



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ARTS COMMERCE COLLEGE, RALEGAON

ARTS, COMMERCE COLLEGE, KALAMB ROAD, RALEGAON, DIST.

YAVATMAL

445402

www.accralegaon.org

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Orchids Education Society, Nagpur established Arts, Commerce College at Ralegaon, Dist. Yavatmal on 1st of August 1990. Initially, the college was started in the rental building, but immediately after two years the society purchased a piece of 8 acres of land for the college, and constructed its own building. This building is situated in fresh, natural and pleasant atmosphere. It is on the way to Kalamb-Ralegaon road. The college is just two kilometers away from the town Ralegaon. The college is affiliated to Sant Gadge Baba Amravati University. It was initially granted permission to run B.A. and B.Com. three year degree courses. For Bachelor of Arts Marathi and English are compulsory subjects, whereas, Political Science, Sociology, Economics, History, Marathi Literature, English Literature, Home Economics, Rashtra Sant Tukdoji Thought are the elective subjects. Students can opt for any three of them along with compulsory subjects. As the college is situated in rural area, the college has offered the subjects helpful to the students for competitive examinations for seeking jobs. Similarly, in Bachelor of Commerce following subjects are available: Financial Accounting, Business Economics, Principles of Business Management, Computer (Fundamental and Operating System), Corporate Accountancy Business Mathematics and Statistic, Income Tax and Auditing, Money Finance System and Monetary System, Environment, Computer Information Technology, and Business Data Processing, Cost and Management Account, Business Environment, Business Regulatory Frame Work and Company Law and Computer (Internet World Wide Web and E- Commerce). The vision of this college is reflected through the watchword in the college Logo 'Vidya Rakshyati Abhyasen' which broadly implies that knowledge protects us with its practice. The objectives of the college include imparting quality education through value based teaching and learning by traditional and innovative practices. The students are provided with a platform for exploring their creative potential. The college aims to inculcate a strong belief for dignity of hard work, gender equality and human rights. This college follows the curriculum designed by Sant Gadge Baba Amravati University.

Vision

Providing affordable quality education to the students with knowledge and skills in their chosen stream, inculcating human values, identifying hidden talents, and providing opportunities to them in order to explore their full potential and thus to make them good human beings.

Mission

To ensure the quality education in keeping with the motto of the college, "Education, Research & Extension" and prepare the youth to achieve knowledge, skills and sensitivity.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The college is Government Aided and Affiliated to Sant Gadge Baba Amravati University, Amravati

All the members of the management are learned, committed and visionary.

The process of admission is very transparent, and all inclusive.

Qualified, experienced, and motivated teaching as well as non-teaching staff. We have 4 Ph.D. awarded teachers and 2 ongoing Ph.D. out of 10 teachers. We also have 4 M.Phil. awarded teachers.

Academically encouraging and conducive atmosphere.

Sufficient Infrastructure for Teaching, Learning, Research and Extension activities.

The research output is significant. We have partially automated library with adequate collection of titles, journals, magazines.

The college has a Full time Librarian and a Library Attendant to assist him. Library has 3244 books and Internet connectivity.

Significant achievements in cultural, literary, sports, N.S.S activities.

Clerical staff is equipped with computers and printer for the official works.

Oldest college in the town providing education in Commerce stream for the students.

The college owns 8 acres of land.

Institutional Weakness

The college receives least funding for infrastructure from the Govt.

Majority of the students are from poor economic background.

The communication skill of newly admitted students is very poor.

Majority of the students are from agrarian families. So, they have to assist their parents in the farm works. Consequently, they come late to the college.

Maximum students are first generation learners.

Students speak vernacular language.

The academic flexibility is very limited since we are implementing the University curriculum.

There are no local industries supporting resource mobilization and employment generation.

Low paying capacity of students due to economically poor background. Majority of the students learn with the assistance of Government scholarships.

Located in drought-prone area. Ralegaon Tehsil is notorious for farmers' suicides.

A large part of the campus area is unutilized.

Institutional Opportunity

Since most of the students are from economically weaker and socially backward section of the society, the college has an opportunity to serve the society by giving quality education to these students.

There is a scope for improvement in sports and cultural activities.

There is also a scope for Inter-institutional student exchange program.

infrastructural facility in library can be increased and the it could be made fully automated.

With the registered body of the Alumni Association, the network of the pass out students can be increased. Their involvement and financial assistance can help in improving the infrastructure.

There is a scope for starting new subjects in Arts stream.

UG departments can be upgraded to PG and the PG ones to Research centers.

The college can start number of skill-development and vocational courses.

Seminar and conferences of National and State level can by organized.

The college has opportunities to undertake location specific research work relevant to rural agrarian needs.

There is a large scope for further utilization of campus space.

Institutional Challenge

It is a challenge to enable the students to improve their oral English communication to cope with global competencies.

To make the syllabus job oriented.

Developing the confidence of rural students, especially girls.

Developing and maintaining the infrastructure.

To achieve excellence in academics by socially weaker sections.

To introduce skill oriented programs to cater to the social needs.

Enabling the faculty for using ICT tools to cope with the changing requirements in the higher education.

Equipping the class rooms with ICT tools for teaching –learning.

Motivating the teachers of Arts and Commerce streams towards sustainable, purposeful and socio- oriented research.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

This college is affiliated to Sant Gadge Baba Amravati University, Amravati. So, the college scrupulously follows the curricula prescribed by the University.

The college offers 02 academic programs i.e. B.A. and B.Com. Under the program B.A. elective subjects such as, political Science, Sociology, History, Economics, Marathi Literature, English Literature, Home Economics, and Rashtra Sant Tukdoji Thought are available for the students.

Faculty members have worked as Subject Experts and Vice Chancellor's nominee on several selection and placement committees.

Our Director of Physical Education has been nominated on the University Committee for Selection of Fencing players.

Feedback on syllabus is obtained from the teachers and the Alumni..

Transparent and Regular Internal Evaluation is carried out by the faculty members.

Teaching-learning and Evaluation

The institution has transparent admission process. Many of the students are from economically weaker sections of society, first generation learners and sports achievers.

IQAC initiated positive steps for slow and advanced learners

Majority of the students belong to reserved categories. More than 50% students are girl students.

Admission process follows university rules, based on first come first basis by College.

The college has 10 full time teachers employed for Arts and Commerce streams.

Introduction of semester allows for continuous evaluation of students. Additionally, college level tests are conducted for internal evaluation. Evaluation methods involve class assignments, tutorials, oral examinations, class seminars etc.

The IQAC ensures the implementation of the Academic Calendar by monitoring activities.

The college organizes Historical visits, Environmental tours, and skill development programs.

The faculty members are highly qualified, committed and experienced. Almost all the faculty members have participation and presentation of papers in seminars and conferences at the national and international levels.

Research, Innovations and Extension

The college has 4 Ph.D. teachers and 2 are engaged in doing research work.

The college has one University recognized research guide in English.

02 students were successfully guided by the research guide to doctoral degree and 01 has submitted the Thesis to the University.

The faculty have published 49 research papers in peer reviewed journals and in conferences/seminars/workshops proceedings. and 1 book/chapters in reputed publication.

NSS, and other Departments conduct wide range of extension activities.

Programs are organized to focus on Issues of Gender, Environment, Water Conservation, Tree Plantation, Cleanliness, Voter Awareness Program etc.

Infrastructure and Learning Resources

College has Wi-Fi facility on Jio Private Net. Library has students' reading room. College library provides limited internet connectivity for the students. Library organizes annually Book Exhibition.

College has spacious play ground and 200 meter running track. There is a sufficient parking facility available in the campus.

College has established a Water Cooling system for drinking purpose. Every year damaged furniture is repaired and also the work of building maintenance is performed. Purchase of New Equipments is done as per the need.

Most of the Faculty members from Arts and Commerce streams are involved in writing Research papers and Extension work conducive for teaching-learning.

Library has more than 3244 books which include reference books. Old question papers and syllabus are made available to students. Sufficient collection of books on Competitive Examination and partially automated library with Internet facility.

Adequate number of Playgrounds, outdoor and indoor game facility, RO water facility etc. is available in the campus.

A separate Career Counseling Cell is established in the college for guiding the students for various competitive

examinations.

Uninterrupted electricity supply is ensured in the campus with the help of inverters and UPS systems.

The college maintains physical and academic support facilities as per the available financial resources. Maintenance of computers, library, classrooms and sports facilities is done by nonteaching staff and students.

Student Support and Progression

Various types of scholarships, free ships are timely distributed to SCs/STs/OBCs and others as per the government norms. The students belonging to SC, ST, OBC, Minority, Physically challenged and economically weaker sections are informed and assisted to obtain scholarships and other concessions from the state government.

The faculty members encourage the students of final year to take higher education after completion their degree in the college. Due importance is given to the progression of the students.

The percentage of the pass out students from Arts and Commerce streams is satisfactory. The faculty members take care of the slow learners by guiding them in person.

The college publishes a magazine 'Orchids' to highlight academic achievements of college. The students and teachers from Arts and Commerce departments are encouraged to publish articles in this magazine.

The college has satisfactory performance in extension, social outreach activities and in sports. Cultural Committee organizes Annual Gathering Ceremony every year.

The college has beautiful premises with number of magnificent green trees, the campus is with essential facilities. It offers well equipped library, reading room, computer and internet facility, playgrounds, vehicle parking etc.

Alumni association of the college is active since 2017. Alumni have contributed to development of college in various forms like guidance to the students and valuable feedback and suggestions.

Governance, Leadership and Management

Orchids Education Society, Nagpur is the educational institutions formed by the learned members from different fields. It has started Arts, Commerce College at Ralegaon to cater to the need of higher education to the downtrodden, needy and economically weaker section of the society.

Principal and IQAC act as a bridge between College Development Committee (CDC) and Governing Council.

Organizational hierarchy is well defined with Governing Council and Principal

College level Committees work concretely and have necessary freedom to implement decentralized

governance. Some of the committees have 'Student Representative' including IQAC and strategies are developed collectively through the involvement of Heads and coordinators of various Departments. Student Council plays major role in smooth conduction of cultural activities.

IQAC Cell prepares short term and long term perspective plans for the consideration and implementation of the management.

Group Insurance schemes is availed by the staff. Pension documents of retired staff are processed timely and service details are maintained up-to-date. Most of the staff vacancies are filled in Arts stream and for Commerce stream the Management appoints required number of temporary teachers on clock hour basis.

