for out-of-school children, cleanliness campaign, education for teenage girls For the women, awareness building and creation of sanitary pad for women, plantation and conservation, support for old age, sustainable activities from waste, funding campaign for farmers, guidance for pregnant mothers and children, recreation platform for leprosy, timely help from women rehabilitation centres, diagnostic techniques and other activities have been completed by college.

Infrastructure and Learning Resources

The institution has infrastructure with well-equipped, classrooms, library and seminar hall as per requirement of affiliating university.

The institution motivates students to participate in various extra-curricular activities. Area for outdoor sports, separate facility for indoor sports is available for the students.

Institution has central library automated with software. Library has downloaded e-books and rare books for providing to the students via remote access.

The maintenance procedures are defined to take care of maintenance of infrastructure including laboratories,

classrooms, and other student support facilities.

Each department has tutorial classrooms to conduct tutorial classes to address the queries of the student's even personal level doubts too.

Student Support and Progression

The Institute continuously facilitates excellent mechanism for support & Progression of Students. The students are benefitted by scholarship and free-ship scheme provided by Government.

The institute provides capability enhancement and development program such as guidance for competitive examination, soft skill development, personal counselling, yoga/meditation and remedial coaching for students.

Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint or Anti sexual harassment.

Institute arranges various training programs and block placement drives on-campus as well as off campus to provide placement opportunities for final year students.

The student council is formed every year as per directives from affiliating university. The student actively participates in sports/cultural activities organized at inter-college and intra-college competitions.

The institute maintains strong and healthy interaction with alumni through alumni meets organized every year.

Supervise and co-ordinate the extra-curricular activities of the students.

Submit an annual report on the activities conduct during the academic year.

Election procedure, rights and responsibilities, elected council, election committee, election officer's rules and regulation, election complaints should be as state government Gadget.

Governance, Leadership and Management

The decision and policies of management are implemented through Principal, IQAC Coordinator and various committees in charges. The faculty members and students have representation on decision making committees.

The strategic plan is prepared and its effective implementation is done for attainment of Vision and Mission of the institute.

E-governance system is used for planning and development, administration, finance, student admission and examination.

Administration takes care of key attributes such as budgetary provisions, financial support, and

Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment.

The institute has performance appraisal system as per affiliating university, UGC and state government norms to appraise the performance of teaching and non-teaching staff members.

Principal implements necessary action plan to improve the quality of teaching-learning process of institute under the recommendations of IQAC cell. IQAC Cell is functional and regular meetings, audits and NAAC supporting work has been carried out under the guidance of IQAC.

Institutional Values and Best Practices

The institute has girls' and boys' common rooms and also separate provision for facilities of differently abled (Divyangjan) students.

The Institute takes sufficient measures to arrange the programs related to gender equity promotion, social responsibilities, national festivals, birth/death anniversaries of great personalities.

The institute promotes use of Renewable Energy (Solar), LED bulbs. Solid, liquid and e-waste management process is well structured.

Institute has rain water harvesting and harvested water is used for maintaining green initiatives of institute. Institute follows green practices such as tree plantation, plastic free campus, paperless work to achieve an environmental consciousness and sustainability.

Institute has two best practices namely and distinctiveness in area.

Community Engagement through Extension Activities

Spreading Awareness About Various Scholarships Schemes of State and Central Government.

Girls students promote and involving in higher social work education.

Institute has been promoting and involving girls in higher social work education for this activity institute motivate to girls students to take admission for BSW and MSW. Also institute has been special reservation for transgender.

Contribution in Save Environmental Activates.

Institute has been working with varies Governments agencies, NGOs & Communities for saving environment in Wardha district. Also Staff and students have been participating in programme of Plantation and preservation of trees and water shed development programme.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KUMBHALKAR COLLEGE OF SOCIAL WORK
Address	Sevagram Road, Kakawadi, Wardha
City	Wardha
State	Maharashtra
Pin	442001
Website	www.kcswardha.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Chandu Kashinathji Popatkar	07152-241848	9923144418	-	kcswiqac@gmail.com
IQAC / CIQA coordinator	Satishkumar Ghanshyam Dhawad	-	9850295004	-	satish_dhawad@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 minority institution	No

Establishment Details	
Date of establishment of the college	14-07-1993

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	09-07-2008		View Document	
12B of UGC				
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	Sevagram Road, Kakawadi, Wardha	Semi-urban	1	2322

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	BSW,Social Work	36	HSC	English,Hindi,Marathi	60	45
PG	MSW,Social Work	24	ANY GRADUATE	English,Hindi,Marathi	60	60
PG	MA,Humanities	24	ANY GRADUATE	English,Hindi,Marathi	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				16			
Recruited	0	0	0	0	3	0	0	3	12	4	0	16
Yet to Recruit	0				0				0			
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	15	1	0	16
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	5	3	0	10
M.Phil.	0	0	0	1	0	0	1	1	0	3
PG	0	0	0	0	0	0	6	0	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	18	0	0	0	18
	Female	27	0	0	0	27
	Others	0	0	0	0	0
PG	Male	19	0	0	0	19
	Female	53	0	0	0	53
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	20	12	14	15
	Female	27	29	37	44
	Others	0	0	0	0
ST	Male	10	8	4	3
	Female	18	17	19	14
	Others	0	0	0	0
OBC	Male	33	33	38	34
	Female	105	100	124	131
	Others	0	0	0	0
General	Male	2	1	3	5
	Female	1	2	8	6
	Others	0	0	0	0
Others	Male	13	15	8	6
	Female	34	33	29	26
	Others	0	0	0	0
Total		263	250	284	284

