YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**VIDYABHARTI SHAIKSHANIK MANDALACHE AMARAVATI SANCHALIT, SANT MUKTABAI ARTS AND COMMERCE COLLEGE, MUKTAINAGAR. DIST. JALGAON. MAHARASHTRA**
• Name of the Head of the institution	**INDRASING DAGADU PATIL**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**02583234322**
• Mobile no	**8208991570**
• Registered e-mail	**smcmuk@gmail.com**
• Alternate e-mail	**idp72@yahoo.co.in**
• Address	**Aurangabad Indore Highway, Burhanpur Road, Muktainagar. Dist. Jalgaon**
• City/Town	**Muktainagar**
• State/UT	**Maharashtra**
• Pin Code	**425306**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**

• Location	**Rural**
• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**
• Name of the IQAC Coordinator	**Prof. L. B. Gayakawad**
• Phone No.	**02580232600**
• Alternate phone No.	**9765591079**
• Mobile	**9765591079**
• IQAC e-mail address	**prof.l.b.gayakawad@gmail.com**
• Alternate Email address	**skm.marathi@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://smcollege.in/storage/app/media/AQAR%202020-21/AQAR%202019-20%20SMCOLLEGE.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://smcollege.in/storage/app/media/AQAR%202020-21/ACADEMIC%20CALENDER%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**B+**	**2.71**	**2021**	**01/03/2021**	**28/02/2026**
Cycle 2	**B**	**2.87**	**2012**	**15/09/2012**	**14/09/2017**
Cycle 1	**B+**	**77.50**	**2006**	**02/02/2006**	**01/02/2011**

6.Date of Establishment of IQAC	**11/03/2019**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	<u>View File</u>
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

NATIONAL WEBINAR ON READING HABITS

WORKSHOP ON INTRODUCTION TO INTELLECTUAL PROPERTY RIGHTS AND PATENT PROCESSING

ONLINE LECTURE ON CAREER OPPERTUNITIES FOR STUDENTS IN RURAL FIELD

Online teaching during the covid 19 as per university norms was started

to conduct online teaching learnin with google classroom and youtube channels

The faculty promotion was done under the norms of the university

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

Plan of Action	Achievements/Outcomes
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil

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

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITTEE	12/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	01/07/2020

Extended Profile

1.Programme

1.1   08

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   874

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.2   **570**

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

File Description	Documents
Data Template	[View File]()

2.3   **190**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **12**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]()

3.2   **17**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	08

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	874

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	570

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	190

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	12

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	17

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	32
4.2 Total expenditure excluding salary during the year (INR in lakhs)	15121852
4.3 Total number of computers on campus for academic purposes	119

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution ensures an effective curriculum delivery through a well planned and documented process. The process is as follows: • The college is affiliated to the KBCNMU, Jalgaon. The university prepares academic calendar. Accordingly, adhering to the university academic calendar, the college also prepares its own academic calendar to plan and implement the curriculum effectively. • The Academic Calendar is brought to the notice of the teachers in the first meeting of the first academic session. • In the first departmental meeting, HoDs allocate the courses and the teaching workload. The teachers are instructed to prepare the lesson plans and adhere to it while execution. • The IQAC supervises the teaching learning activity. Feedbacks are taken on the performance of the teachers from the students and as and when the instructions are given to the teachers for better performance. The record is maintained in the academic diary. • The teachers use lecture method, practical method, participatory learning method, experiential learning method, student centric innovating teaching

and learning methods to make effective curriculum delivery. • Projects, home assignments, tutorials and field works are assigned to the students. • Computer laboratory, language laboratory, Laptop, internet facility, audio-visual aids, Wi-Fi, LCD projector, Library updated facility, and e-journals are provided to the faculty to use more ICT in teaching -Learning. • Group discussions, seminars, surprise tests are conducted to assess the comprehension of learners. • The performance of the students is discussed and they are guided for the improvement. The performance is also tracked to ensure the effectiveness of the curriculum delivery. This results into the good academic performance and strengthening of hard skills. • To make learning more effective, at the beginning of the academic year, the bridge courses are conducted for the first year students so that the gap between the previous and current knowledge should be bridged. • Field visits and study tours are organized to enhance the experiential learning experience. • E-content is developed for the creation and transfer of knowledge. • Slow and advanced learners are identified on the basis of marks in the subject knowledge test and the previous examination. • Slow learners are coached through bridge courses, remedial classes and extra coaching classes • The advanced learners are counseled to be prepared for the competitive examinations. They are motivated by giving the books by the faculty members and additional books from the departmental as well as the central library. • Advance learners are guided to participate in the activities like research projects in Avishkar, Yuvarang, Commerce Quiz Competitions and other competitions at University level. • Teachers participate in the workshops related to the curriculum development and the innovative teaching methodology. • Teachers are deputed to attend the orientation, refresher and short term courses for innovative approach in teaching and learning experience. • The Principal, the HoDs and the IQAC monitor the planning and execution for the effective curriculum delivery.

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

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

- • Our college Adheres to the Academic Calendar for the conduct

of CIE.

- The university sends an academic calendar every year to the college.
- The college prepares the academic calendar in line with the university academic calendar.
- The teaching-learning schedule of every academic year and continuous internal evaluation is included in academic calendar.
- The activities like field work, research work, study tours, guest lecturers, seminars, group discussion, NSS programs, community services, etc are discussed in the academic calendar to be finalized and included in the academic calendar and implemented.
- The Principal of the college addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination related activities.
- The Principal of the college regularly conducts meetings of various committees in the college to ensure the better functioning of the academic and examination related activities.
- The schedule of the Central Assessment Program (CAP) of the First Year B.A, B.Com & Environmental Studies subjects is at the college level which is also mentioned in the academic calendar.
- The departmental activities and plans are declared with the conduction of the departmental meetings.
- The lesson plans are prepared by the teachers to cooperate with the academic activities.
- The teachers are instructed to moderate teaching with the help of ICT technique.
- The guest lecture, conferences, workshop, etc are conducted.
- The alumni meet and the parent meet are arranged as per the schedule. The cultural as well as the social programs are conducted.
- The review of the syllabus is taken regularly in the department meetings.
- The assessment of the internal examination, home assignment, seminar performance and behavioral aspects are calculated by the subject teacher.

The results of the internal examination are prepared and displayed on the notice board. The deviation if any, comes in the academic calendar, it is brought to the notice of the stakeholders.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://smcollege.in/storage/app/media/1-2020-21%20uploading/CRI%201/ACADEMIC%20CALENDER%20AND%20SYLLABUS%20DISTRIBUTION.pdf

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

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

1.2 - Academic Flexibility

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

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

5

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

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

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

10

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

174

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

1.3 - Curriculum Enrichment

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

Institute imparts the knowledge of Arts and Commerce faculties. Through courses of BA English, Marathi, Hindi, Geography, History, Public Administration, Pol. Science, Economics, BCA, B.Com, M.Com, MA Economics, human values, gender, environment, sustainability issues and professional ethics are integrated into the curriculum. Environmental Studies course is compulsory for First Year Level.

Besides these, Certificate courses in "Introduction to the Indian Constitution" has been introduced to inculcate the human values, "Bhashantar Kaushalye" inculcates professional ethics of translations, "Introductions and Application of Banking Systems" inculcate professional values of banking system and "Tally with GST" inculcates professional ethics and taxation.

Along with curriculum, cross cutting issues are promoted as follows:

Environmental and Sustainability:

The College Promotes environmental awareness through tree plantation and preservation, rain water harvesting, blood donation, village cleanliness, plastic-free drives, etc.

NSS volunteers have labored for 927 hours under the scheme of "Swachha Bharat Hundred Hours Summer Internship Program". The college has been awarded with Second Prize in "Swachhata Dindi Competition" conducted by the Muktai Varkari Sansthan, Muktainagar. College observes 'No Vehicle Day' Initiatives are taken in e-waste, solid waste, and liquid waste management. College has installed 15 KW solar power plant, and LED bulbs to save energy and minimize environmental pollution. Green audit and gender audit are done.

Gender Sensitivity:

Various workshops, seminars, guest lectures on gender sensitivity are organized. Girls are participated in extra-curricular activities like Annual Social Gathering, Yuvati Sabha Programs, University Activities, Sports Activities & the University Level Cultural program called "Yuvarang".