The college motivates the teachers to participate in Orientation, Refresher, summer and Winter Training, Short Term Training programs etc. Necessary leaves are sanctioned for improving their academic and professional skills.

The college does not have system for internal auditing, however, external auditing is done by the Joint Director and the Senior Auditor periodically.

Institutional Values and Best Practices

Majority of the students belong to SC/ST/OBC category. Number of girl students are more than the boys students. So, proper security is provided to them in the campus by the entire staff.

Faculty members have done concrete research work in areas of Humanities, Commerce and Social Sciences.

The college has taken proper steps to save electrical energy through the use of LED bulbs, CFL and Fluorescent Tubes.

Efforts are made to obtain Carbon Neutrality through Tree Plantation, practicing use of one-side blank pages for printing, Zero Waste and avoiding the use of Plastic in the Campus.

Most of the bio-degradable waste is recycled in 'Vermi-composting Unit'.

College takes a large number of steps to promote message of Eco-mission through plantation of trees with the direct participation of staff and students.

The College publishes student edited Magazine: 'Orchids', which provides a platform for the students and teachers for their creative writing.

Efforts are made to minimize the power requirement by the use of LED bulbs. Green initiatives and waste management is properly done.

The spirit of national integrity is instilled by organizing national festivals, celebration of culture and heritage, socially relevant events and birthdays of illustrious Indians.

Commendable contribution is made in the field of 'Water Conservation' by construction of Bandhara in the nearby villages by the students of NSS.

College makes available the physical infrastructure to the local authorities to carry out different social needs such as community welfare programs for the benefit of social development.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARTS COMMERCE COLLEGE, RALEGAON
Address	Arts, Commerce College, Kalamb Road, Ralegaon, Dist. Yavatmal
City	Ralegaon
State	Maharashtra
Pin	445402
Website	www.accralegaon.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Shriram Motiram Rokade	07202-282522	9011882559	-	rokade1134@gmail.com
IQAC / CIQA coordinator	Ajay Ramkumar Patalbansi	-	9960832280	-	ajay_patalbansi@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	
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Date of establishment of the college	01-01-1990			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Maharashtra	Sant Gadge Baba Amravati University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC				
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	Arts, Commerce College, Kalamb Road, Ralegaon, Dist. Yavatmal	Rural	8	653.1

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	BCom, Commerce	36	HSC	Marathi	360	132
UG	BA, English Marathi Pol Sci Sociology History Economics Mar Lit Eng Lit Home Eco Rastrasant Tuk Thought	36	HSC	Marathi	460	189

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				4				8			
Recruited	0	0	0	0	4	0	0	4	4	0	0	4
Yet to Recruit	0				0				4			
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			11	
Recruited	9	0	0	9
Yet to Recruit			2	
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	1	0	0	4
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	2	0	0	2

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

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	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	148	0	0
	Female	173	0	0	0	173
	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	49	34	37	22
	Female	35	33	40	31
	Others	0	0	0	0
ST	Male	65	61	50	33
	Female	57	65	69	65
	Others	0	0	0	0
OBC	Male	158	157	140	86
	Female	140	168	182	152
	Others	0	0	0	0
General	Male	14	3	5	5
	Female	6	8	6	5
	Others	0	0	0	0
Others	Male	34	35	40	22
	Female	28	35	44	32
	Others	0	0	0	0
Total		586	599	613	453

3. Extended Profile

3.1 Program

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

2019-20	2018-19	2017-18	2016-17	2015-16
102	100	98	96	96
File Description		Document		
Institutional data in prescribed format		View Document		

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

3.2 Students

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
321	453	613	599	586
File Description		Document		
Institutional data in prescribed format		View Document		

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

2019-20	2018-19	2017-18	2016-17	2015-16
422	422	422	422	422
File Description		Document		
Institutional data in prescribed format		View Document		

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

2019-20	2018-19	2017-18	2016-17	2015-16
44	31	21	39	43
File Description		Document		
Institutional data in prescribed format		View Document		

3.3 Teachers

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	11	10	10
File Description		Document		
Institutional data in prescribed format		View Document		

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	15	15
File Description		Document		
Institutional data in prescribed format		View Document		

3.4 Institution

Total number of classrooms and seminar halls

Response: 7

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

2019-20	2018-19	2017-18	2016-17	2015-16
3.08	4.24	6.77	3.12	3.68

Number of Computers

Response: 12

Total number of computers in the campus for academic purpose

Response: 6

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:

This college is affiliated to Sant Gadge Baba Amravati University, therefore it has to abide by the curriculum/Syllabus designed by the parent university. In order to ensure the effective curriculum delivery, academic schedule is prepared as per the academic plan by each department. The faculty analyses the needs of the students before the beginning of every semester and chalk-out the plan for effective implementation of the curriculum. The academic schedule comprises various curricular, co-curricular and extracurricular activities visualizing student's holistic development. The concerned committees finalize the academic calendar after putting proper waightage on priority basis. The effective delivery of the curriculum involves a wide variety of academic activities, work culture, supervision and revision through the meetings with the principal, faculty and student committee meetings. The schedule of work for each Semester is prepared and precise action plans are developed for effective implementation of the curriculum visualizing its aim to empower rural students emanating from Adivasi, downtrodden and socio-economically backward zone of society. The course syllabus for each class is dictated and discussed in the classroom in the beginning of each Semester, and also made available on the website of college. Time table committee prepares workload statement for departments in the beginning of the Semester and workload is distributed amongst the faculties. Considering this as a base, the time table is prepared. Accordingly, the departments prepare their teaching plan in advance by calculating the number of lectures available in the Semester. Periodic meetings are conducted by the Principal to review the action plan. The semester-wise academic calendar also includes prominent events such as, felicitating of college toppers, enrollment of NSS volunteers, tests, annual examination, Special camp of NSS, and various co-curricular activities. The effective delivery of curriculum is ensured through the enriching and learned lectures, assisted by internet access available in the library. Continuous internal assessment of students is analyzed through assignments, oral tests, seminars, debates, discussion and written tests. Students are encouraged to use their smart phones to access information on internet. Well prepared handwritten or printed notes, study material, question bank are given to students. Further enhancement is effected through conducting group discussions, quizzes, seminars and interactive sessions. For the purpose of internal assessment, students are given project work, taken to the nearby industrial visits, and the places of the historical repute. Such visits provide the students practical exposure of the subjects. Guest lectures of the eminent teachers are arranged regularly. Departments conduct various activities as per their academic planner for sound and expected outputs. The quality assurance cell monitors and assesses imparting quality of education by collecting regular feedback from stakeholders. Valued suggestions are often turned into action plans and remedial measures are incorporated to improve upon in future. The teachers identify the slow learners in the beginning of the session and provide them the facility of remedial classes or the one-to-one guidance in order to help and enhance their competence and skill in particular subjects.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

Before the commencement of the semester, Time-table committee prepares the academic calendar in consultation with all the departments and the Principal. The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. Time-table committee in consultation with Principal finalizes the allocation of available work-load to the faculty members of the concerned departments. The faculty members prepare the lesson plan before the commencement of semester, indicating the topics to be covered lecture-wise including the evaluation process for each subject and it is duly reviewed and approved by the Principal. It is then, made available to the students. Time-table is displayed on the notice board. The performance of the students is assessed on a continuous basis by conducting the tests, assignments, mini-projects and quizzes. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally the Internal Assessment is carried out for 20 marks as per the University norms.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above**Response:** C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	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:** 50**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.****Response:** 1

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 0**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

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

File Description	Document
Institutional data in prescribed format	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:** 0**1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.**

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

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 cross – cutting issues like Professional Ethics, Gender, Human Values, Environment and Sustainability etc., find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all the students. The curriculum is designed by the University itself does include many of these aspects.

Professional Ethics:

The programme, especially Commerce, run by this institute, describe professionally accepted standards of personal, business behaviour, values and guiding principles. The college is aware that the need of communication skill is vital for the students for better career options. In addition to the university curriculum, the college initiated a Career and Counseling Cell to increase the employability and entrepreneurship, so that students from rural and tribal area will be able to get jobs and other career opportunities at local and outside the local area. Department of Physical Education helps the students to improve team building and organization skill. Department of Home Economics provide girl students knowledge to develop various skills useful for their future life.

Gender:

Women's grievance redressal cell of our college functions actively under the guidance of a lady faculty. The cell organizes gender awareness programmes on topics such as women and law and gender awareness workshops. Women's grievance redressal cell organizes various programmes to sensitize female students about current issues about socio-cultural, political and biological complexities of the gender. The cell also

organizes guest lectures on the women's rights and employment opportunities

Human Values:

The NSS unit of the college organizes number of community oriented activities on regular basis. It helps to inculcate moral, disciplinary, patriotic and ethical values among the students. The program is open to both boys and girls. Especially girls are encouraged to take part in the NSS program to empower them with mental and physical sustainability. It engages the students in community development activities which motivates the students to take up the courses of social services.

Environment and Sustainability:

The university has included a compulsory paper entitled 'Environmental Studies' in the syllabus of the second year of B.A. and B.Com. The curriculum of this paper is designed in such a way that it creates awareness of the environment and nature. They learn about the protection and preservation of environment through the activities like biodiversity conservation move, and observing world wildlife week. They also learn about global and national demands of the environment protection. Environmental Studies also help them understand how their decisions and actions affect the environment. They get the essential knowledge and skill to cope with the complex environmental issues and make the environment healthy and sustainable for the future. Exposure of the nature allows the students to develop sensitivity, appreciation, and respect of the environment. Students, together with the faculty, have frequent engagements in biodiversity park near Ralegaon town. College provides environmental education to the students through organizing special lectures and activities such as observance of International Environmental Day on 5th June.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	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

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

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**E. Feedback not collected****D. Feedback collected****C. Feedback collected and analysed****B. Feedback collected, analysed and action has been taken****Response:** C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 62.73

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

2019-20	2018-19	2017-18	2016-17	2015-16
321	453	613	599	586

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
820	820	820	820	820

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

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

Response: 79.86

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

2019-20	2018-19	2017-18	2016-17	2015-16
283	320	374	349	359

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

2.2 Catering to Student Diversity

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

Response:

The students admitted in our college come from various economic sections and communities of the society. Most of the students belong to down-trodden, tribal, undeveloped, backward, and farm based families from the villages nearby. Most of the students are from ST, SC, and OBC categories. The college is very much aware about their overall growth and social upliftment in the society. The college carefully follows the reservation policy of the State Government for the admission process. At the time of the admission, the admission committee interviews the students and try to collect the primary information regarding their skills and interests in extra-curricular activities. After the completion of admission process regular classes commence as per the college time table. After admissions college adopts a process to identify slow and advance learners among students. The teachers observe the students' response in their respective subjects through various means, such as oral tests, written exercises, and feedback on the topics taught in the class. Advanced learners and slow learners are thus identified on the basis of their responses in the class room, as well as their performance in Unit test, and internal examinations. After that the teachers conduct extra lectures for weaker students. The teachers take utmost care that these students should understand the lessons. This is an informal way of teaching-learning process, and it is also convenient for both the teachers and students. On the other hand, advanced learners are encouraged to ask their concern freely and frequently with the teachers in a formal way. Students are encouraged to refer advanced textbooks, journals for their further studies. Home assignment are given to the Students after the completion of each units. They are also encouraged to apply for different competitive examinations. The advanced learners are motivated to participate in seminar presentation, Poster presentation, quiz competition, and debates. For slow learners, the teachers take extra pain helping them with additional and personal interest. The respective faculty members provide them study materials like notes, prescribed books, question bank, e-contents like e-books, subject related videos on YouTube. In addition to this, the teachers organize various activities which include, Individual Counseling, Remedial Coaching, Extra notes, Group discussion sessions, Internal examination process, Encouragement to participate in NSS, Sports and other academic activities, Extra library books. Similarly, for the advance learners, the teachers arrange Seminar sessions, Participative learning sessions i.e. Self Discipline Day & Teachers Day, Experimental learning sessions i.e. Industrial Tour, Projects and Assignments, Group discussion sessions, Internet facility, Advance questions papers, and Advance notes. The college organizes various activities such as Cultural programmes, NSS special camp, and Sports day to develop their mental and physical health and to increase their level of confidence.

File Description	Document
Upload any additional information	View Document

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

Response: 29.18

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The teaching-learning process in this college is specifically student centric. In order to implement it effectively, various methods are adopted by the faculty. These methods include, experiential learning, participative learning and problem solving methodologies.

Experiential Learning:

Every year on the birth centenary of our late President Dr. Radhakrishnan, Self-Discipline Day is celebrated. All the interested students are given opportunity to play the role of a teacher and teach in the class room. As it is said, the best way to learn is to teach. Thus, through the experiment of teaching, students learn a lot. Similarly, the students are frequently encouraged to organize and participate in the different programmes at department level. This helps students to explore their potential, improve the skill of presentation, and knowledge of the respective subject which ultimately results in to their personality development.

Participative Learning:

The college has adopted various participative learning methods such as, classroom presentations, group discussions and interactive talks. This gives the students exposure to different perspectives of thinking and imagination. They become dynamic through these activities which leads to their holistic growth. Students are encouraged to actively involve in the learning process. It includes, Small Group Exercises, Assignments, Elocution, Quiz etc.

Problem Solving Methodologies:

In order to improve their critical thinking, creativity and problem solving skills students are given Case Studies and asked to prepare project reports. B.Com. IInd year and B.A. IInd year students undertake project work on various issues related to Environmental sustainability. For all the classes from Arts and Commerce streams, it is mandatory for all the students to prepare projects as assignments. The students of Political Science are asked to read national level political news regularly and preserve the cuttings of important news. The students of Commerce and Economics are taken to visit the local Banks so that they should be able to understand the working of the bank. Teachers provide every possible help to the students to participate and prepare their research work. The students also participate in various co-curricular activities such as, industrial visits, visits to historical places, N.S.S. camps, and educational tours. This supports better understanding of the subjects and hence enhance teaching learning process. In addition to this, the Students take part in different extra-curricular activities organized by the college. These activities mainly include Cultural programmes and Sports activities. New Year celebration with Cultural gathering,

celebration of Teacher's day, Vachan Prerna Divas, Farewell Party to final year students are some of the activities in which students participate with enthusiasm. The students are also encouraged to take part in Inter-Collegiate Cultural and Sports Competitions such as Yuva Mahotsav organized by the University. The yearly magazine of the college, "Orchids" provides a platform for the students to express their creative thinking. The students also participate in extension activities such as, Plantation of the trees, Blood Donation camp, Voter Awareness Programme, Swachh Bharat Abhiyan, Cleanliness Drive in the college premises as well as in Ralegaon town.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

The faculty members frequently use ICT based facilities for the preparation of their lectures in the class. They use computer and internet facility available in the college library for collecting the necessary and latest information. Teachers use various internet resources such as video lectures, YouTube, Slide share, Online book browsing, Free online journals etc. Adequate number of books, Journals, are available in the library. The research journals are available online and facility for accessing these journals is provided through the internet facility available in the library. Students and faculty members are allowed to copy the saved e-books, scanned articles from magazines and news papers on their pen drives.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 29.18

2.3.3.1 Number of mentors

Response: 11

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: 70.67											
File Description	Document										
List of the faculty members authenticated by the Head of HEI	View Document										
Institutional data in prescribed format	View Document										
Any additional information	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: 31.27											
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											
<table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>5</td> <td>1</td> <td>1</td> </tr> </tbody> </table>		2019-20	2018-19	2017-18	2016-17	2015-16	5	5	5	1	1
2019-20	2018-19	2017-18	2016-17	2015-16							
5	5	5	1	1							
File Description	Document										
Institutional data in prescribed format	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: 1.97											

2.4.3.1 Total experience of full-time teachers

Response: 21.72

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

Internal assessment is an important part of the curriculum. The process of internal assessment is carried out in accordance with the guidelines and directions of the parent university. It enables the students to understand their potential and weaknesses. In the beginning of the academic session, students are well informed about the process of internal assessment, question paper patterns, and the university examinations. During the class room teaching students undergo oral tests. Their responses are taken into account. Similarly, upon the completion of each unit, they are given written tests. The answer papers of these written tests are evaluated before the students. Teachers make sure that the students understand the mistakes they have committed. The answer papers are returned to the students so that they could preserve them for their future reference. Any change in the paper pattern or examination pattern is communicated to the students through the university syllabus and the same is provided to the students in the class room by the respective faculty. The university circular or Gazette in this regard is circulated to the faculty members by the librarian. The same is displayed on the notice board for the perusal of the students. Time-table for the internal examination and the university examination are also displayed on the notice board and the college website. There is an Examination committee constituted every year for the coordination of internal and external examination. The committee communicates and instructs the students, teachers, and the non-teaching staff regarding examinations time to time. The faculty members also instruct the students class-wise regarding the unique features of internal and external evaluation process of the respective subjects. For the subject Compulsory English of B.A.I, B.A.II, and B.A.III, Oral examinations at the university level, are conducted by an external examiner. So, before this examination students undergo mock oral examination at the college level, so as to have firsthand experience of the university level Oral examination. Group discussions are conducted to improve the students ability to express themselves. Batches of the students are also assigned group work which develops cooperation amongst them. It also helps to promote the exchange of knowledge in the students. After the evaluation, answer books are handed over the students themselves for their ready reference. The respective subject teachers guide the weak students to improve results in next examinations. The progress of the students is also discussed with their parents. In order to make the process of internal assessment transparent and robust, the college motivates the students to take part in various activities organized in the college. Most of the students respond to this with their positive feedbacks.

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

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

Response:

The Examination Committee handles the grievances of the students regarding internal examination. The mechanism evolved for this purpose, is transparent, time-bound and efficient. After the evaluation of the internal examination, the answer papers are given to the students to re-check the total marks and to find out if any question was left unchecked. The mark sheets of the students are displayed on the notice board. If students have any doubts regarding their marks, they personally approach their respective faculty members. The mark related issues are solved by the faculty members in a time bound period of 7 days. The examination committee carefully monitors the whole matter and cross checks the issue with the department and exam section. The issues are identified, sorted and forwarded to the respective faculty. The faculty members solve the issue and reports to the Examination committee. The complete process is carefully monitored by the Examination in charge.

The college responds immediately resolving group grievances, if any, related to the university evaluation. In the Semester system, the university has decided to treat the B.A.I, B.A.II, B.Com.I, and B.Com.II year as Home Examinations for the academic session 2017-18. Therefore, the evaluation of the answer sheets of these classes is carried out at the college level, in a time bound schedule. The process of masking, unmasking of the answer sheets is carried out exactly as per the guideline of the university. After the evaluation, control sheets of the marks are submitted to the university website online. The oral examination of 20 marks are mandatory for all subjects. These oral examinations are conducted by the respective faculty members of the college. The mark sheets of the oral examinations are also prepared by the faculty members, and uploaded on the university website in a time bound manner. The university then prepared the mark sheets and published them on its website for an easy access to the students. The whole process is time bound and efficient.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

As the college is affiliated to S.G.B. Amravati University, it follows the curriculum prescribed by the

University. The University has prepared the learning outcomes for all the programs and published on the University website. The clearly stated learning outcomes of all the programs and courses are also uploaded on the college website. The University syllabi and Learning Outcomes of all the programs are made available in the respective departments for the faculty members and the students. The college has a definite and amiable mechanism for the communication of Program outcomes and Course outcomes to the students. The student learning is assessed through the attainment of the programme outcome and course outcome. So, the college communicates the information of the available programmes well in advance to the students and the faculty members through college prospectus before the admission process. The information is also published on the college website. The class-wise syllabus is also available on the website. This information helps the students to become aware of the nature and the outcome of the programmes they are opting for. Similarly, in the beginning of the academic session, the respective faculty members also explain in detail the syllabus, nature of the examination, the course outcome and programme outcome to the newcomers in the classes such as, B.A.I and B.Com. I. The teachers also inform the students about every possible career opportunity after the successful completion of the programme they have opted for the study. The faculty members discuss the course outcome and programme outcome with students in detail, and if there are any suggestions from either side, they are noted down and conveyed to the Board of Studies of the university. The awareness of the stated programme and course outcomes help the students to reach their potential. Similarly, the aim of the college to provide the students, the supportive and challenging learning environment, is also achieved. All the faculty members, the Principal and the administrative staff, involve themselves to create this learning environment. The students are equally supported and valued by the college during their course programme. Before commencement of the each session, the university prepares and publishes the academic calendar which is then made available to the teachers and students in the prospectus and on college website. The college and the faculty members fully adheres to the academic calendar. The faculty members prepare their department-wise teaching plan as per the university academic calendar. Thus, the academic activities are conducted according to the plan.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