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The choice-based credit system in higher education is founded on the fundamental idea that students have a choice and freedom. Students can choose from a variety of subjects at colleges. Students can select subjects based on their interests and the number of credits required for that semester. They will then take theory and practical classes in order to earn credits. They pass the semester once they earn the required credits. The grading method is thought to be superior to the traditional marks system, and as a result, it is used by the best universities in India and internationally. As a result, a uniform grading system is desirable.</p>
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2. Academic bank of credits (ABC):	Under the university, the institute will also offer an online repository for all academic awards under the Digital India Program. Our university is working towards the nad.digitallocker.gov.in platform in which the National Academic Bank of Credits (ABC) portal will be integrated. The institute is already following a choice-based credit system for all of its programs and will follow the process related to the ABC as directed by the Academic Council of RTMNU. The institute will formally register in the ABC portal as soon as the resolution is being approved by the higher academic bodies.
3. Skill development:	National Education Policy 2020 focuses on technical and soft skill development of under-graduate and post graduate students to increase employability of the students. This will help to enhance the employability of our graduates as per the industry's current human resources requirements. Value Added Programs are introduced by the college to march towards the implementation of NEP in the real sense.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	According to NEP Policy, art and culture are important linked to heritage languages. Distinct languages have different ways of 'seeing' the world, and a language's structure influences how a native speaker perceives their environment. We strive to bind our culture and multi-linguistic dialogue in our everyday learning for the holistic development of students.
5. Focus on Outcome based education (OBE):	The college has taken gradual steps to acquaint our teaching staff as well as students regarding the important terminology like program objectives, program specific objectives, course objectives and learning objectives. The college has policy to train all the faculties towards understanding, applying, analysing, evaluating and being creative as well. Apart from these, faculties focuses on imbibing social and entrepreneurial skills in the students thus making him/her an active participant towards nation building.
6. Distance education/online education:	Since March 2020, when the country was put on lockdown due to the outbreak of coronavirus, online classes have become very common and have taken centre stage in students lives. Due to Covid -19 pandemic, educational institutions in the country have increasingly evolved in using digital platforms

for engaging classes, conducting conferences and meetings. Institute has successfully imparted all its course content delivery in online mode during the Pandemic (COVID-19) and also conducted online examinations successfully. Online Education is a new way of thinking about education.

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
72	72	72	75	74
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	4	3

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	313	305
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	74	90	89

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
96	89	83	75	73

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	18

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	18

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 6**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
4.21	6.88	8.53	5.41	3.94

4.3**Number of Computers****Response: 11**

NAAC

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:

Institute is affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur (RTMNU) and hence follows the curriculum prescribed by the RTM Nagpur University.

- Before commencement of each academic year, university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution, time table.
- The Time table committee follows the given Academic Calendar and teaching work load distribution, prepares the timetable for the class and various courses of the program.
- Accordingly, the students are informed about the Semester Academic Calendar through notice-board. Guides are allotted for field work of classes and final year projects as per area and specialization of faculty and students.
- Every faculty prepares the course plan and course file to deliver lectures as per the course syllabus.
- Students' attendance for individual subject is being monitored by faculty and at the end of every month, Principal takes the reviews of attendance, syllabus coverage and planned activities of month.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, social work practicum and project etc. is adopted by the institute as per guidelines of university.
- University in its syllabus has prescribed the concurrent practice learning (CPL), study tour, observation and exposure visits and village camp in the semester.
- University theory examinations are conducted as per university norms and after the declaration of university results, result analysis is made and documented.
- The system of feedback from the all stakeholders is also undertaken by the Institute, which is further conveyed to higher authorities for corrective actions.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**Response:**

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

The Principal assigns the courses based on faculty choice and area of specialization. Then faculty member prepares course plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied and assignments given to the students with evaluation process for each allotted subject and get approved by Principal.

A course file for each course is prepared by the faculty which includes course objectives, outcomes, study material, references and question from previous examination papers.

Time table in-charge prepares the time table as per the guidelines given by the university and load distribution. Time table is then displayed on the notice boards.

The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process.

The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective**

course system has been implemented

Response: 66.67

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

Response: 2

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 30

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	10	10	1	0

File Description	Document
List of Add on /Certificate programs	View Document

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

Response: 65.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	88	0

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

1.3 Curriculum Enrichment

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

Response:

The institute plans for the overall & holistic development of the students in the areas of gender, environment and sustainability, human values and professional ethics.

1. Gender

The institute undertakes all the required initiatives to ensure gender equity in various facets of classroom and extra classroom activities by equal representation of genders.

2. Environment and Sustainability

To create the awareness about environmental challenges amongst students and imparting fundamental knowledge about the environment, the subject '**Environmental Studies**' is introduced in curriculum for B.S.W. Second Year i.e. third and fourth semester of B.S.W program by the university and the subject '**Disaster Management**' is introduced in curriculum in fourth semester of M.S.W program by the university. This helps in developing an attitude of the concerned for the environment and encourages them to take care of environment and its protection. Apart from these various programs related to Environment and Sustainability like: Tree Plantation, Cleanliness Drive, Street Shows, Awareness Rallies and Environment Tour etc. have also been conducted.

3. Human Values and Professional Ethics

For effective development of Human Values and Professional Ethics, the subject '**Corporate Social Responsibility**', '**Professional Development for Social Work**', '**Human Resource Management**', '**Human Resource Development**', '**Applications of Social Work Skills**' are introduced in the M.S.W course curriculum and the subject '**Psychology for Professional Growth**' is introduced in the fourth semester of B.S.W. course curriculum. Also, these courses help to inculcate the multidisciplinary approach in students for better understanding of social responsibilities towards society in a successful manner.

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

Response: 86.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
63	63	63	63	62

File Description	Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

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

Response: 57.41

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

Response: 151

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

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

Response: A. All of the above

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 87.37

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

2020-21	2019-20	2018-19	2017-18	2016-17
124	118	125	159	138

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
140	140	140	170	170

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	74	90	89

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 40 are identified as slow learner and above 40 are identified as advanced learners.

Strategies adopted for Slow Learners:

The institute has been following the induction program jointly for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs.

Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and re-explanation of crucial topics for improving performance.

Strategies adopted for Advanced Learners:

With a view point to boost up the already possessed talent of the advanced learners the institute takes up number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently or in association with outside agencies. Apart from this, seminars, guest lectures, aptitude and communication skills, group discussions improvement programs are conducted time to time at the institute.

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

Response: 13.84

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:

Experiential learning:

This blending of academic learning and field experience is achieved through a number of NGOs visits, real life professional social work projects, activities conducted under MOUs, society academia interaction programs and assistance from experts of various fields.

Participative Learning:

Participative Learning is encouraged by: -

- Discussions: Wide varieties of social work topics are discussed in order to make the students to think broad and come up with their opinions and suggestions.
- Debates: Debates are conducted in most of the courses of social work program where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.
- Presentations and Seminars: Students of BSW and MSW program are motivated for delivering their learned skills by way of presentations.