Girls are doubled in NSS unit of the college. They take part in the outdoor activities of NSS, Sports, etc. Girls are enthusiastic in taking participation with boy students in the special winter camp of NSS in the adopted village in the activities like Cleanliness Campaign, Literacy Campaign, Tree Plantations, Soil Water Conservation, etc. Inauguration of the NSS Camp has been purposely done by the auspicious hands of the girls from the minority classes. Girls are given special training in Yoga, Judo Karate, Vipashana, etc. Various programs are conducted to develop the personalities of the girls. Legal advisor, doctors, the psychologists, Vipashana Teachers, etc are invited to guide the girls. Programs on Women Empowerment, Beti Bachao Beti Padhao, Stri Mukti Movement, have been organized in the college. Girls are nominated in the students council. Therefore there are no differences among girls and boys. We have formed an internal complaint committee to solve the problems related with the girls if any. Woman Empowerment Committee is working for the activities of the girls. CCTV cameras have been set for the safety of the girls. Vending machine is available in the college.

Professional Ethics and Human Values:

Various activities such as national heroes' anniversaries, Yoga Day, Vipashyna and Meditation Workshops, Blood Donation Camp, Animal Health Check-up Camp, Varakari Sampraday Swachhta Dindi,etc. are organized through NSS, Student Welfare Cell, Earn and Learn Scheme and Campus Development committee for human values.

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

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

0

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://smcollege.in/feedbackreport
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://smcollege.in/feedbackreport

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

874

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

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

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

768

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- **Rules regarding admissions and choice of subjects are mentioned in the prospectus of the college.**
- **The admission committee helps students to make choice of the subjects and admits them on the basis of the previous qualified examination.**
- **Initially, the welcome function is organized to build a close relation, communication, confidence and competence between the students to learn healthily with the facilities provided.**
- **The learning level of slow learners and advanced learners is identified on the basis of the performance in the Subject Knowledge Test and the previous examination marks.**
- **The students getting 60% marks and above them are treated as the advanced learners and below 60% as the slow learners.**
- **The performance of students in various activities is considered for the advanced learners.**
- **The bridge course is conducted to fulfill the previous academic gap.**
- **If a student doesn't cope with the subjects or faculty, he or she is counseled first by the admission committee and then allowed to change the subject or faculty.**
- **Remedial and extra coaching classes are conducted to acquire**

the excellence in the regular subjects.

- Practice tests are conducted to improve the performance of the students in the internal and external examinations.
- Question and answer/problem solving sessions are conducted on the topic taught in the class.
- The topics are repeated and one to one teaching is done for the slow learners and are counseled orally by the faculty.
- Study materials, magazines, reference books, internet facility and books from the departments are provided to the students.
- The students are counseled to study and to complete home assignments.
- The students of English subject are guided to practice vocabulary and sentence-elements to prepare small paragraphs to avoid the method of recitation.
- Advanced learners are motivated to utilize the library, to read reference books, journals, periodicals, news papers, to use internet, to solve additional problems in syllabus and question papers including personal guidance for the next advancement and the competitive examinations.
- Students are motivated to participate and present research papers in the conferences organized by the college and in project/poster presentation competition "Avishkar" at university level.
- Students are sent to participate in the intercollegiate university level competitions like essay competitions, quiz competitions, elocutions and debate competitions. They have won the prizes in these competitions.
- Students have presented themselves in utilizing ICT tools and software.
- Guest and alumni lectures, class room seminars and study tours/field visits are organized for the advancement.
- The social gathering is celebrated every year.
- Language Lab is utilized to build communication skills.
- The computing skills are practiced by the computer lab.
- The teachers have sometimes given prizes to the students for the performances they have shown in the activities.
- The names of the students are published on the college notice board, merit board, in the annual magazine, PRATIBHA and the news paper.

File Description	Documents
Paste link for additional information	https://www.youtube.com/c/EnglishLiteratureWeb-LBGayakawad
Upload any additional information	View File

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

Number of Students	Number of Teachers
874	19

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our teaching learning process is students centric by sustaining continuous efforts. Along with the conventional lecture method, we have adopted experimental, participative and problem solving methodologies to inculcate critical thinking, creativity and scientific temper among our students.

- **Experimental Learning:**

- Our teachers have implemented the experimental learning through laboratory experiments, Internships, Field Visits, Nature Visits,Visit to Historical Places, Environmental Field Projects, Surveys, and Student-Research-Projects.

- This experimental technique has developed creativity, sense of precision, logical and critical ability among students.
- The election awareness program through electoral literacy club and the voter awareness forum has been carried out by the Department of Political Science to have the experience of performing election process.
- In the Language lab, students are given the experiments on communication skill.
- Communication skill is also practiced from the students in the class.
- BCA students perform practicals on developing websites and

applications using programming languages.

- **Participative Learning:**

- The purpose of classroom teaching is to clear the learning concept, to build social skills and follow strategies to help students succeed.
- Students have delivered seminars on the topics taught in the classes.
- Our students have delivered lectures to the school students and adopted the ability of teaching.
- Quiz contest is organized every year on the subjects related and current affairs.
- Group discussions are conducted on the topic taught.
- The students have participated in the essay and spontaneous-elocution competitions.
- Eminent guest lecturers and alumni are invited to deliver lectures.
- Video lectures/films based on syllabus are shown to students.
- Study material, notices, assignments are provided to students through mobile app.
- Software is used in the language lab to improve the communication skill.
- Career oriented and add-on certificate courses are conducted to fill up the academic gap.
- LSWR skills of the students are improved by the Certificate Course in English.
- Students have published wallpapers.
- Bridge courses, subject knowledge test, remedial and extra coaching classes are conducted.
- Anniversaries of National Heroes are celebrated by students to learn their works and build patriotism.

- **Problem Solving Methodologies:**

- The practice/unit tests, the assignments and question answer sessions are conducted to test problem solving ability of students.
- For the Commerce students the problems in accounting are solved and the home assignments are given on the topics taught.
- The difficulties of students (oral feedback) are solved after teaching the topics to increase participation.
- Computer languages such as C, C+, Java and Linux are used by the BCA students to prepare and run programs with the

process of identification of problem, collection and analysis of data and evolving multiple solutions to the problem.

- The research posters/projects in the university level 'Avishkar' competition are presented by the students to show solutions on global issues.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/channel/UCbKgxYd7A Ia8XL56rkmWKvw

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

For the effective teaching learning process teachers go through the google classroom, youtube channels, whats app group, qr code, google forms and the notes are dostributed amont the students through the groups.

Google classrooms are used to manage classes.

Youtube channels are used to probvide the online lecture videos to the students.

Google forms and testmoz are used to take online internal examination of the students.

Practicle exams are organised through Zoom meeting platform.

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

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

2.3.3.1 - Number of mentors

18

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

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

09

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

17

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

2.5 - Evaluation Process and Reforms

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

- **The mechanism of internal assessment is transparent and robust in frequency and variety. The internal examinations are conducted as per the academic calendar. The academic calendar is brought to the notice of all teachers in the beginning of semester.**
- **The internal assessment is based on unit test, attendance and performance of students in various co-curricular activities.**
- **The examination coordinator prepares the timetable of internal examination and displays on the notice board.**
- **The teachers concerned announce the scheduled and the syllabus for internal examination in classes.**
- **All the teachers prepare concerned subjects question papers and submit a set of question papers through Head of Department to the examination coordinator. The question papers for the internal examination are prepared as per the guidelines of the University.**
- **The examination is conducted on a common schedule and supervised by the teachers.**
- **Mobile phone in the examination hall is strictly prohibited**
- **The marks are displayed on the notice board and answer sheets are shown to students on demand.**

- **The teacher discusses his opinion on the progress of the students in the class and corrects their mistakes persuading them towards coming examinations.**
- **If there are students' grievances of internal marks are solved by the Teacher, HoDs, Coordinator and the Principal. In case there is a change in the marks of the students the new marks are considered as final.**

- **Retest is conducted for the students who are absent due to their genuine reasons.**
- **The internal examination marks are uploaded on the university website and certified copies are sent to the university.**
- **The assessment of external examination of first year classes is held at college level at the time of the university examinations.**
- **The internal assessment of practical/projects is based on performance in experimental work, project report and viva-voce.**
- **The proper rules and suggestions regarding the examinations are available in the syllabus of university.**
- **Every semester has an examination at the end and there are two semesters in annual year.**
- **There is the university portal link on which all the examination guidelines are provided by the respective university.**
- **Parents-Meet is organized by the college every year and the problems of students regarding marks, behavior, attendance and general discipline are discussed in the meeting and good academic environment is observed.**