The college evaluates the attainment of program outcomes, and course outcomes by conventional as well as non-conventional methods. In the conventional or the direct method, the results of the university examinations are analyzed course-wise by the respective departments and then reported to the Examination Committee and the principal. This also includes taking into account the rank holders at university level. In addition, the faculty members also try to evaluate the students by some other methods of their own, although these methods may not be measurable as in the conventional or direct method. For example, the

faculty members of the compulsory languages, assess the learning outcomes of the students at the time of their oral examinations and assignment work. The students are also assessed on the basis of writing skill, reading skill, conversation skill, and the listening skill. The departments of History, Political Science, Economics, and Sociology measure the attainment of various skills by different tools. These tools include: Creative and academic writing for yearly College magazine "Orchids", contribution to specially designed cultural programmes, performance in various competitions such as, Elocution, Debate, Essay Writing etc., and participation in group discussions on syllabus related concepts/issues/current affairs in classroom. The students are also observed and assessed for their sensitivity and social awareness during social programmes such as NSS special camps. College has its own feedback mechanism to collect and analyze the data on student learning outcomes. The absentee and performance in examination are informed to their parents. The weaker students are given remedial coaching. The students are encouraged for participation in various curricular and co-curricular activities inside as well as outside the College. Discussion is made on the result analysis in the meetings of the Staff Council in the beginning of every academic session. Corrective measures are taken to improve the learning outcome. The evaluation of Programme outcomes and course outcomes is conducted by direct and indirect methods. This eventually helps to upgrade the quality of education in the college.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 24.23

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	31	21	39	43

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

2019-20	2018-19	2017-18	2016-17	2015-16
44	127	120	104	103

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 0

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

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

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	11	11	11

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

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

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

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

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 4.62**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	2	18	7	13

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

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

Response:

Various extension activities are organized by the college in order to promote institute and the neighborhood community association. This helps to sensitize the students towards different community problems and needs, so as to bring communal transformation in the surrounding rural communities. This institute is well aware of its role in campus-community connection, wellbeing of its neighborhood, and therefore it has initiated a number of community development activities. This ultimately leads to develop good citizens from the students. We conduct extension activities through our strong N.S.S. unit in the neighborhood community. The NSS unit of this college organizes several community oriented programmes through a special NSS camp with the assistance of local Gram Panchayat and village Council. The NSS coordinator and camp commander initially consult with the local villagers, and the youth of the village are motivated to involve in all the NSS activities. The students take active part in social service activities which consequently lead them to their overall development. Through the NSS, the institution undertakes various extension activities in the neighborhood communities. At present, the strength of the NSS unit is of 100 volunteers. Every year the college adopts a village in the vicinity, organizes a camp for seven days and takes up cleanliness, village survey, and other constructive works. During the last five years, our NSS unit organized camps in Warud Jahagir, Watkhed, Warha, Kodurli and once again Warha respectively. Notable activities carried out by NSS volunteers, include plantation of the trees, village cleanliness, awareness activities on Environment Pollution, Effects of pesticides on human life and health hygiene programmes. Medical check-up camp is also organized for the students. Beside this AIDS Awareness Drive, Construction of Bandhara, and Anti-Addiction Drive, Rallies for the voter awareness, programmes on human values etc. This college is always conscious towards its responsibilities for shaping students into responsible citizens of the country by making them aware of various social issues. The college organized several activities for the students as well as villagers in order to bring awareness about the importance of burning social issues such as, eradication of superstitions, conservation of water, Swachh Bharat Abhiyan, Environmental pollution, personal health and hygiene, etc. To inculcate ethics and moral values in the students, the college organized lectures of the eminent resources persons on various topics such as, Personality development, Competitive Examination Guidance etc. Birth anniversary of great leaders and are also celebrated in the college. These activities help the students to understand life with realistic approach. They become aware of the dignity of labor, which consequently help developing team spirit and self-confidence in them. The college also sensitizes the students to the various other social issues and social responsibilities, which in turn help them in their holistic development. Through these extension activities this college aims to serve the rural, tribal and backward community living in the neighborhood. It

is often appreciated by the local bodies of the villages.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc.) and / or those organised in collaboration with industry, community and NGOs during the last five years.

Response: 42

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	10	9	6	5

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

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

Response: 101.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
651	573	515	323	236

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the last five years

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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 college has sufficient infrastructure and physical facilities to complement teaching and learning process so as to make it effective. The college also has adequate facilities and resources for various educational program, administrative functions and extensions services. The college makes every attempt to facilitate all the stakeholders so as to impart quality education. The total campus of the college is spread in 8.0 acres of land. The college building is densely surrounded by beautiful green trees. These trees include Conocarpus, Cherries, Badam, Saptparni, and Neem etc. It has fourteen rooms. There are seven class rooms with sufficient number of windows which provide natural light so the classrooms hardly need artificial light. The college has two well equipped laboratories for Home Economics and Computer. The regular practical classes are conducted in the laboratories. There is one ICT enabled class room, which, the faculty members use for various courses as per the need. The college is equipped with laptops, LCD projector, photo copier, printers, scanner and internet connections. The college has a multipurpose hall to organize the programs like guest lectures, seminars, conference and others. A large open ground in the premises is also utilized for conducting social and cultural activities. There is a spacious play ground encircled with beautiful green trees, where different games and sports activities are conducted. The college has a separate section for administration with separate counters for the students and a Principal's cabin. The partially automated library with internet facility, having adequate space, significant number of books and journals and other support facilities available. The college library has total 3244 books comprising reference books, and text books. It is also equipped with journals, magazines, e-books, and other e-resources. The college building comprises separate toilet facilities for boys, girls, ladies, and gents staff. The college has two submersible bore wells in the campus which ensure the uninterrupted supply of water. The college also has a water purifier-cum-cooler to cater the needs of the students and the staff.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

To ensure the all-round development of students, the college provides them various sports facilities. In order to maintain the legacy of sports culture in the region, every year the college organizes Annual Sports Event and motivate the students to participate in it. There is a sports Committee constituted in the college

in order to organize and maintain games and sports activities in the college. Thus, the college provides ample opportunities and facilities to the students. The Department of Physical Education has sufficient number of equipments. Every year new equipments are purchased as per the need. The college provides indoor and outdoor sports facilities to the students. Facilities for the indoor games include, Chess, Carom etc. Similarly, the facilities for outdoor games include, Volleyball, Badminton, Kabaddi, Kho-kho, Cricket, Disc throw etc. The college has a spacious three acres play ground adjacent to the main building of the college. These grounds include, Kabaddi (13.00 m×10.00 m), Running Track (200 m), Volleyball (18.00 m×9.00 m), Cricket (137.16 m×82.29 m) Kho-Kho (29 m×16 m), Badminton court area 20 ft × 44 ft) etc. The college makes all the possible efforts to nurture and promote the culture conducive for sports and games. For this, we have a regular post of Director of Physical Education. As a result, number of students from this college have represented the institute at University and inter-University level. Many of our students got Colour Coats.

The Department of Physical Education and the NSS unit of the college together look after the overall mental wellbeing of the students by organizing and inviting Yoga expert to the college after regular intervals. The college also organizes cultural programs, debates and quiz contests throughout the year, which provide the students opportunity to give expression to their creativity. The college also has an open stage surrounded by a lot of green trees, and a sound system to facilitate the cultural programs. The college has regular participation in the zonal, district and university level youth festivals. The students participate in all theatrical and musical activities. In addition to all the sports activities, this college specifically concern with the health and hygiene of the students, and the staff. In order to ensure the health and hygiene of the students, the college regularly organizes medical checkup camps. The doctor appointed by the college checks-up the health of the students and the staff members regularly.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 0

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 8.24**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.76	0	1.12	0	0

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Library of the college is easily accessible to all the stakeholders. It has adequate resources as per the requirement only for the students of B.A. and B.Com. It is upgraded every year with more books and the facility of automation. Steps are being taken in order to automate the library and it will be completed very soon. The library is at present partially automated with the software SOUL Ver. 2.0, which is purchased in the college library in the month of December 2017.

The students access the library physically during the library hours. There is a separate arrangement for reading of daily newspapers, magazines and bulletins etc. In the reading room newspapers in English, Hindi and Marathi are available for reading. The Journals and Magazines are also available. The students can borrow three books at a time which they can either use for fifteen days, or further extend the limit of the borrowed books. The library has a full time and permanent Librarian and a sufficient number of staff to implement the plans and programmes for the academic growth of the students.

The Dewey decimal classification system is used for classification of the books and Open access system is used for distribution of books. The requisitions from all the departments are sought. In the beginning of the academic session, all the departments are asked to submit their requisitions to the librarian. thereafter, the new books are purchased with the recommendation of The Library Committee and approval of the Principal. The question papers of the past examinations are available to the students for preparation of their examinations. The students and the staff is informed about the arrival of the new books in the library through a notice board. The library related events and other important news are also displayed on the notice board. There is a separate compartment available for the staff for reading. The college staff is allowed to access the library resources without any limit.

The arrival of the new books and library related important news and events are displayed on the notice

board. The feedback of the stakeholders is sought through a suggestion box. Periodically, it is analyzed and if necessary, action is taken upon it. The library conducts various activities such as, Book exhibitions, the birth anniversary of Dr. S.R. Ranganathan, Vachan Prerana Diwas (birth anniversary of Dr. APJ Abdul Kalam) etc.

The library has a collection of 3244 recent and relevant books, reference books, and literary genre text books in every subject by authors of national and international repute. Photocopies of the paper cuttings and downloaded articles are provided to the students and the staff on demand. The students are motivated in order to develop the habit of reading, which ultimately lead the young minds transform into scholars. Stock verification process is usually carried out at the end of the academic year, and after verification, further process is initiated to replace the missing books

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

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

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(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: 0.18

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0.01487	0.44632	0.12068	0.31471

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 4.22

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

Response: 14

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

This college aims to provide the modern futuristic facilities to its students so that they can utilize these resources to reach greater heights. In order to do this, the college time to time updates its IT facilities to provide the students with the best of facilities. The college does this by purchasing computers, projectors and updating its internet facility. At present the college has 06 dual Core branded computer systems with 2 GB RAM and 01 Laptop. We have wi-fi connection of Jio Private Net in the library. Whereas, office computer are connected with separate Jio modems for internet. The college has 01 Canon laser Printer and 02 HP Laser Printers with the facility of photocopying and scanning. The students and the staff can avail the internet facility available in the college. The college has created its own website which has an open access to all the stakeholders. With which, we provide all the details of the programs and the choice of the courses available to the students, the upcoming events, the rules and regulations and all the important

committees in the college. Wi-Fi is available in the library. whenever necessary, the students are given limited accessibility to this facility. The photographs and the reports of the events, are also uploaded on the website for easy access. This helps the parents to be aware of the programs being conducted in the college. Circulars and important notices to students and parents are also published online. The academic calendar and the course information is updated in the beginning of every academic year.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 53.5

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: E. < 05 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: 20.65

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.36	0.73	2.85	0.71	0.35

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response:

The college has adopted a policy of decentralization of authority for efficient maintenance and best utilization of its available resources. The following steps are taken to implement the policy.