Problem Solving Methodologies:

- Final Year Projects: As part of curriculum, a student is normally required to undertake a field/in-house project in their final year of study. Students are encouraged and assisted to identify and solve the problems by defining scope of project clearly.

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

Response:

Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.

Power Point Presentations:

Faculty uses power point presentations including the video lectures on social work topics based on the syllabus and as per requirements during the sessions.

Training Program:

The institute organizes internal as well as external training program for overall development of students. The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement etc. have been conducted in the institute through external experts.

Seminars and Guest Lectures:

Various seminars and guest lecturers are conducted in which the experts from either GOs/NGOs or academia are invited to give latest trends about scenarios in the social work and research.

Quiz:

Occasional quiz competition is organized by a faculty to make teaching learning process interesting. This is conducted using power point presentation. Questions from various specializations are put in the quiz competition to explore the diversity of the social work subjects.

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

Response: 20.23

2.3.3.1 Number of mentors

Response: 13

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	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: 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 41.29				
2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	8	4

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	
Response: 17.74	
2.4.3.1 Total experience of full-time teachers	

Response: 337

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

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

Response:

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by RTM Nagpur University. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university.

For determining the institute level 20 marks assessment, continuous internal evaluation is done in the following manner:-

For B.S.W.

Sr.No	Particular
1	Attendance
2	Assignment
3	Oral
Total	

For M.S.W.

Sr.No	Particular
1	Attendance
2	Submission
3	Presentation
4	Oral
Total	

Frequency of the internal assessment is maintained by-

Sr.No	Particular	Frequency	Monitored by
1	Attendance	Daily	Faculty and Principal
2	Assignment	Once in a semester	Subject Teacher
3	Oral	Once in a semester	Subject Teacher
4	Presentation	Once in a semester	Subject Teacher

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.

2. Displaying attendance of the students on notice board at the end of every month.
3. Sharing of evaluated assignments with each individual student.
4. Sharing evaluation report of subject presentation/ viva-voce seminar by panel of faculty.

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

Response:

At Institute level:

The faculty distributes evaluated answer scripts of assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. The internal marks are then displayed on notice board. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the principal.

At University level:

Students can express grievances by applying for the following evaluation procedure:

Exam Form Filling: It is sometimes observed that while filling the online exam forms of the subjects offered by the students are not correctly reflected on the screen in such cases the university provides 3 Days' time to the institute to submit such grievances of the students to the university and get redressed observed anomalies.

Correction in Name on Hall Ticket: In couple of cases, it happens that the Hall Tickets issues to the students do not carry the correct name of student concerned. In such cases the university gives 7 Days' time to get the hall ticket corrected through the institute.

Correction in Subject Offered: A similar process as in case of correction in name on hall ticket is followed in this case also.

Re-valuation & Recounting: If student is not satisfied with the marks awarded, they can apply for

recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

2.6 Student Performance and Learning Outcomes

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

Response:

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Canteen.

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers.

The course outcomes are written by the respective faculty member using keywords of learning levels as per guidelines given in Bloom Taxonomy. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course.

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

Response:

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely; Planning, Implementation, Evaluation and Action Taken.

1. Planning:-

Various outcomes are defined and a correlation is established between COs and POs, COs and PSOs in the scale of 1 to 3, 1 being the slight (low), 2 being moderate (medium) and 3 being substantial (high). A mapping matrix is prepared in this regard for every Course, CO, PO and PSO in the program including the elective subjects.

2. Implementation:-

An individual faculty member use different direct tools like Class Tests, University Exam, Assignments, Seminar, Project etc., for the evaluation of Course Outcomes(COs).Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, Employer, Parents, Teachers and Students etc. PEOs are also evaluated by using Indirect Tools only.

3. Evaluation:-

Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, PSOs and PEOs.

4. Action Taken:-

If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

2.6.3 Average pass percentage of Students during last five years

Response: 79.48

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

2020-21	2019-20	2018-19	2017-18	2016-17
96	89	83	75	73

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

2020-21	2019-20	2018-19	2017-18	2016-17
98	89	99	128	128

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process**Response: 4**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 21.05

3.1.2.1 Number of teachers recognized as research guides

Response: 4

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	4	3

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

The faculty, the students and the institutional infrastructural resource greatly contribute in the pursuit of creation and transfer of knowledge. The teaching faculty constantly strive for generating novel ideas, learn from the field work programmes undertaken and craft innovative approaches in social issues.

In addition to the field work experience, publishing research papers, attending conferences and symposia adds to their scholastic base. The same is readily transferred to the students infusing new ideas and better understanding of the concepts. Institute provides an opportunity to its faculty for the exchange of ideas and learning from peers through Faculty Development Programmes.

The institute acts as a nodal agency for the dissemination of newer ideas and expertise through consultancy services given to the GOs and NGOs. The Institute has been established as a centre for NGO's where the development organizations are helped to build their capacity. It is also a forum for exchange of experiences and learning from each other.

The Institute has updated information about government schemes, programmes, announcements and guidelines are provided for proposal writing, documentation and other administrative matters. A record of these enterprises is systematically documented in the activity reports and photographs to serve as source of inspiration and morale booster to others.

The feedback gathered from the students regarding curriculum and their field work expeditions is used in framing policy documents, syllabus revision and norms of social work.

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

Response: 13

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	1

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

3.3 Research Publications and Awards**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years****Response:** 0**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years****3.3.1.2 Number of teachers recognized as guides during the last five years****Response:** 4

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

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response:** 3.99**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
14	18	18	13	12

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

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 3.88**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	15	14	19	15

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

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

Under the purview of social responsibility, the institute through its **NSS Unit AND Extension Activity Cell**, has made remarkable efforts to sensitize its students and faculty about their social responsibilities through their participation in several activities associated with social issues.

Major activities undertaken are like tree plantation, blood donation, health check up, cleanliness drives, health and hygiene awareness programs in nearby villages, career guidance and awareness about higher education to aspirants from rural area etc.