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

- **The mechanism to deal with examination is transparent, time bound and effective.**
- **The examination related problems are solved at first by the subject teacher, the HoDs, the examination coordinator and finally the Principal.**
- **The evaluation of the internal assessment is done sincerely and precisely by all the teachers.**
- **Marks of the internal tests and assignments are displayed on the notice board and shown in classes.**
- **If there is any grievance in marks, answer sheets are shown to the students and reassessment is done before students to peruse facts.**
- **Re-Internal test is conducted for the absent students due to genuine reason.**

- The marks of internal examination are uploaded on university website and checked and rechecked by the subject teacher and the examination coordinator.
- The external examination schedule is declared by the university well in advance for the notice of the students.
- Students fill up the examination forms along with subjects of choice and the forms filled up are checked.
- The total forms filled up by the students are displayed on the e-suvidha portal and conveyed to the university for the final purpose of examination.
- Hall tickets are generated and made available on the e-suvidha account of students.
- Before the start of examination, mistakes in the names of students, subjects of choice in the hall ticket, etc if any are conveyed to the university and solved out.
- The Internal Squad is appointed to prevent malpractices in the examination hall during examinations.
- Students can put their examination related queries through the suggestion boxes kept in the college
- After declaration of the results by the University, if students have any grievance with reference to evaluation, they can apply for the verification of marks within 15 days. Students can apply for the photocopy of the assessed answer-book also.
- In case of any doubt in marks, the student can apply for revaluation on the basis of the photocopy within the stipulated period.
- Students have the facility to challenge the result on their own accord on the e-suvidha portal of university.
- If a student is found in unfair means in the university examination, the case is sent officially to the university.
- The student has been given opportunity to present himself before the grievance committee of the university.
- The student is conveyed about the result in due course of time.
- There is a provision of the scribe and 30 minutes extra-time for the disabled students as per the guidelines of the university.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://nmuj.digitaluniversity.ac/PreExamv2_ExamformSubmission_PpAmAtWise.aspx

2.6 - Student Performance and Learning Outcomes

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

- **The syllabus of the programs is prescribed by the university with the aims and objectives of the subjects.**
- **To prepare the programme outcomes, programme specific outcomes and course outcomes, the IQAC conducts a meeting with the faculty.**
- **In the meeting the brain storming session was conducted and they were instructed to prepare the outcomes.**
- **The college has accepted the objectives of university for the syllabus of every subject and followed them to form the course outcomes with modification considering the POs and PSOs to prepare the course objectives.**
- **The course outcomes, programs outcomes and program specific outcomes are communicated to all the teachers and students through the Departmental Libraries, Notice Boards, Computer Lab and Language Lab. They are available in the syllabus file in the central library also. They are displayed on the college website. The subject teacher brings the COs to the notice of his students on the first day of teaching in the class. The students are provided with the copies of the course outcomes also.**

The programme outcomes and programme specific outcomes are displayed on the notice board and HoDs cabin. These outcomes prove very fruitful to the students. They increase the theoretical knowledge and communication skills of the subject and the application of the subject among them. They develop the effective work-capacity and learning curiosity. They are aware of the environment and its sustainability. They stress on critical thinking, social interaction, effective citizenship and ethics perusing the basic knowledge of the subject.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

- The Course Outcomes, Program Outcomes and Program Specific Outcomes are discussed with the students following the objectives of the curriculum.
- The evaluation of outcomes enhances the academic process.
- This method brings transparency, scalability and objectivity into the mechanism.
- The HoDs are instructed by the Principal to evaluate the attainments after the university result.
- University-examination-result is the outcome of the syllabus implemented by the teachers.
- The university result is treated as the tool for the direct attainment of COs, POs and PSOs.
- The unit tests and internal examinations are conducted to utilize and prove the attainment of the course outcomes.
- The attainment of COs, POs and PSOs is measured directly on the basis of subject-wise results of final year of UG and PG
- Critical Thinking: Students have participated and presented research paper in the conference organized in the college. They have participated in the university level research project competition "Avishkar" every year. Students have completed the biodiversity surveys in the adopted village. Community services, field visits, industrial visits and study tours have developed their critical thinking approach. Girl students have participated and secured first prize in state level Rangoli competition.
- Effective Communication: It is achieved by conducting seminars and eloquence competitions. Career Oriented Course and the use of language lab show proficiency in Listening, Speaking, Writing and Reading. It is presented through community programs also.
- Social Interaction: The students have participated in the Social programs such as Varkari Dindi, Bharat Summer Internship Program, Swacchata Abhiyan, Blood and Organ Donation awareness, Teaching in Primary Schools, awareness about Digital Literacy, Water and Soil Conservation Project and Superstition Irradiation.
- Effective Citizenship: Our students have participated in Voters Awareness Campaign through Voters Literacy Club, celebration of National Voter Day and International Voter Day by taking oath of impartial voting. Students are participated in Independence Day, Republic day and Shourya Din, anniversaries of National Heroes and NSS rallies.
- Ethics: It has been developed through regular counseling, general discipline, social gathering, fresher function, teacher's day, yoga day, meditation, vipashyana and guest

lectures.

- **Environment and Sustainability:** It has been developed through field visits, nature visits, educational cum historical tours, tree plantation and preservation, soil and water conservation, construction of soil plug in adopted village at Karki, cleanliness campaign.

- **Self-Directed and Life-long Learning:** It has been achieved through the research papers of students in the conferences and the university level research competitions "Avishkar" and "Youth Festival" Yuvarang. Students organize freshers function and teacher's day and participate in debate/elocution and essay competition. Students do higher education in M.A, M.Com, M.C.A, MBA, Ph. D, etc. They have also passed NET, SET and Public Service Examination.

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

2.6.3 - Pass percentage of Students during the year

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

190

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://smcollege.in/feedback

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

0

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

3.2 - Innovation Ecosystem

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

Innovations and Incubation:

We motivate students for starting businesses as job creators rather than job seekers. The faculty stress on making them business oriented. Guest lecture of bankers, tax consultant, beautician, etc have been organized to inculcate entrepreneurship. They have been guided on the manner of teaching. They have started their individual activities, such as Income Tax Consultant, Advocates and coaching classes. This motivation has made them strong to get their services individually.

Creation and Transparence of Knowledge:

College has constituted IQAC and Research Committee with a prior initiative to increase the research activities of students and faculties. Motivation of the committee under the guidance of the Principal has increased the number of projects, research papers, the student research activities in the college. Committee suggests the improvements in the projects and the research activities by teachers and students. Committee guides the newly appointed teachers to prepare their research papers on the prescribed topics. In the monthly meeting the discussion on the conduction of workshop, seminar is followed under the guidance of the Principal with the assistance of the research committee. Under the guidance of the Principal the committee motivates the young staff to pursue the degrees of M. Phil, Ph.D, refresher and orientation courses and the related research activities.

Teachers have completed the minor research projects funded by UGC. Our faculty has written 20 textual books and also creative

books. We have 08 recognized Ph.D guides.

Faculty of English Department has attended, presented research paper and chaired session in the International conference at Thailand. Students participate in the University Level paper-presentation competition, "Avishkar". Girl student received the State Level Award in 'rangoli' competition. Workshop on hand writing has been organized to impart skills in hand writing. Faculty has delivered lectures on various topics at other colleges.

Faculty has been using ICT tools with traditional lecture method such as google classroom, ppt presentation, video lectures, etc. College has a language lab having Ace-net and other free Software to enhance communicative abilities of students. The computer lab with high speed internet connection and the smart board are available.

Faculty has designed syllabi for the certificate courses as per university guidelines. 05 Certificate courses and 34 add-on courses are being run. The regular classes on general knowledge, alumni lectures, and placement activities have been conducted. In the central Library number there are 5549 titles with 15640 volumes and 57 journals in hard copies and 52 rare books, e- books and five computers with internet facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcollege.in/gallery/use-ict-various-departments

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

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

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

03

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

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

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

8

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

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

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

3

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

3.4 - Extension Activities

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

Our college has stressed on producing ideal students contributing to Nation Building which is impossible without the social awareness given to students. So the Principal encourages the faculty and students to participate and implement programs which contribute to social awareness. NSS Unit, Yuvati Sabha Cell and Student Welfare Cell conduct these activities.

Concerned departments and cells sensitize students towards social issues through their various activities. The main purpose of programs is to see the welfare of society. Lectures of eminent personalities are conducted on social issues to ensure holistic development of students.