(i) The college has a building construction and maintenance committee which supervises the new construction and extensions required from time to time and also for the overall infrastructure maintenance of the college. This committee also looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.

(ii) The college also has different committees which are made to look after the development and maintenance of garden, physical infrastructure, cycle stand, sports maintenance and expansion and for library facilities etc. There is systematic work allotment to the class four employees in order to maintain the cleanliness of the classrooms and the campus of the college which is supervised by cleanliness committee. The head of the institution takes regularly reviews the work to ensure the proper maintenance and utilization of the physical, academic and support facilities.

(iii) The college hires the services of special technical experts for the maintenance and repair of Computers and Printers.

(iv) Proper electrification and the supply of water in the college campus is regularly monitored and maintained. Electrical Maintenance of UPS, Batteries is also conducted regularly.

(v) The college has a Maintenance committee which looks after the maintenance and repair of the physical infrastructure of the college such as, garden, premises, sports ground, library, water filter maintenance, toilets, class rooms etc. . The Maintenance committee is headed by the Office Superintendent who in turn

monitors the work of the non teaching employees under him. The Office Superintendent is accountable to the Principal. He functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual responsibilities, timings, leave etc. Office Superintendent conducts periodic checks to ensure the efficiency and working condition of the infrastructure.

(vi) Library attendant under the supervision of the librarian maintains the security and efficiency of the library books, equipments, furniture, computers and other accessories. The non-teaching staff is also trained in maintenance of computer equipments.

(vii) Parking facility is well maintained and organized. It is efficiently maintained by the peons term by term. There is a security room just at the main gate of the college. One of the five peons monitors the surveillance of the campus. Proper inspection is done and verification of stock takes place at the end of every year. The college has no full time watchman as there is no such provision in the staffing pattern. Therefore, the duty of watchman is allotted to the five peons turn by turn.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 74.35

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

2019-20	2018-19	2017-18	2016-17	2015-16
269	349	379	436	447

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	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 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

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

File Description	Document
Institutional data in prescribed format	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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	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: 8.54

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	123	0	0	91

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

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

5.2 Student Progression

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 40.91

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

Response: 18

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

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

Response: 0

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

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

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

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

Arts, Commerce College, is owned by Orchids Education Society is an aided college affiliated to Sant Gadge Baba Amravati university. The college strictly follows the rules and regulations set up by the government and university for admission procedure and other academic and administrative functioning. The students, as they are the real stakeholders in higher education, are given active representation and participation in the everyday activities of the college. A statutory representative body of students, Students' Council, is formed every year by nomination system on merit and attendance. One representative from each class is nominated by the Principal of the college. An executive committee is formed out of these nominated representatives. This committee plans, co-ordinates and organizes various curricular, co-curricular and extracurricular activities of the college. Students are also active members and coordinators of various committees such as, women's grievance cell and Cultural Committee. NSS unit of the college is yet another arena where students' representation, interaction and commitment are manifested. Students represent the many academic bodies of the college which include department associations, clubs, committees and other forums that regulate and organize various academic deliberations such as, lectures of the experts, seminars, various department level programmes etc. The college aims to empower the rural youth through quality education. So enough representation is given to the students in various co-curricular and extracurricular activities of the college. Similarly, partial representation is allowed at the administration level. The college organizes number of activities at institutional as well as societal level. Majority of the activities are conducted and executed by the students themselves, because they are the members of those villages. Student's Council is formed as per the university norms and the meetings of the Students' council are held regularly. The council consists of the best students from all areas of the college. Also, other active students are allowed to participate in the various committees as per their expertise. The time to time suggestions from these students help to upgrade the image of the college in the society. Students are also given administrative level participation in the statutory committees like CDC and IQAC. The students are convinced that it's an opportunity to develop their overall personality. The students take active part in organization and monitoring of various Co-curricular and Extracurricular Activities in the college through specific committees such as NSS, Cultural Activities, Excursion etc. Majority of the students take active part in these activities. Thus, it's an opportunity for them to give back something to their institute and ultimately the society by developing their personality. NSS organizes various activities such as, expert lecture, workshop, rally, or any social event. Students take active part in organizing and participating such events. Seven days NSS camp is specifically planned and executed by the students under the guidance of NSS coordinator of the college. The NSS unit of the college is a model of students' representation in our college, where a lot of productive and creative work can be done through the

disciplined programmes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 28.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
16	32	38	28	30

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	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:

The college has a registered alumni association. The alumni registered as a society under the Societies Registration Act, 1860 (XXI of 1860) at Yavatmal, and the registration no. is YAVATMAL/0000251/2020 Initially, this was the only college in the entire Ralegaon taluka which catered the needs of higher education. The alumni is meant for the pass out students in order to rejuvenate the memories of the college, in the form of a network. It has now become an important part of the institution. The college has a rich history of the student's success and glory. Association has regular meetings and interactions with the management representatives. The local and outsider alumni take initiative for arranging such meetings. The alumni of the college are placed in various fields such as, industries, education, business, professional fields, entertainment and media industry, academics, social work etc. One of our teachers is the members of the alumni association who plays a key-role in binding

this group for the development of the college and also for the overall development of students. This helps the college not just financially, but in terms of academic planning, internship and placements of students, career guidance and on-the-job guidance in their firms also. In order to interact with the students and provide them practical knowledge of different fields, most of the alumni are invited as the resource persons to deliver expert talks during seminars, conferences and workshops. Alumni members are also the active members in IQAC, CDC, NSS of the college. Financial contribution of the Alumni Association for the development of the college is notable. Many of the alumni members are settled in the local town and running various businesses and small scale industries, so, they support the college with their services at very affordable or sometime free of cost, by providing JCB, Tractors, and other facilities. Some of the alumni members have donated the fund to honor the meritorious students every year to motivate them. Alumni members, who have joined government services or successful entrepreneurs are often invited to guide the existing students. Many of them are expert tutors. They share their knowledge with the students to add to their knowledge and skills. They also guide the students in preparation of various cultural events for Youth Festival of the university. Alumnae NSS students help the NSS unit of the college in organizing the special camps at village level. Alumni members also donate seedlings for plantation and to make the campus green. Some of the alumni are elected as public representatives and some are working as social workers. They often help us to solve the local problems. They also give their valuable time by participating in the governance of the college. They give their valuable feed-back for upgrading the administration of the college. The college website has a special tab for the alumni association where they can register themselves as the members of the Alumni Association.

File Description	Document
Upload any additional information	View Document

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

E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

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:

Arts and Commerce college was intentionally established to provide higher education to the students of Ralegaon and the adjacent villages. The college is located in rural area and providing education to tribal and economically weaker section of the society. Majority of our students are from farmer families and involved in agriculture and related work. Ralegaon tehsil is notorious for the farmer suicides. Also, the condition of the poor farmers is worsening day by day due to uncertain rainfall in the area. Youth is the future of the society. With this in mind, Late Hon. Shri Netaji Rajgadkar, the former President and the founder of Orchids Education society, opened this college in this remote and tribal area.

Vision:

Providing affordable quality education to the students with knowledge and skills in their chosen stream, inculcating human values, identifying hidden talents, and providing opportunities to them in order to explore their full potential and thus to make them good human beings.

Mission:

To ensure the quality education in keeping with the motto of the college, "Education, Research & Extension" and prepare the youth to achieve knowledge, skills and sensitivity.

The nature of governance of the college is in tune with its vision and mission. The governance involves faculty members, administrative staff, students, alumni's and the local well wishers of the college. Students are always kept at the center point. Also, the teachers get representations in the key decision-making bodies of the college. IQAC has due representation from all the stakeholders. College Development Committee makes the key policy decisions in consultation with IQAC. CDC and IQAC in coordination prepare action plan and the college governance implements different activities throughout the academic year. The college tries to accomplish all the recommendations made by CDC and IQAC. The college ensures all round development of the students by providing them various opportunities to discharge their social responsibilities. To achieve this, NSS special camp is organized, rallies are conducted, and volunteering is done as and when required. Every attempt is made to enhance the students sensitivities for the core values important from social and national point of view so as to develop good citizens out of them. The faculty members attempt to increase the inquisitiveness in the students in their respective domains. The students are also motivated to take part in various seminars and workshop like activities organized not only in the college, but outside the college also.

The college is run by Orchids Education Society, Nagpur. The governing body of the founder society makes policies and plans for the development of the college, which ultimately are discussed in the College Development Committee. The execution is ensured through various operational committees with one in-charge teacher and other members. The college has various

perspective plans, which include - promoting research by providing adequate facilities and organizing seminars and workshops, increasing the number of ICT oriented class rooms, constructing a well equipped auditorium. and collaborating with the institutions of excellence and to enhance research, consultancy and extension activities

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The founder management of Orchids Education Society, Nagpur believes in the decentralization and participation. So the college follows its footprint in academic and administrative tasks through the various committees. These committees take all important and policy-making decisions. The Students' Yearly Gathering Programme' is an example of the decentralization and participative management. In this programme the members of the parent society along with the entire college participate for the celebration. Even, alumni members and local citizens also participate actively to make it successful. Various committees are constituted out of the staff, alumni association. The cultural committee of the college is assigned to organize and execute the Students' Yearly Gathering properly. The work is distributed in various sub committees, in which the members have the liberty to make decisions.

Every year the college organizes Sports Gathering. In this programme various events of sports, cultural and extension activities are conducted. Subsidiary committees are formed for the smooth and successful conduct of this programme. These committees include students, local citizens and alumni along with the teaching and non teaching staff. Since, there are no sound financial resources to the college, we have major challenge of finance for these event. However with the blessings of the local well-wishers, the college overcomes the financial burden. In the form of the manpower, parents of the students and members of the alumni help in the form of supportive material for the event. The funds are raised through the contribution of the faculties, the society, and all stakeholders. Under the guidance of the cultural committee, the sub-committees organize various competitions such as elocution, essay writing, poetry, handicrafts, Mehandi, Rangoli, Dance and sports etc. Enough liberty is given to take the decision. In this way, there is a very jovial atmosphere in the college throughout the year. Students feel very happy with their study because of the expert lectures. These sub committees are given financial and decision making liberty to carry out the planned programme after consultation with the Accountant of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Arts, Commerce college was established with the motto to cater to the need of higher education of the students in the backward, remote and tribal area of Ralegaon tehsil. The parent society aimed to accommodate the youth in the adjacent villages in higher education. Consequently, a considerable number of students from economically weak background in the nearby villages responded warmly to our endeavor and their enrollment increased every year. Since, most of the students are from the farmers families, they have to assist their parents in the farm work. Therefore, it was noticed that many students came late to the college. Upon further enquiry, they confided that they did not have convenient transport facilities. Teachers along with the principal personally visited the depot manager in this regard and tried to solve the problem.