Highlights of the extension activities conducted:-

Sr. No.	Particular	2020-21	2019-20	2018-19	2017-18
1	Number of Activities	11	16	16	11
2	Number of Awards/ Recognitions	2	5	5	2
3	Number of Students Participated	838	1379	1592	1134
4	Number of Faculty Participated	19	19	19	19

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**Response:** 19**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	5	5	2

File Description**Document**

Number of awards for extension activities in last 5 year

[View Document](#)**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 67**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
11	16	16	15	9

File Description**Document**

Number of extension and outreach Programmes conducted with industry, community etc for the last five years

[View Document](#)**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response:** 100**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs**

awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	313	305

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

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 34

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	11	3	2

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 17

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	3	3	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institute possesses a well-developed infrastructure meeting the requirements stated by Affiliating University and other statutory bodies to fulfil the need of all stakeholders.

Key features of the Institute:

- Spacious, ventilated and illuminated class rooms and other student support facilities like ICT tools as per requirements.
- Seminar hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences, FDPs and other related activities.
- Well-developed library, automated with software, with collection of books, journals, magazines, CD's, E-books etc. as per university norms.
- Library also has provision for reading room, reference and digital section for accessing E-books, E-journals and online open-source books.
- Support and safety facilities fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.
- Institute has green landscaping with trees and plants etc.
- Separate girls and boys common room is available in the campus.

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

Response:

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

Sports:

The institute has playground for various outdoor games like Volley ball, Kabbadi etc. A centralized dedicated room is allocated for indoor games like Carom & Chess etc. Institute promotes the students to

participate in Intercollegiate, Intra-collegiate, University, State and National level sports competition every year.

Cultural:

Institute organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Fashion Show etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year.

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description

Document

Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

[View Document](#)

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

Response: 52.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.83	3.68	3.98	3.00	1.53

File Description

Document

Upload Details of budget allocation, excluding salary during the last five years (Data Template)

[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library is automated with LIBMAN Integrated Library Management Systems (ILMS). ILMS are user friendly software's developed to work under client server environment. The Software is featured with the following modules to facilitate all the essential functions of the library in a computerised environment. 1) Acquisition 2) Circulation 3) Patrons 4) Reports 5) Tools 6) Cataloguing 7) Authorities.

OPAC: Online Public Access Catalogue (OPAC) consists of Acquisition, Cataloguing, Circulation, Serials control and Web OPAC facility which allows students and faculty to browse a book by author, title, publisher or any keyword.

The Library of institute is vary spacious with sufficient Titles and Volumes of Books, National & International print Journals, E-Books etc. and also got Video's related to Social Work.

Library has a provision of access to e-journals, video lectures, project report for PG programmes. For this purpose, a separate arrangement in Digital Library is made where students & staff can access, download, print the open access journals & research papers, also they can listen to the video lectures with the help of audio-visual aids.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-

journals during the last five years (INR in Lakhs)**Response:** 0.92**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.57	1.40	1.27	0.97	0.37

File Description**Document**

Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)

[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 52.13**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 147**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

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

Key Features:

- Separate computer lab in the library, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.
- E- Governance system by use of ERPs is implemented in Administration office, Exam, Library and for Academic Processes usable by faculty as well as students.

- LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Library with high-speed internet connection helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.

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

Response: 23.91

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 32.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.80	1.79	3.27	1.43	2.01

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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 institute has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available in the campus.

Utilization of support facilities:

The infrastructural and resources utilization of the institute are administered by the Principal. Faculty are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities.

Sport / Ground Maintenance

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

House Keeping of classrooms, laboratories and the entire institute campus

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

IT Facilities

Institute hires technician from outside to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals.

Electrical Maintenance

All the electrical maintenance of the peripherals, equipment's, infrastructure and power related resources available in the institute is carried out by electrician hired from outside as per need.

Garden

Institute hire gardener from outside as per need as well support staff takes care of garden, lawn and the indoor plants placed at various locations in the institute.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 67.39

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
191	180	202	207	168

File Description

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

Document

[View Document](#)

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

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

Document

[View Document](#)

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

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

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document

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

Response: 57.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
172	174	146	179	133

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

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	View 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

5.2 Student Progression

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

Response: 19.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
18	16	16	15	14

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 126.04

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 121

File Description	Document
Details of student progression to higher education (Data Template)	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

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

Response: 7

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	2	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document

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

Response:

As per the directions of the Director Student Welfare, RTM Nagpur University, Nagpur Institute level Student Council is formed.

The Student Council consists of following members:

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

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

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

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

Response: 94.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
110	100	115	86	60

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template))	View Document

5.4 Alumni Engagement

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

Response:

Every year institute conducts the Alumni Meet for interaction and exchange of knowledge base acquired by passed out students working in various fields and sector of Indian economy.

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs
2. Career Counselling
3. Society Institute Interaction
4. Placement Assistance
5. Study Tour/ Field Work Assistance
6. Project Assistance to final year students etc.

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

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

Response: E. <1 Lakhs

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The vision and mission of the institute have been developed with the active participation of all stakeholders and guidance from experts of various fields. The institute aims at becoming renowned institute of student's choice with courses aligned with recent development and need of society. The institute follows ethical practices and encourages Indian culture and value system. The institute is also committed for rural youth development and woman empowerment.

The top management including Trustees, Governing body, Local Managing Committee, Principal and faculty are involved in design and implementation of quality policy and plans.

The resolutions related to policies and plans, made during meetings of Governing body and local managing committee are communicated to the principal. These are discussed in regular meetings of Principal and Faculty and action plans are prepared. Action plan for institute based on Academic Calendar, Vision Mission of the institute, Co-curricular and Extra-curricular activities is prepared by Principal and committee in-charges. The difficulty if any in execution is conveyed to management to fulfil the needs.

Various committees at institute level are formed in each academic year. The faculties constitute the member of these committees and are authorized to take appropriate decisions according to the role of committee in academics.

Interaction with stakeholders viz. alumni, parents, employers, take place and their suggestions, feedback are taken for continuous improvement in teaching and learning process.

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

Response:

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

Case study- Annual Sports and Cultural Events Organization.

As per the academic calendar by the institute sports and cultural events/ annual function is organized annually. The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural events/ annual function.

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

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

The budget is further discussed with the principal and management for modifications and approval. The sanctioned fund is disbursed to the student's council through the cultural and sport in charges.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The functioning of the institute operates at four different levels such as Student, Faculty, Principal and Management. The institute provides various forums for all of them to develop and deploy the same at institute and society level by assigning them various responsibilities. Principal as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks. The principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in best possible way.