NSS unit earnestly challenges students to inculcate national integration in the neighborhood society. Every year a village is selected in the vicinity and college organizes a seven days residential camp and organizes cleanliness campaign, village survey, awareness of soil and water conservation, organ donation, cash-less society, disaster-management, caste-less India, eradication of superstition, save energy, social health program, anti open deification, competitive examinations, laws awareness, stri bhrun hatya, tree plantation, etc. During last five years, we have organized camps in Karki and Ramgarh, a tribal village.

NSS unit built the "Vanrai Bandhara" in the area of Karki for water conservation for two years continuously in the special winter camp. The Bandhara has been useful to farmers due to the increase of water level. The cleanliness campaign carried out in the village has provided an aid to the health of the

community. Students worked for the health checking camp of the cattle to uplift their health and this has been the subject of discussion in the community. Students have messaged of the National Integration through "Campus Cleanliness, Prohibition of Dowry, Prohibition of Alcohol, Save Girl Child, Environmental Awareness Programms, Beti Bachao- Beti Padhao rally", etc. for social awareness.

In Ramgarh, students performed street plays to prohibit against permanent addiction of alcohol. They made awareness of education, cleanliness, health, voter rights, government schemes, etc.

The impact is seen that the villages have got new green coverage, increased groundwater level, clean roads, and surroundings and villagers adopted the importance of rainwater harvesting, water conservation, cash-less culture and women emancipation. The camps and awareness programs developed their understanding of various social issues.

College also conducted cleanliness campaign throughout slum areas, bus stand area, Gram Panchayat, and Maha-Shramdan & tree plantation program through forest department of Muktainagar. College has planted and preserved trees to green college campus. Students participated in "Swachhata Dindi" organized by Sant Muktabai Sansthan and secured second prize in 2018-19. Students Faculty and students/staff donated in the form of money, food grains and cloths to flood affected people to hold thread of humanity. Students actively participated in Jal-Sanjivani Camp by the university. A student of ours is a brand ambassador for voter awareness camp.

These activities inculcated the understanding of real-life problems, the dignity of labor, and boosted students up in developing team spirit and self-confidence. We also sensitized students to various social issues and social responsibilities, which helped them in their holistic development as responsible citizens with moral values.

File Description	Documents
Paste link for additional information	https://smcollege.in/gallery/neighberhood-community-engagement
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

257

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

3.5 - Collaboration

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

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

02

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	[View File](#)
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Land and Building of the College:

- The college is located on Aurangabad - Indore Highway in Muktainagar. Muktainagar is situated on the bank of the Purna river. It has the Hemadpanthi culture and Varkari Sampraday. It is a rural-farming Tehsil place.
- The total land of the college campus is 6.75 acres surrounded by the compound walls. The old campus is 2.25 acres and the new campus is 4.50 acres. The total built up area is 7134.69 Sq. m.
- The administration is run in the main building on the ground floor and the departments of Commerce, English, Marathi, Economics and Political Science as the special subjects and Hindi, Geography and History as the general subjects on the first floor and M.A-M.Com & BCA on the second floor are run.
- The Main Library, Yoga - Hall, N.S.S Office, Student Development Cell, Competitive-Examination Cell, Yuvati Sabha Cell and Counseling Cell are available on the ground floor.
- We have the Store Room, Common Room with Ladies-Wash-Room, English Language Lab of Acenet 5.1 Software with 11 computers and LAN facility.
- The Principal Office is attached with the Central Office, the Meeting Hall and the Sanitary Facilities.
- There are the facilities like the IQAC Room, Examination Room, Examination-Store-Room, Reprography, Custody Room, Central Library, Reading Room, Wi-Fi Facility, 21 Classrooms with ICT Facility, LCD Projectors, Computer Lab of Thirty Computers with LAN Facility of Internet Speed of 25 Mbps, Drinking Water, Ramp, Notice Boards, Suggestion Box, Fully Secured CCTV Cameras, Generator Room, Watchman Room, Washrooms, Canteen, Parking Area, Campus with Eighty-Trees, Growing Bougainvillea outside campus, Seminar Hall of 192 Chairs with audio visual system, Additional Seminar Hall, Ladies Washroom, 03 Stock Rooms, Water Tank, R.O Water Purifier, Water Cooler, 15 KW Solar roof top system and Guest House in the main building.

- We have one Smart Boards for interactive teaching-learning in the BCA department.
- Laptops are provided as per the need of the stakeholders.

- Guidance on Placement is available.
- Library is computerized with SOUL 2.0 software with e-journals.
- Separate Cabins for the Staff have been provided.
- There is a sick room for students' health problem.
- There is a girls' common room with attached Toilet-Facility.
- There is a boys' common room for utilizing their leisure time.
- Light-Facility is available on the play – ground.
- Fire extinguishers are available in the campus of building.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://smcollege.in/gallery/infrastructure

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

There exclusive facilities for the indoor and outdoor games, gymnasium and yoga are as follows.

Outdoor Games:

Sr.No. Out-Door Games Size in Meter Available Ground 1 Kabaddi 13.00 × 10.00 01 2 Kho-Kho 27.00 × 16.00 01 3 Volley-Ball 18.00 × 9.00 01 4 Cricket 20.12 x 2.64 01 5 Ball-Badminton 24.00 x 12.00 01 6 Basket Ball 28.00 x 15.00 In Progress 7 Atheletics 200 Meter Running Track 91.56 x 53.38 01 8 Long-Jump 8.00 x 3.50 01 9 High-Jump 8.00 x 3.50 01 10 Pole-Volt 2.50 x 2.14 01

- Cross country games are organized as per the norms of the university.
- Cricket and various games are made available to the students.
- Students utilize the ground to practice outdoor games. The ground is also allowed for the outside players to play and practice.
- Indoor games are practiced regularly.

Indoor Games:

Sr.No. In-Door Games Size in Meter Available Ground 1 Chess 15.00

x 10.00 = 150 Sq.Meter Hall 2 Table - Tennis 15.00 x 10.00 = 150 Sq.Meter Hall 3 Yoga 15.00 x 10.00 = 150 Sq.Meter Hall 4 Boxing 15.00 x 10.00 = 150 Sq.Meter Hall 5 Karate 15.00 x 10.00 = 150 Sq.Meter Hall 6 Weight Lifting 15.00 x 10.00 = 150 Sq.Meter Hall 7 Badminton 36.50 x 26.00 = 949 Sq.Meter Two Badminton Wooden Courts 8 Gym Hall 10 x 15 01

Gym Facility/ Health Centre:

- Multi-Station Gym facility has been started in 2010. It includes sit up bench, personal training bench, massager, chromo dumbbells, plates, aerobic step, treadmill, press bench, weight-lifting unit, double bar, dip stand, skipping road, up-right bike, and fitness machine.
- Gym activities are practiced in morning and evening by college students and outside participants under the Director of Physical Education and a trainer is hired.

Sports Meet:

University Level Inter-Collegiate Cross Country Tournaments are organized. Badminton, Ball Badminton and Chess are also conducted.

Yoga-Facility:

- Yoga Hall of 30 ft. x 40 ft. is available.
- Yoga Day is celebrated enthusiastically.
- Yoga trainer is invited to train girls.

Cultural Programs:

- We have a well equipped Conference Hall (15.88 meter x 9.44 meter) of 192 seats with Audio Visual Aids, the LCD Projector, Laptop, Photo Camera and Video Camera for recording. Seminars, Conferences and Workshops and cultural programs are organized there. The competitions of students like elocution, singing, poetry-reading and students' programmes, welcome-function; anniversaries of the national heroes, etc. are organized.

- Communal harmony is practiced through cultural programs like singing, dancing, mimicry, solo music and group activities. The students have performed "Dindi – Sohala" with Muktainagar Varkari Sampraday in the memory of the Saints like Muktabai, Dnyaneshwara and Changdeva.