The college management is seriously working upon the recommendations of CDC and IQAC for the construction of new building of the college. Accordingly perspective / long term plan for this is prepared. As per the future requirement top priority is given to the construction and extension of the building. Partial task is assigned to the IQAC and building committee to prepare the need based report of the college strength, requirement of Classrooms, ICT facilities, Labs and Toilet Blocks. The CDC has advised to prepare a plan of action and an appeal statement for fund raising and donations. So, with the help of social media, personal meetings with existing students, alumni students and local well wishers, the building committee decided to collect the necessary fund. The students and teachers also contributed the fund as per their capacity. Fortunately, the college has eight acres of land purchased by the parent society. One of the founder member has donated two Bore-wells which are adequate for the supply of water to the campus. The present building of the college is not very spacious but sufficient for the purpose. The college has an attractive front gate and fencing to the campus of the college. The construction of new building is planned. Cleanliness is maintained in the campus by the NSS students of the college. Varieties of trees were planted, Eye-catching landscaping was made and special rows of Cherry and Cono carpet trees were set up on the front side of the college. A large number of trees are also planted on the other part of the college land. The entire process of construction and campus beautification is very transparent. Further it makes feel proud to the college and the stakeholders. The concrete outcome of this is reflected through the happiness of the students. Green campus makes the teaching learning process joyful. The building committee is still in process of fund raising for making this college more students friendly.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Orchids Education Society, Nagpur is the apex governing body which runs Arts, Commerce College at Ralegaon, Dist. Yavatmal. The society makes, approves and monitors the policies and plans for the development of the college through CDC and IQAC. College Development Committee is constituted as per Maharashtra University Act, 2016. It prepares annual budget and financial statements, discuss the academic progress of the college, and give suggestions to the Management for the up gradation of teaching- learning process. This body also recommends to the Management for filling the vacancies in teaching and non-teaching. Principal is the head of the administrative and teaching- learning process, who ensures the smooth functioning of administrative and academic activities in the college. The Principal follows the recommendations and guidance of the governing body and CDC administers the college. The teaching and non teaching staff help him in this matter. The college administration includes the work related to admission, examination, eligibility, maintaining the daily record, to interact with stake holders, University, Government offices and so on. Principal governs this general administration through the Head Clerk and the clerks. There is a staff Council to look after the academic planning and execution and the other corresponding issues. The staff council is presided over by the Principal and one of the teacher works as the secretary. The academic administration of the college is governed through IQAC, and the in charge faculty members of various committees. The non-teaching staff is also involved in the academic process as and when required. The Principal forms various operational committees out of the staff to perform different activities and tasks. There is Library Committee in the college which helps and guides the librarian for governing and the smooth functioning of the library.

The founder society follows the rules and regulations of the UGC, Maharashtra Public University Act: 2016, and Sant Gadge Baba Amravati University, Amravati for the recruitment and appointment of teaching and non-teaching staff. Service Rules for the recruited staff is as prescribed in ordinance 24 and ordinance 122 of the parent university. The college follows the promotion procedure prescribed by U.G.C. and the state government. The policy for promotions is very transparent and impartial which follows the PBAS under Career Advancement Scheme of the UGC for the promotion of the teachers. There is a Grievance Redressal Cell in the parent university which functions as per the regulations of Maharashtra University Act. The college also has its separate internal mechanism for the redressal of the grievances of students. The Grievance Redressal Cell with the help of the Principal, solves the complaints and grievances of the faculty, Staff and students. The Principal is the head of this cell. After receiving grievances and complaints, the committee discusses in the meeting and resolves it. Anti-Ragging committee is also formed to work on the cases related to ragging, if any.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Arts, Commerce College, Ralegaon is the only college run by Orchids Education Society, Nagpur. There are several welfare schemes for its all teaching and non-teaching employees in the college. Once the employee is permanent, he becomes eligible for all the government welfare schemes applicable to the employees of grant-in-aid colleges. The college channelizes all these schemes meticulously. These welfare schemes include:

1. Partial withdrawal from the G.P.F. account of the employee in case for the family needs like marriage, education of the children, construction of house or the medical purpose of the family members.
2. The facility of medical leaves, duty leaves, maternity and paternity leaves.

3. The medical reimbursement facility for the employee and family members of the employee.

In addition to these government welfare schemes, the college has its own welfare facilities, which include:

1. Group insurance scheme for the employees

2. The college encourages the faculties for doing research work and provides duty leaves for attending various seminars and conferences.

3. Various ICT facilities such as, computers and printers and reference books are made available to the teaching staff in order to upgrade the quality of teaching-learning.

6.The college also promotes the teachers to attend orientation, refresher, short term courses and other training courses useful for their promotions and career advancement.

7.The teachers are motivated to present research papers in conferences, seminars, workshops at various places.

8.The college gives full freedom to its faculty members to undertake research projects with industry, NGOs and other government and non-government agencies.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

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

File Description	Document
Institutional data in prescribed format(Data template)	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:** 13.27**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

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

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Institutional data in prescribed format(Data template)	View Document

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

Arts, Commerce college is the only college run by Orchids Education Society, Nagpur. Therefore, the employee's devotion and commitment towards the college is duly appraised. While assessing the

performance of teaching and non-teaching staff of the college, the college uses formal and objective mechanism for evaluation. The formal mechanism for the evaluation of the performance of the teaching staff is self-appraisal report and the objective mechanism is students' feedback reports. For the evaluation of the teachers performance, the Appraisal System (PBAS) is categorically defined and prescribed by UGC and the parent University. At the end of each academic session, it is mandatory for the faculty members to fill and submit the PBAS forms to the IQAC. The prescribed PBAS form contains three sections such as, teaching-learning and evaluation related activities, co-curricular, extension, professional development related activities and research, publications and academic contribution of the teachers. After the necessary examination and scrutiny, the principal approves the PBAS forms. Thereafter, as per the UGC regulations and the government resolutions further process of the promotion and the pay fixation of the teacher is carried out.

In the objective mechanism of the evaluation, the feedback for the teachers assessment is collected from the current students. . The students' feedback is then analyzed and the teachers are given instructions and suggestions by the principal of the college if so required. In addition to this, as the informal mechanisms of evaluation, the Principal gives surprise visits to the classes and has casual discussion with the students, parents and alumni.

Similarly, there is a time bound promotion scheme for the non-teaching staff. Every non-teaching staff also fills his prescribed appraisal form and submits it to the Head Clerk of the administration department. After adding his own observations, the head clerk forwards it to the Principal for the final remark. The principal, with his remarks forwards it to the parent society. This report contains the information about the employee's work performance. On the basis of this information, the parent society may promote or demote the employee. The promotion and the pay fixation of the non-teaching staff on the basis of their seniority, is carried out as per the existing government resolutions. The principal systematically distributes the office work among the non-teaching staff. Which is then supervised by the principal, and the head clerk. The principal accordingly gives instructions and suggestions to them in order to make further improvements. The performance and the governance of the library staff is ensured by the librarian of the college.

Thus the college has Performance Appraisal System for teaching and non-teaching staff which helps to improve the standards of the faculty members

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

This college has adopted a very transparent audit system as per the directions of the parent society. M/s. Sanjay Joshi & Co, Nagpur, a renowned CA firm is appointed as an auditing agency by the parent society for conducting its financial audit. The college has its own mechanism of internal audit. The head clerk of the college maintains all the accounts and cashbooks. The principal verifies each bill before the payment.

The college follows a method of head to head audit. The internal audit is carried out every financial year. The account of the college is audited by the registered chartered accountant M/s. Sanjay Joshi & Co. which is appointed by the parent society. The audit report is prepared by the Chartered Accountant.

The government assessment is carried out by the Joint-Director of Higher Education, the Senior Auditor of the State periodically. The Annual Audit Statement is regularly submitted to the Joint Director, Higher Education, Amravati Region. The NSS unit's audit is also carried out yearly from the local CA firm. Similarly, the administrative section of the college calculates arrears, CAS fixation and the income tax of the employees and deposit it to the government in a stipulated time. The College also contributes its share to the appeals made by the government on the national calamities.

Although, this college has no formal mechanism of internal audit, the informal methods applied to maintain the accounts are so strong that the purpose of the internal audit is served. The effective allocation and utilization of the financial resources is ensured by preparing the annual budget well in advance at the beginning of each financial year. The requisitions from the various departments are called upon well in advance. As a result, no serious audit objections are recorded by the external audit agencies during last five years.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

This college is grant-in-aid by the Govt. of Maharashtra. The college mobilizes funds for its regular activities from various agencies. These include the other fees received from the government Social Welfare department for the scholarship holder students, and the government Tribal Welfare department for the students for schedule caste and schedule tribes. Orchids Education Society, Nagpur, the parent society has set a system to ensure the proper utilization of the funds and effective mobilization of available resources. It is implemented through the Principal of the college. The Principal with the help of C.D.C. and the Purchase Committee prepares the budget for the academic session in the beginning of the session. The budget incorporates The requirements of all the departments. The purchase committee prioritizes the requirements as per the availability of the funds. Thereafter, the purchase is completed in consultation with the principal ensuring the development of the college in tune with its mission and vision. For purchase in the library, the college has a separate Library committee. The teaching staff submits their list of requirements such as books, magazines, journals etc. to this committee. The Library committee reviews the lists and recommends additions and deletions in view of the availability of the funds.

The salary grants and other fees received from the state government is the main financial source of the college. As per the state government rules the college can utilize some part of students' fees for the routine non-salary expenses. Similarly, special grants provided by the state government for the higher education institutes in tribal regions are specifically utilized for the purchase of books and journals.