One activity successfully implemented based on the strategic plan is as follows: 'Study Tour/ Field Visits of the students.'

Process:

Study Tour/ Field Visit has its own importance in a career of student who is pursuing a professional degree in social work. It is considered as a part of curriculum. The objective of the study tour/ field visit is to provide an insight regarding internal of GOs/NGOs/Industries. Theoretical knowledge is not sufficient for professional career.

With an aim to go beyond academics, study tour/ field visit provide students a practical perspective of the work place. It provides students an opportunity to learn practically through interaction by understanding, working methods and employment practices. study tour/ field visit are arranged by the institute for students with an objective of providing an opportunity to explore different sectors like Health, Crime, Community Centres etc.

The planning of study tour/ field visit is done by faculty in consultation with Principal. During actual visits students explore the entity to be visited and enthusiastically, students try to correlate the things with their social work learning's. It gives students lessons of team management and time management. Students ask questions to a concern person and prepare the report of study tour/ field visit at the end of semester.

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment, service rules and procedures, etc.

Response:

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies:-

Local management committee/ College Development Committee is the apex governing body of the institute headed by the chair person responsible for policy making and budget approval. The institutional decisions are made by the principal in the consultation with management. Faculty and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. Principal monitors functioning of every committee for smooth conduction of academic and administrative activities.

The various institutional level committees formed for the smooth functioning are listed as follows:

1. IQAC
2. Anti-Ragging Committee
3. Committee for SC/ST/OBC
4. Women Internal Complaint Committee/Women Development Cell
5. Grievance Redressal and Anti Sexual Harassment Committee
6. Student Council
7. Cultural Committee
8. Sports Committee
9. NSS Cell
10. Library Committee

Services Rules, Procedures, Recruitment & Promotional Policy:-

Our Institute is affiliated to the RTMNU, Nagpur. So, we follow the statutory norms and guidance of RTMN University, Nagpur in academic as well as administrative functional areas. University through its local Enquiry Committee (LEC) conducts the inspection of academic and administrative procedures of the institution and submits the report to the university authorities. On the basis of positive LEC report university grants the affiliation.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by regulatory authority and

affiliating authority i.e. University. It is mandatory for the institution to follow the recruitment and promotion policy of these bodies. For recruitment institution gives advertisement for faculty positions in the newspaper which has national coverage. After expiry of period notified in the advertisement, institution receives the application and invites eligible candidate for the interview. The institute informs the District Social Welfare Office, University and the Vice Chancellor constitutes the selection committee for interview. The duly constituted selection committee by vice chancellor takes the interview and selects the candidates on the basis of merit and performance. So, institution has no independent role in the selection process of candidate. The institute follows the statutory norms and direction of promotional policy directed by regulatory authority and affiliating authority, Nagpur University. The institute follows the grievance redressal mechanism as per the guidelines prescribed by RTM Nagpur University.

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Institute implements following welfare measure for faculty and non-teaching staff.

Teaching Staff

- As per state government rules and regulations welfare scheme are applicable.
- Credit society is available for emergency loan facility and saving (self help group)
- Internal complain committee for prevention of sexual harassment for women staff and student.
- Felicitation of teaching and non-teaching staff on the occasion of retirement, promotion, awards of Ph.D., recognition of research supervisor, recognition on different bodies of university, Government.
- Redressal committee for teaching staff.
- Medical leave and Maternity leave.
- Financial Assistance for Publication, Attending Workshop, Conference etc.

Non-Teaching Staff

- Institute organizes training programs as per the need for skill development of non-teaching staff.
 - As per state government rules and regulations welfare scheme are applicable.
 - Credit society is available for emergency loan facility and saving.
 - Internal complain committee for prevention of sexual harassment for women staff and student.
 - Medical leave and maternity leave.
- On 1st August each year, we celebrate birthday of our Founder Secretary Hon. Dr. Yogesh Kumbhalkar. All the family members of the employees are invited to this gathering.

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: 34.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	7	8	5	6

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	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: 1.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	1

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

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 26.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	7	1	5	6

File Description	Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Teacher of the college are assessed on the basis of UGC designed and accredited by Rashtrasant Tokadoji Maharaj Nagpur University self-appraisal forms. These forms are supplied to the faculty member at the time of placement. Accordingly, each and every staff member has to submit the form to the principal within a stipulated time.

The IQAC committee works under the guidance of principal, along with three teacher's members of the IQAC. The committee assess the performance of a teacher on the basis of curricular and extra-curricular activities done by him/ her during the particular academic session. After the scrutiny of the forms of all teachers, principal verifies those forms by signing it. The evaluation of the self-appraisal forms is done as per the guidelines approved by the UGC. Later on, principal invites everyone separately and conveys the marks allotted to him. Teachers who need to improve their academic standard are advised to do so.

In the meetings of the staff-council held regularly, the principal asks teachers to continually upgrade the standard of teaching. Apart from this, the work done by these teachers in social surroundings find its place in their assessment.

As far as Non-Teaching staff is concerned, each and every non-teaching staff member's confidential report is prepared by superintendent of the college and thereafter it is being submitted to the principal for further processing. The principal conducts the meetings of the non-teaching staff regularly. They are asked to improve their soft-skills and general behaviour since they are the ones who come into the contacts with students regarding official matters. Based on the report received, the annual increments/incentives are granted to the concerned employees.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The budget estimates and audited statements are prepared regularly. The internal and external audits are carried out to ensure effective and efficient use of financial resources. There is a proper allocation and utilization of the annual budget.

Institution Internal Audit:

Internal financial audit is the continuous process and accountant mainly handle it. Internal audit is carried out annually. During the internal audit, the accountant may give few suggestions related to some of the finance and stock-related records, giving opportunity to the institute to address and rectify the same.

Institution External Audit:

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institute's financial records and book as per guidelines of the income tax department. For external audit Management has appointed chartered accountant firm who takes care about external audit at the end of every financial year.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

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

Response:

Institute is a grant in aid institution and main source of income is through students' fees. The college has effective mechanism of financial management. Expenses are first sanctioned by principal. Sometime quotations are called from various suppliers if required and negotiation has been made. The account of the college audited regularly as per govt. rules. Internal financial audit is the continuous process and accountant mainly handle it. The external auditor conducts statutory audit at the end of the year. No major audit objection is received from inception of the institute. Our college gets financial support from govt. in terms of salary grants. The Institution welcomes Funds from general public and efficient donors, if scarcity of fund was found trust is consulted for financial help.