- **The balance of new and old values has been attempted through the Ballad-Singing Programme under student welfare department.**
- **The teacher interested has been assigned the responsibility of the cultural programs. He trains students in Tabla, Dholki, Dhol and Harmonium. He also invites the musical teacher. The selected students are sent to the University for the Participation of "Yuvarang".**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcollege.in/gallery/infrastructure

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

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcollege.in/gallery/use-ict-various-departments
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

15,107,795

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Central Library:

- **We have a central library which has the size of 9.44 m. x 12.66 m. The reading room has the size of 19.10 m. x 6.50 m. including the librarian office. The library is naturally airy and full of sun light. It has a number of fans, tube lights, cupboards and computers with the separate reading rooms for students and the staff.**
- **The timing of reading room is from 08:00 am to 05:00 pm.**
- **There are total books with 5549 titles, 15,640 volumes, and 57 journals in hard copies and 52 rare books. Old question papers of examinations are also available there.**
- **There are the facilities like issue-return counter, stack room, reading room, e-journals, e-books, internet, OPAC, etc.**
- **The Library is partially automated with SOUL Software Version 2.0 (2012) since 2007.**
- **OPAC is used to search for titles, authors, publications, locations, cataloguing, etc.**
- **Books are made available to the alumni and outsiders through faculty for competitive examination and for NET, SET and Ph.D.**
- **The library does have the sections for the reference books, text books, dictionaries, encyclopedia, magazines and newspapers. There is a separate periodical section for Journals and Magazines. New arrivals are displayed on the Notice Board. A book bank facility is available.**
- **Five PCs are available for the stake holders to enjoy the access of e-resources and internet with the facility of headphones and internal connectivity.**
- **We have a reprography facility for the study material of the students.**

- The Dewey Decimal Classification System has been provided.
- Wi-Fi access is there in the library. INFLIB-NET and N-LIST facilities are available for searching e-resources and e-books.

There is a Library Advisory Committee headed by the Principal to monitor and decide the policies regarding the budget allocation, books purchasing, the library services and infrastructural needs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

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

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

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

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

53897

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

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

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

06

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

- Internet is a vital source of knowledge. The college updates its IT facilities as and when required. Every Department, Library, Principal Cabin and the Office have the latest computing and IT facilities as follows :
- Computers with the latest configurations and software are added regularly to ensure the effective implementation of Teaching and Learning and the efficient Administrative work. Previously the XP operating system was being used. Now we use the Windows 7 system as the updated version for all the PCs. The RAM configuration has been increased from 2GB to 4 GB with i3 Processor. We utilize the latest Windows 10 version on laptop for the university online examination purpose.
- The Wi-Fi facility is active in our campus since 2009-10 till the date with increasing bandwidth.
- The computer lab and the central library are connected with the internet access.
- The SOUL software has been installed in the Central Library since 2007. The Institution Access to e-books & e-journals is provided to the students and staff by the central library through the membership to INFLIBNET – NLIST.
- There is LAN in the computer lab to use printer, scanner and internet. The Seminar Hall is Wi-Fi enabled with the projector and screen. The Seminar hall is also used for the PPT presentation and video conferencing.
- We have 25 MBPS internet bandwidth.
- The laptops and LCD projectors are used.
- There is an online procedure for admission, and examination through university portal e- suvidha and scholarship process through Maha-DBT portal of Government of Maharashtra.

- **The whole campus is under the CCTV surveillance. The photos of the activities are uploaded on the Web-site and facebook-page of the college. 11 computers are available with internet connection and licensed software in the language lab.**
- **6 KVA UPS is available with 12 batteries backup for the Principal Cabin, IQAC room, college office and Library to support the online process. One power generator of 25 KVA is available in the campus.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

144983

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

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

- **The college has constituted the committees for the procedural maintenance regarding physical, academic and the support facilities like laboratory, library, sports complex, computers and classrooms. The committees are headed by the Principal to monitor and supervise the heads & coordinators of the committees.**

Academic Monitoring :

The academic monitoring is done by the IQAC. Initially the academic year, the time table committee allots the schedule of classes and laboratories. The heads of the departments channelize all the academic works with the maintenance of duties, checking lesson plans, monitoring of lectures, reviews on the completion of syllabus, holding departmental meetings, maintaining academic dairies and roll calls and conduction of the internal examinations. The teachers work out on the activities like research, workshops and conferences, field works, remedial and extra coaching classes, internal examinations, local seminars, elocution competition, essay writing competition, subject knowledge test, bridge courses, practice tests, guest lectures, educational trips and educational cum research project nature visit, etc.

Supporting Units:

The above established systems and procedures are supported with the maintenance of NSS, Yuvati Sabha, Student Welfare, Cultural Committee and the Physical Director. The language and BCA labs are successfully handled by the incharge.

Campus Development Committee:

- The Campus Development Committee maintains and supervises all the works such as the cleanliness of the upper and lower sections of the buildings with the classrooms, passages, floors, laboratories, library, staff rooms, hostel and canteen etc.
- The NSS unit helps the CDC in the "Swacchata Abhiyan."
- The social commitment is observed among the students.
- Trees are cared and preserved every year. Plants are watered and given fertilizers by the committee.
- The sweepers also maintain the cleanliness. The tube-wells are looked after by the committee.
- The beautification of the college is done by the students of Earn and Learn scheme also.

Maintenance and Utilization of Sports Facilities:

- The schedules of the inter college, inter group and inter-university tournaments and practices are informed to the students through notices and the students are called for practice by the Director of Physical Education.
- The sports equipments are issued to the students and recorded in the register.
- The selected students are deputed for the university tournaments.
- T.A-D.A and sports kits are provided to the students for the tournaments by the college.
- Indoor games like Chess, Table Tennis, Yoga, Boxing, Karate, Weight Lifting and Badminton are practiced and the register is maintained.
- The sports ground is leveled and maintained as and when required.
- Recently the football ground has been prepared for the sports with the funds received from the District Sports Office (DSO), Jalgaon.

Gym Facility:

- Gym facility is available.
- An entry register is maintained and identity cards are made compulsory.
- The outside participants are also allowed to use the gym at minimal charges.
- The Gym instruments are maintained regularly.

Utilization and Maintenance of Library:

- There is a permanent well experienced Librarian to monitor the formalities of the library regularly.
- We have a central library.
- There are the separate reading rooms for girls, boys and the staff.
- The wooden racks have been made available in the reading hall to display and place rare books, journals and magazines for the information of the students.
- Tables and chairs separately have been set for the sitting arrangement of students and teachers.
- There is a separate section for reprography which is carried by the library attendant and he maintains a record of the activities.
- The books are issued by the students from the issuing counter to read in the reading halls provided to them. The books are returned in the evening on the time of the departure of the students.
- The property counters are available for placing the bags of students.
- News papers are placed on the stands available in the middle section of the library.
- Students' activities are served through the systems of Book Issuing Counter, Internet, and SOUL – 2.0 (Software), N-LIST, Reference Section and Books Racks.
- Book issuing is followed with barcode system.
- There are 50 cupboards of various books titled.
- There are the separate sections for the subjects like Marathi, English, Hindi, Economics, Political Science, Commerce, History, Geography, Public Administration, General Knowledge, Encyclopedia, Religious and social books, Science, Environmental Science, Library Science, Physical Education, etc.
- We have a special cupboard of Bound Volumes of Journals and Magazines.
- 35 CDs are available for the educational purpose to be used by the teachers and students.
- The e-journals are accessed through the N-LIST system.

- Procedure of Security :

A watchman is appointed in our college. He maintains a register of daily visitors. The college has provided him a residential facility. 28 CCTV cameras are set which are in working condition. The watchman frequently takes rounds in the campus at night.

- Maintenance on Building, Electricity, Hardware and Computer

Laboratories :

The duty of electrical-maintaince is assigned to a permanent peon being interested and having the ITI electrician qualification. He maintains the RO, Generator, Solar System, Xerox Machine, ACs and UPS. He looks after to get repaired the hardware, computers, printers, scanners, UPS, batteries, switches, etc. A technician, plumber, car-painter, electrician and cleaner from outside are also called as and when required. Annual maintenance contract is made with the following agencies:

Name

Maintainance

1

Computer Beam, Jalgaon

Computer Repairing

2

BSNL, Jalgaon

Internet and Telephone Services

3

Techno Soft Solution, Bhusawal

Software Updation

4

Manoj CCTV Setup Services, Muktainagar

CCTV Services

5

Scud Communication Pvt. Ltd, Muktainagar

Skynet Internet Services

6

Gajendra Mistary, Muktainagar

Carpenter

7

Hafiz Khan, Muktainagar

Electric Instrument Repair

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcollege.in/gallery/e-content

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

424

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

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

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

00

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

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

File Description	Documents
Link to Institutional website	https://smcollege.in/gallery/ICHEAROIGE2020
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

440

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

440

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

02

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

74

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

As per the university act, the college constitutes the active students Council in academic year as per the university guidelines in which students are represented on various committees to offer rights to solve their problems.