Since the college has no additional resources of funds, it has to strategically manage the available funds to undertake the activities in tune with its mission and vision and in view of the overall development of the students. Since the college is located in the rural, backward, and tribal area, the rural and tribal youth is our focal point. Therefore, the college gives priority to the programs and activities to enhance their awareness and socio-cultural orientation. To make the optimal and wise utilization of the available infrastructure the college runs in two shifts.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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:

In Arts, Commerce college, the IQAC was established in the college in 2017, and with that the process of quality enhancement and sustenance initiated through different strategies. Thereafter, the IQAC is consistently working on to focus on the quality culture in different college activities through collective efforts towards promoting holistic and academic excellence. The IQAC not only monitors the

implementation of vision and mission of the college but also prepares perspective plan of development for the college and execute it in a strategic plan of every year. Some of the quality assurance strategies implemented by the IQAC include, digitization of academic and administration facilities, gender equality, strengthening extension activities etc.

Practice -1: Developing Quality Culture among Teachers

Since the IQAC established in the college, it has been promoting the quality culture in overall activities of the college. It is the undisputable fact that unless we upgrade the quality of the teachers, outcome based education is not possible. Therefore, every year, in the initial meetings, IQAC takes review of the status of the teachers' research work, research publication, Research Guidance, Seminar and Conference participation etc. In year 2015-16 there was only one teacher who had a Ph.D. degree. The IQAC positively encouraged a number of the teachers to register for the Ph.D. and publish more and more research papers in various journals. One teacher has become the recognized Ph.D. supervisor from Sant Gadge Baba Amravati University, Amravati and J.J.T. University, Zunzunu, Rajsthan. Now the college has 05 Ph.D. teachers including the principal and 02 teachers are pursuing their Ph.D. research work. Majority of the teachers have participated in state level and university level seminars and conferences. Most of the teachers have published their research papers in reputed research journals.

Practice - 2: Upgrading the library facility

Library plays an important role in imparting the quality education to the students as it is the reservoir of information and knowledge. Library is the backbone of the college, which directly complement and contributes to the teaching learning process. IQAC of the college realized it and discussed the issue of upgrading the college library in its meeting. It was found that with the advent of IT revolution, the concept of library has undergone tremendous change and it has now specifically become knowledge and resource center. In the IQAC meeting, it was commonly agreed that the central library of the college must be upgraded to be in tune with the changing times and to effectively cater to the needs of the learners. Keeping this in view, it was decided that all the possible efforts should be taken to upgrade the college library by automation software. As a result, library software SOUL ver. 2.0 was purchased in December 2017 and the work of the automation was initiated. This initiative helped in upgrading the efficiency of library.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

As per the guidelines given by the NAAC, IQAC has been established in the college. In every academic session two meetings of the IQAC are conducted. The IQAC has its focus on learner-centric teaching learning process. Therefore, its policy is to assess and evaluate it from time to time. Accordingly, IQAC examines the Teaching, Learning activities and make modifications in them after taking the review, suggestions. Thus, the teaching and learning outcomes are pursued through the periodical reviews of the process. Similarly, gradual expansion, upgrade, addition of requisite teaching aids, equipments, infrastructure etc. are also suggested. Following are two examples of the reviews and implementation of teaching learning reforms suggested by the IQAC of the college.

Practice -1:

ICT helps teachers to interact with students. It helps in improving teaching skill in innovative ways. It helps in effectiveness of classroom. Therefore, as per the discussion and the decision taken in the IQAC meeting, it was decided that the college should promote the use of ICT in the teaching-learning process. It was recommended that the ICT enabled class room should be made available to the teachers. In order to make the teaching-learning effective and engaging, teachers can prepare the PPTs on the important topics in their syllabus and also their video lectures on various subject related to the concepts providing links on the college website. The IQAC also suggested that the teachers should be promoted to use the online tools like Whatsapp, Google class room to improve the teaching-learning process. The effect of this practice is the increased engagement of the students in the teaching-learning process.

Practice -2:

The college website plays a vital role in the Higher Educational Institution. It can be a source of information for the students, teachers and the general people. It serves many purposes including the branding of the college. It is a platform for the students to access every information about college. Similarly, the college can inform all its stakeholders with the notices, latest university norms, examination dates and other important events. However, this college has a static website which cannot serve these objectives. So, the IQAC in its meeting unanimously decided to upgrade the institutional website by making it dynamic. Accordingly, the teachers started uploading reports of various activities, events and schedules time to time which helped enhancing the awareness of the students along with the effectiveness of the services available. It also increased the brand value of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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)

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of 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:

Arts, Commerce college, Ralegaon is a co-education institute. It gives high priority to the safety and security of students and staff of the college. The college undertook various measures and initiatives to ensure the safety and security of the girls. Similarly, inculcating the values of gender equality has been one of the primary concerns of the college. The following practices are implemented in this regard.

Majority of the students admitted in this college are from backward, downtrodden, tribal and economically weaker section of the society. Secondly, the number of girl students is larger than the male students. Therefore, the administration and the staff of the college has to be very keen and cautious regarding this female issue. So, in order to ensure the interest and welfare of the girl students, we have initiated various measures. These include, a Discipline Committee for continuous monitoring the security of the campus. The complaints related to the violation of disciplines are reported to the concerned staff and placed before the Principal and the members of the discipline Committee. There is Anti-ragging Committee and Women's Grievance Redressal Cell in the college. This committee is formed as per the Vishakha guideline of the University. These committees take necessary actions on sensitive issues of the girl students which help to ensure their vibrant presence in the college campus.

The college is two kilometers away from the locality of the town and its campus is fully covered with sufficient light. Adequate distance is maintained between the boys' urinals and the girls' urinals. The college staff continuously keeps a watchful eye on maintaining the discipline in the campus. Similarly, the college has adopted mentor mentee system to solve the students' individual problems both academic and personal. The personal problems of the girl students discussed with the committee members are kept confidential. The college also organizes lectures of the experts to create legal awareness, health and hygiene among the students. The patrolling van of local police periodically visits the campus for the prevention of offensive activities. There is a round the clock security at the main gate of the college. Emergency contact numbers are also displayed in the campus on the very front. In order to check the entry of the outsiders, students are made compulsory to wear identity cards in the campus

Apart from the committees and cells, the following programmes are organized in the college to promote the cause of the girls:

1. Expert lecture on women health awareness
2. Awareness programme on protection Act for girl students
3. Expert lecture on confidence building for the girl students.

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

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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

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

Response:

The college campus is surrounded with green trees. Top priority is given to keep the campus clean and eco

friendly. The environmental crisis and the awareness of climatic changes has been the burning issue of the present context. The clean surrounding leads to the healthy and happy life. Therefore, the students and the faculties are frequently advised to create less possible waste.

Solid Waste Management :

The college has established a Cleanliness Committee which keeps a close watch on the cleanliness of the campus. The students are asked to put the waste in dust bins kept at different places in the college campus. Various drives are conducted for the cleanliness of the campus by the NSS unit of the college. The NSS volunteers participate in the waste management process.

They collect the solid waste from the different dust bins placed in the campus and put it in the hole dug specifically for producing vermin-compost. Before that the plastic waste such as, plastic bottles and polythene bags are separated from the solid waste. However, the use of plastic bags is restricted in the campus. The remaining solid waste is processed in the vermin-compost unit in order to convert it into manure. To make the problem easy, separate colored dust bins are kept. Blue colored dust bin is kept for dry waste and Green colored dust bins are used for wet waste. Dry waste such as, fallen leaves and flowers are buried in the ground and allowed to decompose systematically over a period. Ralegaon Nagar Panchayat is communicated in written for regular collection of the waste its management. In the campus various boards with meaningful slogans are displayed to bring environmental consciousness among the students as well as stakeholders. Old newspapers, waste papers and old answer papers are sold out. The remaining blank pages of the internal assessment note books are used for the rough office work.

Liquid Waste Management :

The waste water is discharged either in a pit prepared for the ground water harvesting or in the area of the plantation. The wet waste from garden, and the kitchen of the Home Economics Department and from other areas are collected and used in the vermin-composting plant. After the manure is ready in due course, it is used for the plants in the campus area.

E-waste management :

The E-waste generated in the college includes electronic equipments such as, computers, printers, spare parts and other electrical material. For the E-waste management we have a committee in the college. The committee members observe and examine the condition of the E-waste. They report the principal to sell the non-working computers, monitors, printers, and batteries etc. as scrap material. Then, with the due permission of the principal, The E-waste material is properly disposed off time to time.

Similarly, regular maintenance of drinking water tap, RO water filter, and drainage and water pipelines is kept by the college support staff.

File Description	Document
Geotagged photographs of the facilities	View Document

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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document

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:

In 1990, when this college was established, it was the only senior college in the town. Most of the students taking admissions in this college are local and from the nearby villages. Majority of them come from agrarian background. A huge number of students belongs to backward, down trodden, financially weak families. The admission process is carried out as per the government rules. Enough care is taken for specifically reserved seats of each category while taking admissions. The statutory committees of the college keep well balance with the representation of each category. Local citizens are allowed to participate in major extension activities. The active participation of Nagar Panchayat, Tehsil office, Session Court, Post-office, Govt. Hospital, Agricultural office, Forest office etc. is specifically ensured in NSS camp, the national developmental activities, national festivals, awareness rallies, and government campaigns. Various flex boards of environmental awareness, social harmony, unity and values are displayed in the college campus.

The college actively participates in different programmes organized in the town to maintain the peace and national integration. The college also regularly organizes various activities to inculcate human values, tolerance, harmony towards cultural diversities. Since the college belongs to rural background, the activities conducted by the college have a very positive impact on the society's cultural & communal thoughts directly. Ralegaon Tehsil is notorious for the suicides of farmers. Therefore, the socio-economic conditions are somehow different from the other developed regions of Maharashtra.