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:

Two practices institutionalized as a result of IQAC initiatives:-

Practice I

Agenda: Modification in Course file content.

Resolution:

Asst.Prof. M. Chunchu, proposed that there is need of addition of some extra points in course file content. He has suggested that this approved format of IQAC must be used by all faculty to maintain similarity in teaching learning process and its evaluation.

Thorough discussion was made and it was decided that course file content must be updated and

Assot. Prof. S. Dhawad has been given the responsibility to modify/add contents in course file.

Evidence of Success:

Modified course file format is used from Academic Year 2020-21.

Practice II

Agenda: Restructuring stakeholder feedback mechanism.

Resolution:

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

Thorough discussion was made and it was decided that feedback mechanism at institute level must be restructured for collecting, analyzing and implementing feedback of all stakeholders. Feedback committee have been given responsibility to modify existing feedback forms and come up with new mechanism.

Evidence of Success:

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Criterion 1: Curricular Aspects:

- University has implemented Choice Based Credit System (CBCS) implemented from Academic

Year 2016-17 with elective subject.

- Value added programs and life skills programs for students have been conducted every year.
- The faculty members are also encouraged to attend and participate in orientation programs/ activities organized by University.
- Students do Field Visit/ Social Work Practicum programs every year as part of curriculum.
- The institute has restructured feedback mechanism from all stakeholders including Students, Alumni, Parents and Teachers.

Criterion 2: Teaching- Learning and Evaluation:

- The institute has admitted students from various reserved categories as per the reservation policies of competent authority.
- The institute has catered to the learning needs of students of different backgrounds and abilities.
- The institution has recruited proficient and devoted faculty members from diverse backgrounds.
- The institution utilizes student-centric methods and experimental learning approaches.
- The institution has ensured use of outcome based Education by calculating attainment levels of outcomes by direct and indirect assessment techniques.
- The institute has adopted and followed Continuous Internal Evaluation (CIE) prescribed by university to achieve academic excellence.

Criterion 3: Research, Innovation and Extension:

- The institute has put the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and conferences.
- To upgrade the knowledge of faculty and students institute has organized various seminars and guest lectures.
- NSS and Extension Activity Cell has organized various activities such as Tree plantation, Blood donation, etc. are organized and received awards/appreciation from renowned agencies in surrounding.

- MoUs are signed with the GOs, NGOs and educational institutes for allied activities.

Criterion 4: Infrastructure and Learning Resources:

- The institution has infrastructure with well-equipped classrooms, library, seminar hall, ICT tools, Sports and Cultural facilities as per university norms.
- The institution has motivated students to participate in various extra-curricular activities.
- Institution has central library automated with software

Criterion 5: Student Support

- The students of institute were benefitted by scholarship and free-ship scheme provided by Government.
- Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint or Anti sexual harassment.
- Training & placement cell have arranged various training programs and placement drives on-campus as well as off-campus.
- The student actively participated in sports/cultural activities organized at inter-college and intra-college competitions.
- The institute maintained strong and healthy interaction with alumni through alumni meets organized.

Criterion 6: Governance, Leadership and Management

- The strategic plan is prepared and its effective implementation is done for attainment of Vision and Mission of the institute.
- E-governance system is used for planning and development, administration, finance, student admission and examination.
- Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment.
- The institute has performance appraisal system to judge the performance of teaching and non-teaching staff members.

Criterion 7: Institution Values and Best Practices

- The institute has girls’ and boys’ common room as common facility and separate provision for facilities of differently abled (Divyangjan) students.
- Institute follows green practices such as tree plantation, plastic free campus, paperless work, bus transport to achieve an environmental consciousness and sustainability.
- Institute has well defined process for solid, liquid and e-waste management.
- Girls students promote and involving in higher social work education.
- Contribution in Save Environmental Activates.

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Safety and Security:

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

Counselling:

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

Common Room:

The Institute has separate common rooms for girls.

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

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

Response: B. 3 of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 500 words)

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

Response:

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

Solid Waste Management:

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

Liquid Waste Management:

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

E-waste Management:

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

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

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

Response: A. Any 4 or all of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

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

Response:

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

Sports	Cultural	NSS	Other
Annual Sport Day	Annual Cultural Day	NSS Village Camp	International Yoga D
	Ganesh Festival	Societal Activities	Women's Day
		7 days Village camp.	Independence Day
			Republic Day
			Maharashtra Day

Our insitute is gender sensitive and thus, we promote equality by promoting inclusivity of all genders at our college for admission. One such effort is, in year 2017-18 we have introduces "Transgender Admission Institutional Quota" in order to welcome more diversity at our colleges. To support this initiative, we have

invited various transgender influencers and leaders to support and promote our idea. We've also trained and sensitized our staff for the same.

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

Response:

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

- The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.
- Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.
- The Institute also used to organize Integrity Pledge Day on Social Justice Day as the symbol of Unity.
- The Institute organizes Swachh Bharat Campaign as "Swachhata Pakwada" for the awareness about Swachhata in the neighbourhood.
- Programs imbining Human Values and Professional Ethics are also organized regularly in the Institute under extension activity cell.
- Institute used to pay respectful homage to Missile Man and Former President of India Dr.APJ Abdul Kalam on his birth and death anniversaries.
- Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet and caution driving practices.
- For every Local, Vidhan Sabha and Lok Sabha election holiday was given for the students and staff to caste the vote, as well awareness of voting is also spread in neighbourhood.

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

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

Response: A. All of the above

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

Response:

The institution has developed a culture of celebrating / organizing National and International commemorative days, events and festivals: -

National and international commemorative days: -

1. Independence Day 2. Republic Day 3. International Women's Day 4. Teachers Day (Dr. Sarvapalli Radhakrishnan Birth Anniversary) 5. Library Day (Dr. S. R. Ranganathan Birth Anniversary) 6. Social Work Day (3rd Tuesday of March) 7. Samajik Nyay Diwas (Social Justice Day) (26th June)

Birth/ Death Anniversaries: -

1. Gandhi Jayanti 2. Ambedkar Jayanti 4. Savitribai Phule Jayanti 5. Mahatma Phule Jayanti 6. Lal bahadur Shastri Jayanti 7. Tukdoji Maharaj Jayanti 8. Founder Day

Events: -

1. Annual Sports Day 2. Annual Cultural Day 3. NSS Camp. 4. Village Camp.

Festivals: -

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

7.2 Best Practices

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

Response:

Best Practice – I

1. Title of the Practice: Community Engagement through Extension Activities

2. Objective of the Practice:

- To promote extension activities in the neighborhood community for social development.
- To develop among students a sense of responsibility towards society.