The Arts and Commerce Circles imparts knowledge about various arts-types to boost up artistic likings in students is the main purpose of these circles. The cultural representative cares various students' activities under the guidance of the circle-chairperson is selected. He motivates the students to be participated in the annual gathering arranged by the circles and he/ she anchors the gathering. The participation in various university level activities is represented by the cultural representative along with other students.

Magazine "Pratibha" is published every year and students are motivated to write their creative articles, essays and poems.

Council meetings are held under the guidance of the Principal and problems are solved unanimously.

Students are represented on academic and administrative bodies/committees to mark equality and discipline.

Democratic and non-political atmospheres are provided to students to grow able leadership and administrative smartness.

Students do participate in the college-progress and their views and opinions are considered.

Mutual understanding is grown among students, teachers, office staff and other stakeholders of the college.

Structure of the Council:

- University Representative
- Class Representative
- Sports Representative
- Ladies Representatives (Two)
- Cultural Representative
- NSS Representative

Election Procedure:

Class representatives (CR) are selected based upon their previous year's academic performance from each class. All the representatives are nominated by the Principal forming various committees to implement the process of the university.

The Sports, Ladies, Cultural and NSS Representatives are selected with the documents cited and norms put by the university.

University Representative is selected with voting by the above representatives under the supervision of the Election Officer and his committee and the Principal who is Head of the total election process. The University Representative selected by the college has right to elect University Representative at university level.

Rules and regulation of the council are displayed on the notice board following university norms. Students fill up nomination papers with parents' permission letters.

Student-Council Inclusion in the Committees:

College Development

IQAC

Library Advisory

Commerce Association

Research and Development

Women Empowerment Cell

Anti Sexual Harassment Cell

Discipline

Alumni

Anti Ragging

NSS

Literary Association

Parent Teacher Association

Career Guidance

Student Welfare

Gathering/ Cultural

Gymkhana/Sports

Tree Plantation

Medical Check-up

Earn and Learn Scheme

Magazine and Publication

Associations:

Commerce and Literary Associations involve students in the activities arranged by them. Department wise associations are inaugurated initially the year.

The Cultural Cell carries out cultural activities of students to be represented in Yuvarang, the cultural program of university.

Academic status and leadership qualities are inculcated among students through motivation by the council members.

Students are actively participated in the sports committee to share sports at annual gathering.

File Description	Documents
Paste link for additional information	https://smcollege.in/gallery/community-service
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

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

Registered Alumni Association of 11 members in the name of Sant Muktabai Arts Commerce College, Muktainagar is a non-profit association under Section-21 of Institution Act, 1860 dated 10/12/2004.

   Alumni association implements the following objectives:

- It develops a spirit of loyalty among students to see welfare of the college.
- It extends a foundation between the college and the alumni.
- It conducts get-together to exchange experiences and nostalgic memories.
- It provides a platform to the alumni to be connected with

- each other.
- It extends cooperation regarding the placement of students.
- It organizes meetings of the alumni to share views with present students.

Contact with the Alumni:

The alumni have been serving in various sectors such as academics, administrations, banking, social service, industries, judiciaries, agriculture, etc. The alumni are contacted through Phone, Whatsapp, Face book and E-mail. The alumni - meet is organized in every year. They share their experiences and nostalgic memories, guides about innovative techniques of studies, job opportunities with present students.

Alumni help us to design new syllabus, to deliver lectures, to follow internship/training and placement in their firms.

The participation of alumni to our NSS camp arranged in the adopted village makes the camp successful.

Alumni do participate in the programs of the social annual gathering as the Presidents or Chief Guests.

The alumni association also helps to support the placement activities. It is always in cordial relation with the coordinator and the Principal

File Description	Documents
Paste link for additional information	https://smcollege.in/alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

The college is located in the rural area since 1983. The Vidya Bharati Shaikshanik Mandal Amravati established the college to cater needs of education in this area.

The Vision of the College:

Vision of the college goes to the development of the college towards excellence and self reliance among the students as the university graduates and the citizens with the help of the educational and quality enhancement.

Mission of the College:-

Mission is committed to creation of self reliance centre of Excellence that imparts knowledge and develops the right values, attitude and skills, stressing quality consciousness to produce ideal citizens who can contribute to nation building.

Policy of the college:

Principal is the head for academic and administrative activities in the college. He is the mediator between the staff, students and management. The Principal is assisted by the Vice Principal and Office Superintendent. HoDs ensure smooth and effective functioning of their respective departments. Various committees implement different curricular, co-curricular and extracurricular and extension activities. The stakeholders' views, suggestions and expectations are taken into consideration to develop the next mechanism. The teachers and the non-teaching staff have been included in the College Development Committee/Local Management Committee. IQAC plays an important role in the implementation and planning of the academic and administrative activities. It sustains and improves the measures and the benchmarks regarding and thus the development of the students activities are qualified by the IQAC. Thus, The Principal and his all the stake holders actively get involved in the planning and decision making as per the college vision and mission.

To maintain the discipline in the decision making, the monthly meetings of the staff council are called out by the Principal and thus the dedicated leadership is followed sincerely by all the stake holders.

The Principal has given the powers to the HoDs and Faculty, etc, to consider on the academic issues coming before. The IQAC has the instructions to take reviews of the academic activities. The HoDs administer the attendance of classes with reviews of syllabus and feedbacks of the teachers in the departments and conduct various activities in the department. The self appraisal forms are filled up to assess the performance of teachers. The college follows the UGC, the Government of Maharashtra and the KBC NMU norms.

The institute has provided the well infrastructural facilities in the body of administrative blocks, classrooms, laboratories, well-stacked library, language lab, computer lab, ICT facility, and sports facilities with gym, training placement guidance cell, competitive exam guidance etc. to co-ordinate.

The students are progressed with the good teaching learning process, cultural, sports, personality development program, community services, field visits, internship, English speaking skill, motivation of competitive examinations, etc with the help of Good and Experienced faculty.

The college has got the "A" grade in the academic audit done by the KBC NMU, Jalgaon. The college has been certified by ISO: 9001:2015. The college has got "B+"in the first cycle and B (2.87 CGPA) of NAAC.

File Description	Documents
Paste link for additional information	https://smcollege.in/aboutus
Upload any additional information	View File

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

The college has the Executive Body and the College Development Committee/ Local Managing Committee to watch over the college to run towards the development of the college. The Principal is the secretary of this CDC and he is the academic and administrative head. There is a Head Clerk to care the office administration of the college.

The Principal decentralizes the activities for the proper implementation of the work and smooth functioning. There is a Vice

Principal to assist the Principal in all the academic and administrative process. There are the Heads of the Departments for departmental administration. The coordinators are appointed for easiness in the administration. There is an academic coordinator from the academic year 2019-20 instead of the Vice Principal. The academic coordinator looks after the administration regarding the conduction of the periods throughout the academic schedule of the college and he helps the Principal in the work officially and academically. He has also been given authority of signing the bonafied and the documents for the bus passes for the students on behalf of the Principal. There is a coordinator for the student development cell for implementing student development activities. There is a coordinator for the Yuvati Sabha to solve out the problems of the girls. There is a National Service Scheme under which a main NSS program officer, assistant program officer and a lady program officer are working for the NSS unit. There is an Internal Examination Coordinator to run the internal examination. There are the Coordinators for PG classes. One faculty is appointed for publicity work. There is a coordinator for the social media activities. There is a admission coordinator for the admission process. To maintains the campus clean and green there is a special coordinator. There is an IQAC coordinator and a coordinator to run the NAAC activities. There is a coordinator for training and placement guidance. There is a Librarian and his staff work out sincerely in the library. We have a Physical Director to manage the sports activities. There is a coordinator for cultural activities organized by the college and the university. There is an Election Officer to conduct the election of student. There is coordinator for language lab. The technical works (hardware problems, online data works, and electrical maintenance) etc., of the college has been given to a peon who has ITI (electrician) qualification and works voluntarily. He maintains and co-operates the concern technicians in repairing the technical apparatus. Our alumni cooperates us in molding our students by their experienced lectures on job orientation. The requirements of the faculty are enquired by the Principal in the monthly meeting and they are fulfilled as per their needs. The purchase orders are prepared on the quotation received. A stock register has been maintained for the apparatus of the college. The heads distributes the workload to the faculty under the guidance of the Principal. These committees cooperate to carry out the activities smoothly.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has a focus on making on overall development of the student to contribute to nation building stated in the Vision & Mission of the college.