Our college conducts Rashtra Sant Tukdoji Vichar examination in collaboration with Tukdoji Maharaj Pratishthan, Gurukunj Mojahari. Our student personally participate in the Water conservation programme conducted in NSS camp by building Bandhara (Dam). The students also contribute as volunteers in the Bhagwat Saptah organized by the villagers of Warud Jahagir. The department of political Science arranges an expert lecture on Human Rights in order to educate the students on the particular topic. The students are also made aware with the values such as, tolerance, harmony, cultural and regional values, linguistics, communal, socio-economic and other diversities by organizing expert lectures on the topics. The college celebrates Gandhi Jayanti every year in order to acquaint the students with the thoughts and opinions of Mahatma Gandhi. The department of Marathi celebrates various activities in Marathi Rajbhasha Fortnight in order to teach the linguistic importance to the students. Birth Anniversaries of national heroes are also celebrated with the participation of local community. In this way, the college has created very positive image for all the communities and they also help the college in its developmental activities

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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:

This college has set an example of best governance and democracy. Students, employees, and the citizens of the town respect the college for its contribution to social development. The college has become the Center of Social Transformation. The motto of the college is 'Vidya Rakshyati Abhyasen' i.e. 'Knowledge is secured by the practice'. The Logo of the college displays it. It shows the dignity of hard work. Also the Preamble of the constitution is displayed at the entrance of the college and it is clearly visible to all the entrants. The fundamental duties and rights, Citizen's Charter, National Anthem, and Pledge etc. are clearly displayed in the campus. National Anthem is compulsorily sung in group in every morning before beginning the classes. It reflects the strong attachment of the students and employees towards the values of Indian Constitution. Our college had arranged number of programs covering freedom of expression through which the students can get courage to express them. Many of our teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college, town and in nearby villages. Adv. Mohan Deshmukh's lecture on legal literacy is a great contribution towards making our students literate of the constitutional laws. Hon. Adv. Deshmukh is also the member of IQAC who practices in the Ralegaon Session Court. The college celebrates 26th November as Constitution Day. Various activities are organized to make this day meaningful. Lecture of eminent speaker is organized on this day to reiterate the significance of the constitution of India. International Yoga Day is also celebrated in the college.

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

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**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

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

Response:

Indian festivals significantly display the cultural diversity. So, the college helps the student to be familiar with the cultural heritage and connect with their roots. It is important for the protection, preservation and propagation of Indian culture. The college celebrates Independence Day as well as Republic Day with great enthusiasm. Birth anniversaries of many national heroes are also celebrated in the college. These events are followed either by a lecture, rally or the plantation of trees in the campus. The college organizes these activities so that the students should know the contribution of our leaders in building the nation. It ultimately inculcates moral and ethical values in students for their professional and personal lives.

Birth anniversary of Savitribai Phule is celebrated on 3rd January, 26th January Republic Day of India, 19th February Birth anniversary Chhatrapati Shivaji Maharaj, 14th April Birth anniversary of Dr. Babasaheb Ambedkar, 1st May Maharashtra Din, 21st June International Yoga Day, 9th August Birth anniversary of Dr. S. R. Ranganathan (Father of Library Science in India), 15th August Independence Day of India, 5th September Birth Anniversary of Dr. Sarvapalli Radhakrishnan celebrated as Teacher's Day, 24th September NSS Day, 2nd October Birth anniversary of Mahatma Gandhi & Lal Bahadur Shastri.

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

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:

Title of the practice: - Awareness of the Environment through Plantation of Trees

Goals:

1. Creating positive attitude in the students for conservation and development of environment.
2. To keep environment balance through tree plantation.
3. To motivate and discipline the students towards environmental awareness.
4. Participation in National Development Program
5. To conduct awareness program for water conservation.
6. Institutional accountability towards society.

Context:-

Geographically, this college is located in an average rainfall and drought-prone area where summer is always very hot. Therefore, the conservation and proper use of water is the need of the time. The college has 8 acres of land. Majority of the students of this college are from agrarian families. Also, Environmental Science is a compulsory subject in B.A. and B.Com. second year syllabus. So, there is always an interaction between teachers and students about environmental issues. Therefore, the college decided to create a model for the conservation of environment. The concept of making the campus green came into existence.

The Practice:-

The College has total 8 acres of land out of which a large part is available for plantation. The college building is surrounded with varieties of green trees. The main gate is beautifully decorated with the pleasant green trees. The college compound is protected with wire fencing and the campus is surrounded with so many trees. As per the decisions of the CDC and IQAC, it was decided to plant more trees every year. There are two bore wells in the college which are well recharged through rain water. The water from the bore wells is properly utilized for drinking purpose and for the tree plantation. The college has planted variety of trees such as Cherry, Conocarpet, Neem, Tamarind, Teak, Banyan, Eucalyptus, Saptaparni etc.

Many of the trees are of Ayurvedic importance in medical treatment and many of them are useful to improve soil fertility and to avoid soil erosion. Thus, the college has taken steps to keep the environmental balance by planting the trees on the college campus.

Evidence of success:-

The trees in the campus are flourishing with magnificent green colour. The students involvement in tree plantation is increased. The students also happily participate in the campus cleanliness activity.

Problems Encountered and Resources Required :-

Many of our students are from nearby villages

The limited financial sources create obstacles in this activity. However, the college has managed to get the plants donated from outside sources. The staff and the students also raised funds for this activity.

Notes: The College has initiated plantation drive and implemented it effectively with the help of teaching and non-teaching staff. The participation of the students in this activity is very significant.

Best Practice II

Title:- Nala Bunding (Bandhara)

Goals:-

1. To create social awareness for the conservation of water resources.
2. To use power of the youth for noble cause of building of the nation.
3. Through the power of innovative ideas, create social and economic transformation.

Context:-

Geographically, Ralegaon Tehsil falls under average rainfall and drought-prone area where summer is always very hot. The adjacent villages face the problem of scarcity of water usually in summer season. The animals in the villages do not have enough water even for drinking. The NSS unit of this college every year adopts a nearby village to organize a special camp of seven days. In these seven days, one of the major activity is of Nala Bunding i.e. making a Bandhara for water conservation. This innovative idea proves helpful for the village to find out the solution on their problem of water scarcity without any financial investment. The sacks of waste material are used by the student and the sand used to fill the sacks is taken from the stream itself.

Even the local villagers also participate in this activity.

The Practice :-

The seven day NSS special camps were held at Warud Jahagir, Watkhed, Warha, Kodurli and once again Warha respectively. A group of 50 students participated in every camp. Various activities performed by the group include repairing of roads, cleaning of drainages, swiping of roads, and tree plantation etc. However, the most significant and best activity was Nala Bunding (Bandhara). The survey for a suitable place to construct a Bandhara was well in advance done by the NSS students. Accordingly, during the special camp, they filled the sacks with sand and constructed a Bandhara on the stream. Because of this, the flowing water stopped and collected in the Bandhara. As the flowing water stopped, it recharged the other sources of water such as well and bore wells. The collected water quenched the thirst of the animals.

Evidence of success:-

The Bandhara proved to be a great boon for villagers. The significant photographs of the Bandhara constructions at various places, and the letters provided by the Sarpanchs are good evidence of success.

Problems encountered and resources required:-

The only problem was to collect empty sacks. However, the students collected sacks from different places to fill the sand in order to construct Bandhara.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

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:

Institutional Social Responsibility and Preservation of Local History and Culture

Introduction: Arts, Commerce college caters to the higher educational needs of the students of Ralegaon and nearby villages. The college is shaping this up physically and mentally through public participation and the assistance of the management. The college has 8 acres of land at its disposal which has been purchased by the governing body of Orchids Education Society. Further, two bore well are donated to the college by one of the executive members of the management. Therefore it is the moral responsibility of the college to make every effort to empower the rural youth and pay back something to the society. Keeping this in view, CDC, IQAC and all the faculty members are constantly working through various programs and activities. This college is well aware of its aims and objectives.

Vision: Providing affordable quality education to the students with knowledge and skills in their chosen stream, inculcating human values, identifying hidden talents, and providing opportunities to them in order to explore their full potential and thus to make them good human beings.

Priority: To enable the students to shoulder the responsibility of their financially backward family.

Thrust: To find out student's latent potential and qualities and deploy them in right area.

As, it has been clearly mentioned in the Vision, the college makes every effort to educate the downtrodden youth of the society. In keeping with the motto "Education, Research & Expansion", the mission of the College is to help students grow into better human beings with the ability to transform within. The College runs two faculties i.e. Arts and Commerce. Students can choose between them as per their interest. At the time of admission, the admission committee interviews the students in order to help them to find their interest area. Accordingly, the students are given admissions. The college is strongly committed towards the development of the youth. It also focuses on the preservation of the history and culture found in the nearby villages of Ralegaon town. Raveri is one of the oldest and holiest places very close to Ralegaon town. Just 2.5 km from Ralegaon, in this village there is a very ancient Hanuman Temple adjoining to it is a Sita temple, which was built in the time of Ramayan. The college did a commendable job of writing a report, made a video and elaborated the history of this unique place. In this task, local youth, citizens and experts from the respective field helped the college to rewrite the local history and reveal its historical importance to the world. The Dept. of History, scientifically searched and studied everything and made a beautiful video of this, which is available on the college website. The college also has conducted a special NSS camp in Raveri village.

Quality infrastructure for quality education - Although the college has very meager financial resources, it has plans to expand its infrastructural facilities with the changing time. Each and every stakeholder feels free to suggest the ideas for the development of the college. It is the promise of the college to empower the rural youth with quality education. To make this dream come true, each faculty member is working hard. The college has a spacious and well equipped ground with all gymnastic equipments. They are open for every youth of Ralegaon free of cost. Hundreds of students are benefitted from the college infrastructure and joined the services in private and public sector. Alumni association is making every effort to connect them so that they can give back to us in the form of their guidance to the present students and by donating their squirrel's share. The aim of this college is to enable the students to find their hidden talent and let them emerge. This can be achieved only through systematic education which college is providing.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

This college was started in 1990 with Arts and Commerce streams for the empowerment of rural youth of Ralegaon town and the nearby villages. Even today, it is the only college providing higher education in Commerce stream. The management has purchased 8 acres of land exclusively for the purpose of this college. Now the college is in transition period. The staff of the college is very enthusiastic and the leadership is proper, so the college is moving ahead. Climate change and global warming are the major issues of focus before this college. Therefore, the leadership of the college is rigorously working on the plantation of more trees in the campus. We have ample of water supply with two bore wells in the campus, which are further recharged with rainwater. The conservation of environment is our social responsibility, therefore, one can see the entire campus blooming with lavish greenery. The college is recognized and appreciated by the local level govt. and non-govt. organizations for its contribution to the local society. The college intends to provide rich environment with strong infrastructure and virtual teaching and learning for the students of future.

Concluding Remarks :

The college has resolved to update and upgrade everything exists presently. It can become the center of social transformation. There is enough scope to give back something to the society. The college is striving hard for achieving excellence in spite of its short comings and challenges. However, with the assessment and accreditation process, we hope to find the right path for our journey. We are well aware that this college has yet to make a big leap in the area of research and extension, developing the ample ICT facilities, and collaborating with other institutes of caliber. The college is proud of its alumnae for their placement in private and public sector. Thanks are due to the management and the NAAC for giving us the opportunity to improve ourselves and develop the overall campus of the college.