3. The Context:

To provide the opportunities to inculcate the social values and qualities among the students to understand social consciousness and problems of communities.

4. The Practice:

Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness, personal hygiene, awareness related to superstitions, gender equality, self-defense, women empowerment, etc.

Also, we've adopted nearby village for period of 5 years in order to make sustainable progress by addressing grassroot challenges and provide assistance to better livelihood. Organise various awareness activities to ring the bell about social problems in community.

5. Evidence of Success:

It is observed by performing various activities in the neighborhood society, Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters. It is worthwhile to mention that, local media also covered many of the activities mentioned under this practice.

Academic Year	Number of Activities	Awards/ Appreciation Received
2016-17	10	3
2017-18	15	5
2018-19	16	5
2019-20	16	5
2020-21	11	2
Total	68	20

6. Problems Encountered and Resources Required:

Funding is the major issue for doing activities on large scale.

Best Practice – II**1. Title of the Practice: Spreading Awareness About Various Scholarships and Other Schemes of State and Central Government****2. Objective of the Practice:**

- To increase number of students graduating from rural area by spreading awareness about various scholarship schemes of state and national government.

3. The Context:

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

4. The Practice:

The various activities to make students aware about scholarship schemes of state and central government has been conducted as well as students were guided about Do's and Don'ts of scholarship form filling. We have observed that, because of sessions conducted, Institute is witnessing increase in reserve category students' admissions as well as economically backward students every year.

There are various schemes introduced by Social Justice Department, Maharashtra State like Scholarship for Foreign Universities, Facilities for Girls and Boys to stay in hostel and etc. We display them, provide brochure and organise session for students to increase the awareness of these schemes.

Our teachers also assist students to enroll for these schemes once they need any assistance.

Analysis of the same is given below.

5. Evidence of Success:

It is observed that students benefitting from scholarship provided by state and central government has notable count as tabulated below: -

Academic Year	Number of Students admitted from reserved category	Number of Students benefitted by Scholarship
2016-17	152	169
2017-18	153	207
2018-19	119	202
2019-20	116	180
2020-21	121	191
Total	661	949

NOTE: Student taking scholarship benefit were admitted against the reserved category.

6. Problems Encountered and Resources Required:

To bring seriousness among the students of the deadlines, documents required is challenging endeavour.

7.3 Institutional Distinctiveness

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

Response:

- The college also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society.
- College also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.
- The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.
- The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.
- Guest lectures, Social Work Practicum, Village Camp, Study Tour are organized throughout the year, by which the students are exposed to the outside world and all the recent developments and innovations.
- To bring out the concealed talents of the students every year the institution conducts Annual Cultural and Sports Day.
- The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.
- The Classrooms, Library and Administrative office are highly conducive to the overall academic environment.
- The institution has grounds for outdoor games/ sports and indoor game room.

5. CONCLUSION

Additional Information :

The college has a dream of creating a benchmark in imparting social work education in a rural area. The institute aims to produce responsible citizens through extensive training and continuous all-around developmental activities. We are committed to imbibe the true national spirit and ethical values and generate/reflect the same in the young generation to become responsible citizens of India. The Institute involves all stakeholders by organizing parents, alumni, and employer meetings. Stakeholders are invited on various committees either to contribute to Academic or Non-Academic issues to keep students upgraded with the latest happenings in respective fields. Faculty and staff also have representation on various committees where they contribute to decision-making. In the nutshell, the institute is working for the betterment of society by involving all of the stakeholders.

Concluding Remarks :

We cordially invite NAAC peer team to visit our Institute and evaluate, access for accreditation process.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 2 Answer after DVV Verification: 2</p> <p>Remark : As per HEI</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>10</td> <td>10</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>10</td> <td>10</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Remark : As per HEI</p>	2020-21	2019-20	2018-19	2017-18	2016-17	9	10	10	2	0	2020-21	2019-20	2018-19	2017-18	2016-17	9	10	10	1	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
9	10	10	2	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
9	10	10	1	0																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

263	250	284	89	0
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	88	0

Remark : As per the data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
63	63	63	63	63

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
63	63	63	63	62

Remark : As per the data provided by HEI

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

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

Answer before DVV Verification : 151

Answer after DVV Verification: 151

Remark : As per HEI

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

Options:

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

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
124	118	125	159	139

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
124	118	125	159	138

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
140	140	140	170	170

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
140	140	140	170	170

Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	74	90	90

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	74	90	89

Remark : As per the data provided by HEI

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

2.3.3.1. Number of mentors

Answer before DVV Verification : 13

Answer after DVV Verification: 13

Remark : As per HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	8	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	8	4

Remark : As per the data provided by HEI

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

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 351

Answer after DVV Verification: 337

Remark : As per data provided by HEI

2.6.3 Average pass percentage of Students during last five years**2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
96	89	83	75	74

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
96	89	83	75	73

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
98	89	99	128	128

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
98	89	99	128	128

Remark : As per data provided by HEI

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**3.1.2.1. Number of teachers recognized as research guides**

Answer before DVV Verification : 4

Answer after DVV Verification: 4

Remark : As per HEI

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**3.1.3.1. Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2. Number of departments offering academic programmes