Example: Construction of Indoor Sports Facilities

It was put in the perspective plan that the Sport facilities and Gymnasium should be started for the progress of the college students and for the society. Now there is a well developed Sports Center in the college from the academic year 2015-16. UGC has sanctioned Rs. 70 lakhs and the college has contributed the fund of Rs.83.19 lakhs. The construction of indoor sports facilities has been completed satisfactorily. Now the indoor stadium is available for the executing the further needs.

There are the facilities like N.S.S, Yuvati Sabha, Placement Cell, Student Development Cell, Sports Activity, Remedial Classes & Extra Coaching Classes, Language Lab, Central Library, the guidance on Competitive Examinations, MOUs, Computer Lab, the Smooth Office Management, the various student oriented activities, etc are there to have the perceptive/strategic plan.

Perspective/Strategic Plan:

As per the Vision and Mission, the college attempts to make student skill-based and self reliant giving them the social and economical progress through the skill based education. This stimulates and strengthens the potential among the students with empowerment. The progress in promoting skill education, professional development, self confidence, leaderships, the utility of knowledge with talent, etc. are carried out through our sincere efforts.

Deployment Document:

India will be the country of Youths in the world and the population of its will be high for the development and hence the college has cared for the all round development of the students with new approach for carrying out the skill based education. Since 2010 the college has been running the English Speaking Course (Certificate Course in Write and Speak English with Grammar and Phonology) to develop the skill based student in communication of English. The following courses have been started from 2018-19.

Certificate Courses -

1. Write and Speak English with Grammar and Phonology

2. Talley with GST

3. Introduction to Indian Constitution

4. Introductions and Application of Banking Systems

5. Wangmayin va Vyavaharik Bhashantar Kaushalye

6. Python Programming

These courses are run for three years. They are affiliated to KBCNMU Jalgaon. The intake capacity of the courses is 60. Students were trained in skill education through regular classes, seminars, guest lecture, alumni guidance, workshops, conferences and the activities of various cells.

The students are made skill based with the industrial visits, field works and the community services. The IQAC has played an important role in this work.

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

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

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

The college gives importance to the discipline and sincerity as its central is the student. To develop the students towards the nation building has been the mission of the college and so the college has formed the service rules, the recruitment procedure, the promotional policy and the grievance strategy.

The organizational structure of the college goes as follows:

The Governing Body/Executive Body:

The college is working under the guidance of the Executive Body which takes always the academic, administrative and financial reviews.

Local Management Committee (LMC)/College Development Committee (CDC):

The LMC has been converted now into the CDC by the guidelines of the KBC NMU, Jalgaon. It takes reviews on the progress of college, the needs towards authority, the improvement of the academic efficiency and the matter happened on the proper time.

The Principal:

The Principal is the head of the college. He channelizes the academic and administrative development of the college. He is the Ex-officio - member secretary of the LMC/CDC.

The Vice Principal/The Academic Coordinator:

He assists the Principal in functioning the academic and administrative activities.

The Head Clerk:

The head clerk is related with the Principal. He looks after the administrative activities of the office.

The Clerical Staff:

The clerical staff works under the guidance of the head clerk. They work on the scholarship, accounting, admission, eligibility, examination, etc.

The Functioning of IQAC:

There is the IQAC which has been giving the assurance regarding the quality sustenance. It takes the meetings to work out the academic and the related administrative work. The coordinator runs the functioning of the IQAC.

Heads of the Respective Departments:

The heads of the departments look after the administrative and academic activities of the department under the guidance of the Principal.

The Faculty Members:

The faculty members assist the HoDs and co-operate them to see the academic and administrative activities of the department.

The Librarian and His Staff:

The Librarian looks after the administration of the library with the help of his attending staff.

The Physical Director:

The Physical Director implements the administration of the Physical Education Department.

The Attendants/Peons:

The Attendants/Peons carry out the activities of attending the services of the various departments in the college.

Committees:

There are the various committees and cells formed to run the curricular, co curricular, extracurricular and extension activities.

Recruitment/Promotional Policies:

The recruitment/promotion of the staff and faculty will be as per UGC, Government of Maharashtra and KBC NMU, Jalgaon.

The Grievance Mechanism:

We have a grievance redressal committee to finalize the grievances of the students and the staff grievances are solved out in the CDC/LMC (if any).

The Anti Ragging Committee:

There is an anti ragging committee to control the ragging issues regarding the students.

The Sexual Harassment Committee:

There is a sexual harassment committee to observe the problems of women in the college.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

We have the following welfare schemes available for the teaching faculty and non-teaching faculty:

1. Provident Fund:

This scheme is sanctioned by the Government of Maharashtra for the welfare of the teaching and non-teaching staff. Monthly deduction is done officially and sent to the Joint Director for the further action and calculation. It helps the needy staff when he or she is badly in need of financial activity.

1. Group LIC:

This LIC is a welfare deed for the needy teaching and non-teaching staff.

1. DCPS Scheme:

This scheme has been sanctioned by the Government from 2005 for the welfare of the staff and to secure their future.

1. The Loans Facilities:

The Principal gives assurance to the loan agencies regarding the teaching and non-teaching staff for borrowing the loans for their needs.

1. LIC of India:

The LIC premiums of the faculty are deducted and sent to the LIC of India.

1. Advance Scheme to the Non-Teaching Staff:

The provision of the personal advances of Rs. 5000/- has been made for the non-teaching staff.

1. The Leaves Given:

The medical leave, the maternity leave, the duty leave, the lien, the earn - leave; the casual leave, etc. are given to the staff and the faculty.

1. There is the provision for encashment of earn leaves, medical leaves and the reimbursement of the medical expenses.
2. Uniform is provided to the peons.
3. 50% of concession in admission fee is given to the wards of the non-teaching staff.

4. No registration fee is charged from the college faculty for presenting papers in National or International conferences organized by the college.
5. The registration fee for attending the National and International conferences and workshop is given to the faculty.
6. Public holidays and vacations are given to the staff.
7. The wards of the staff are honored in their success stories.
8. The sports facility of gym is available for the wards of the faculty and the staff.
9. Appreciation letters are given to the faculty.

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

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

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

0

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

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

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

4

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

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

Performance-assessment of faculty is done with following ways:

1. **PBAS (Performance Based Appraisal System by UGC)**
2. **Self Appraisal Reports**

3. CR (Confidential Reports)
4. Feedbacks from Students

PBAS are based on 1. Teaching, Learning and Evaluation, 2. Professional Development and Co-curricular Aspects 3.Research and Publication.

    Self appraisal forms of teaching and non-teaching staff are filled up to assess performance. Forms are checked by HoDs and Principal. Teachers are instructed to improve teaching learning process by finding weak areas for next qualitative teaching learning process. Academic performance, teaching load, class control, internal marks, result analysis, students-attendance-behavior and feedbacks are observed while filling up these forms.

    Active participation in national and international conferences and seminars and publication in national and international journals are considered. Punctuality, communication skill and general benefit of stake holders have been assessed. Outside delivering of Guest lectures, Ph.D guiding, participation in board of studies have also been considered. Lesson plans are prepared for next teaching process. Objectives of syllabus are considered in teaching-learning process.

    Faculty performance is also assessed with feedbacks from students in questionnaire method. Teachers are instructed by HoDs and Principal orally or written.

    Teachers have submitted Minor Research Projects. UGC grants have been sanctioned under 11th and 12th plans. Course outcomes, programs outcomes, program specific outcomes are prepared. They have used learning resources available online and offline. They maintained good interactions with students through various meetings. Curriculum has been delivered by them with best practices of remedial and extra coaching classes.

    Self appraisals of non-teaching staff include sincere duties of theirs. Their ability of working and general intelligence are given importance. Capacity and respect in work is observed. Decision making power and able encouragement are examined. Special and technical professional abilities are included for their behavior. Special emphasis is given on integrity and character. Implementation on powers is checked out. Fitness-training and promotion, health position, field work position, education in computer, etc. are considered.

Actions are taken on appraisal forms as follows:

1. Outstanding performance of teaching and non-teaching is appreciated.
2. Principal's instructions are strictly followed.
3. Weak areas of faculty are shown in their presence by the Principal.
4. Confidence of the faculty is increased.
5. Sense of enthusiasm and self responsibility are vindicated.
6. Industriousness and the solemn discipline are solicited.
7. Punctuality, behavior with superiors and students, administrative ability, integrity with college and work, character cherishing, social attitude, bold attitude and initiative, etc are also observed by the Principal.