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	4	3

Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	1

Remark : As per data provided by HEI

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years

Answer before DVV Verification : 0

Answer after DVV Verification: 0

3.3.1.2. Number of teachers recognized as guides during the last five years

Answer before DVV Verification : 4

Answer after DVV Verification: 4

Remark : As per HEI

3.3.2	<p>Number of research papers per teachers in the Journals notified on UGC website during the last five years</p> <p>3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>18</td> <td>18</td> <td>13</td> <td>13</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>18</td> <td>18</td> <td>13</td> <td>12</td> </tr> </tbody> </table> <p>Remark : As per data provided by HEI</p>	2020-21	2019-20	2018-19	2017-18	2016-17	14	18	18	13	13	2020-21	2019-20	2018-19	2017-18	2016-17	14	18	18	13	12
2020-21	2019-20	2018-19	2017-18	2016-17																	
14	18	18	13	13																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
14	18	18	13	12																	
3.3.3	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1095 1046 1229"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>15</td> <td>14</td> <td>19</td> <td>16</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1308 1046 1442"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>15</td> <td>14</td> <td>19</td> <td>15</td> </tr> </tbody> </table> <p>Remark : As per data provided by HEI</p>	2020-21	2019-20	2018-19	2017-18	2016-17	10	15	14	19	16	2020-21	2019-20	2018-19	2017-18	2016-17	10	15	14	19	15
2020-21	2019-20	2018-19	2017-18	2016-17																	
10	15	14	19	16																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
10	15	14	19	15																	
3.4.2	<p>Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1879 1046 2013"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>5</td> <td>5</td> <td>5</td> <td>3</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	2	5	5	5	3										
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	5	5	5	3																	

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	5	5	2

Remark : As per data provided by HEI

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.4.3.1. Number of extension and outreached Programmes 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:

2020-21	2019-20	2018-19	2017-18	2016-17
11	16	16	15	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
11	16	16	15	9

Remark : As per data provided by HEI

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	313	306

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	313	305

Remark : As per data provided by HEI

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	11	3	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	11	3	2

Remark : As per data provided by HEI

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	3	3	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	3	3	1

Remark : As per data provided by HEI

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 7

Answer after DVV Verification: 6

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2.83	3.68	3.98	3.00	1.54

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.83	3.68	3.98	3.00	1.53

Remark : As per data provided by HEI

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

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: A. Any 4 or more of the above

Remark : As per HEI

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.57	1.40	1.27	0.97	0.38

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.57	1.40	1.27	0.97	0.37

Remark : As per data provided by HEI

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

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

Answer before DVV Verification : 147

Answer after DVV Verification: 147

Remark : As per HEI

4.3.3	<p>Bandwidth of internet connection in the Institution</p> <p>Answer before DVV Verification : A. 750 MBPS Answer After DVV Verification: A. 750 MBPS</p>																				
4.4.1	<p>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 629 1046 763"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0.80</td> <td>1.79</td> <td>3.27</td> <td>1.43</td> <td>2.02</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 842 1046 976"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0.80</td> <td>1.79</td> <td>3.27</td> <td>1.43</td> <td>2.01</td> </tr> </tbody> </table> <p>Remark : As per data provided by HEI</p>	2020-21	2019-20	2018-19	2017-18	2016-17	0.80	1.79	3.27	1.43	2.02	2020-21	2019-20	2018-19	2017-18	2016-17	0.80	1.79	3.27	1.43	2.01
2020-21	2019-20	2018-19	2017-18	2016-17																	
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2020-21	2019-20	2018-19	2017-18	2016-17																	
0.80	1.79	3.27	1.43	2.01																	
5.1.1	<p>Average percentage of students benefited by scholarships and freeships provided by the Government during last five years</p> <p>5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1413 1046 1547"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>191</td> <td>180</td> <td>202</td> <td>207</td> <td>169</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1626 1046 1760"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>191</td> <td>180</td> <td>202</td> <td>207</td> <td>168</td> </tr> </tbody> </table> <p>Remark : As per data provided by HEI</p>	2020-21	2019-20	2018-19	2017-18	2016-17	191	180	202	207	169	2020-21	2019-20	2018-19	2017-18	2016-17	191	180	202	207	168
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191	180	202	207	169																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
191	180	202	207	168																	
5.1.3	<p>Capacity building and skills enhancement initiatives taken by the institution include the following</p> <ol style="list-style-type: none"> 1. Soft skills 2. Language and communication skills 																				

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
172	174	146	179	134

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
172	174	146	179	133

Remark : As per data provided by HEI

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	16	16	15	15

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18	16	16	15	14

Remark : As per data provided by HEI

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

5.2.2.1. Number of outgoing student progression to higher education during last five years

Answer before DVV Verification : 121

Answer after DVV Verification: 121

Remark : As per HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	2	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	2	2

Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
602	564	518	365	531

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
110	100	115	86	60

Remark : As per the data provided by HEI

6.2.3 Implementation of e-governance in areas of operation

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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**

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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	7	8	5	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	7	8	5	6

Remark : As per data provided by HEI

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**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	1

Remark : As per data provided by HEI

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	7	1	5	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	7	1	5	6

Remark : As per data provided by HEI

- 6.5.3 **Quality assurance initiatives of the institution include:**
- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
 - 2. Collaborative quality initiatives with other institution(s)**
 - 3. Participation in NIRF**
 - 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**
- Answer before DVV Verification : C. 2 of the above
Answer After DVV Verification: C. 2 of the above

- 7.1.2 **The Institution has facilities for alternate sources of energy and energy conservation measures**
- 1. Solar energy**
 - 2. Biogas plant**
 - 3. Wheeling to the Grid**
 - 4. Sensor-based energy conservation**
 - 5. Use of LED bulbs/ power efficient equipment**
- Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: B. 3 of the above

- 7.1.4 **Water conservation facilities available in the Institution:**
- 1. Rain water harvesting**
 - 2. Borewell /Open well recharge**
 - 3. Construction of tanks and bunds**
 - 4. Waste water recycling**
 - 5. Maintenance of water bodies and distribution system in the campus**
- Answer before DVV Verification : A. Any 4 or all of the above
Answer After DVV Verification: A. Any 4 or all of the above

7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: A. Any 4 or All of the above</p>
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the Institution across all programs during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
72	72	72	75	75

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
72	72	72	75	74

1.2 Number of programs offered year-wise for last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	4	4

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	4	3

2.1 Number of students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	313	306

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
263	250	284	313	305

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	74	90	90

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	74	90	89

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
96	89	83	75	74

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
96	89	83	75	73

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	18

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	18

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 7

Answer after DVV Verification : 6

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4.21	6.88	8.53	5.41	3.95

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4.21	6.88	8.53	5.41	3.94

4.3	Number of Computers Answer before DVV Verification : 12 Answer after DVV Verification : 11
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NAAC