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

6.4 - Financial Management and Resource Mobilization

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

The college carries the financial transactions in the nature of receipts and payments and the regular auditing is done in the college. The internal and external audits are followed regularly.

Receipts Sources:

Examination fee, the tuition fee and the development fee are the significant sources. The scholarship is received from the social & the tribal welfare departments. The interest is received from the bank, grants, the funding agencies, the salary grants, etc.

Expenditure Sources:

Expenditure is done under the heads of salary of employees, purchase of books, equipments, stationary, computers, printing, reprography, consumables, honorarium to guests, TA/DA to the statutory bodies like LIC, audit committee, income tax on salary, fixed deposits, infrastructural & constructional activities,

building maintenance, expenditure on conferences, events and student activities.

Internal Audit:

We have the transparency in the accounting system. Jr. Clerk is appointed to maintain accounts. Receipts are given at the time of payments. Online transactions are also done. Major expenditure is passed out with the permission of the Principal for next sanction. The vouchers come from the departmental heads to the Principal. Quotations are called for the purchase of various items and the purchase orders are placed for preparing comparative statements and approved from the Principal. There is an internal audit committee to coordinate between the account section officer and the Principal. Entries are taken into the stock register for further action. The internal transactions are checked by the internal-audit-committee and the Principal.

The accounts are also worked out through the chartered accountant appointed by the institution. The accounts are prepared at the college and sent to the assessment of the chartered accountant. Audited financial statements and audit report are obtained at the end the of every year.

Reports on Audit:

The college completes yearly audit at the end of every academic financial year. The respective Balance Sheet is made and the detail audit report is submitted.

The External Audit:

1. Accountant General Audit: - is conducted as per Govt. norms.

2. Joint Director's Audit: -takes place every year, if objections are raised, justification is provided.

3. ST Scholarship Audit: - is done by Ekatmik Adiwasi Vikas, Project Govt. of Maharashtra once in five years.

4. NSS Audit & Student Welfare Committee Audit: - is done every year by the University.

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

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

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

0

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

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

The college ensures the optimal utilization of financial, infrastructural and human resources.

Fund Mobilization: The college is financed by Maharashtra government and UGC. Non salary expenditure is prepared as per policy of Maharashtra Government. There are the heads like, salary, non salary, medical reimbursement, UGC, tuition fee, hostel fee, fines, laboratory, library, exam fee, internet, staff welfare schemes, infrastructure augmentation, affiliation fee, books and journal expenses, equipment of computers and related apparatus in the budget. Budget is sanctioned by CDC. Purchase orders are decided by the purchase committee. Fixed deposits are made whenever required.

Infrastructure:

Computer Laboratory: It is used for practical of BCA and for training in computer, online examination, for practice of other departments students, seminars, research work (Avishkar), etc.

Language Lab: Communication skills of Marathi, Hindi and English students are developed.

Conference Hall: It is used for academic, cultural and for programs of outside agencies like election commission, government education department, etc.

Library: Central Library functions with issuing counter and sections for Girls and Boys reading. Books are provided to students passed out.

Meeting Hall: Academic and administrative meetings are held here.

Classrooms: Classrooms are used for conducting regular lecture and the scholarship examination of primary and high school students.

Principal Office: The Principal carries academic and office administrations. Student's problems and general administration are solved here.

Administration Office: The staff dose academic and general administrations here.

Faculty Cabins: Faculty cabins run the departmental administration.

Sports Department: Physical education director administers the sports, gym and indoor stadium activities. The outside men use gymnasium.

Playground: It is used for the college/university games, cultural activities, NSS activities, flag hoisting and for the sports of outside students.

Optimum utilization of Human Resources:

Attempts are made to utilize human resources as per their skills, performance appraisal, liking and sincerity. Right person is selected for right job.

1. CDC:- Teaching and nonteaching staff is included in CDC.

 2. Administration:-

Vice Principal/Academic Coordinator: He assists the Principal in

academic and non academic administration.

3. HOD:- Head of Department administers department with teaching learning process.

4. Coordinators:-The following coordinators are assigned their duties as per their liking and integrity in work. Examination coordinator cares examination activities. The coordinators are there for online and social media and for the publishing work in news papers. Campus development coordinator is appointed for tree plantation and campus beautification. There is a student development officer by the university and college. The Yuvati Sabha coordinator cares the activities of girls. NSS program officer carries the NSS activities. Committee heads and their members help the teaching and general administration.

5. Non-Teaching Staff:- Non-teaching staff is assigned the duties as per their skills, liking and integrity in work. A peon does the small work of maintenance of computers, electric items and online work. One library attendant does the work of typing and keeps inward-outward register. A head peon supervises and distributes the works among the peons. Thus we have robust and transparent performance management for administration.

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

6.5 - Internal Quality Assurance System

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

 The Quality Enhancement being a continuous process, the IQAC is an integral part of the college system and works to improve and know the goals of quality enhancement and sustenance.

Objectives of IQAC:-

- To enhance academic atmosphere.
- To provide quality enhancement.
- To promote quality culture in the college campus.
- To coordinate with departments and cells.
- To provide qualitative internal dialogue and communication

to stakeholders.
- To bring improvement in the teaching- learning process.
- To help students indirectly to pursue academic and social excellence.
- To progress staff to the skill of documentation.

Implementation by IQAC:

The IQAC conducts meetings to update teaching learning process and suggest initiative to improve the teaching. In the meetings the reviews on the result analysis, participation of students in extra-curricular and co-curricular activities, faculty contribution in research and personal development and students employment have been taken.

The IQAC takes action on improving the development all rounds. Students and faculty made known with the weaknesses and they are motivated to the fulfillment of the academic and personal enhancement. Result is seen that students have been changed and they have secured merit in their respective subjects. We have seen their developments in research projects called Avishkar (research activity) which have been sent to the university.

Faculties take interest in research and development. The aim is to promote research activities among teachers and students. Teachers are motivated towards doctoral research and to publish research papers. They are spirited for seminars and conferences. Students are motivated towards research projects, seminars, conferences and workshops. Infrastructure facilities are utilized for quality research and research related services and MoU with other colleges.

Improvement of Teachers in Teaching Learning Process:

The improvement of teachers in teaching learning process has been observed as follows:-

- Improvement Teaching with ICT tools.

The faculty adopted the ICT system in teaching learning process and the innovation has been seen with the ICT tools like PPT, Google Classroom by the faculties, uses of Online E-resources, etc.

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

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

The IQAC has been playing a crucial role in the progress of academic and administrative of the college. It has increased the quality of teaching learning process. The IQAC has suggested the reform in it as follows:

- It has provided the outcomes based education.
- It has developed teachers who have progressed their course outcomes, program outcomes and program specific outcomes. Teachers have been boosted up towards doing their Ph.Ds.
- Writing research papers and books by faculty have been increased.
- The IQAC has helped to implement the skill based teaching programs for the faculty and students.
- We have been able to find out our status in comparison with the metro-politan colleges in Maharashtra.
- The ICT based teaching learning process has been implemented.
- Participation in guest lectures, field visits and student research projects has been increased.
- As a result, the college has been certified by ISO 9001:2015 and the

University has given "A" grade in the academic audit in the academic year 2018-19 for next three years.

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

6.5.3 - Quality assurance initiatives of the

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

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

We believes in promoting student diversity in all programmes. The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. We promotes gender diversity in the admission policy, and it pays special attention to admitting female candidates in the programmes.

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File Description	Documents
Annual gender sensitization action plan	Our institute is ensuring equal concern for girls and boys in the institution in all curricular, co-curricular and extracurricular activities, through its proactive faculty, staff and student programs
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	(i) The Institute provides CCTV surveillance throughout the campus for safety and security purpose. (ii) Safety of girls is taken care throughout the campus. The Institute campus is gated and entry is regulated through verification of Identity cards. (iii) Anti-Sexual Harassment cell is formed in the Institute to address the complaints filed by the Girl students. Its members are all teacher. Their mobile number is written on the Notice-board and Institute-website. Any girl can register her complaint at any-time (iv) The institute arranges medical camps for students every year (v) NSS unit is functional and active. One of the program officers is women-teacher. She aware girl about her safety and security in the program organized by NSS (vii) Security Awareness Training Programs like Swayam Siddha is conducted by Yuvati Sabha. ????? ???

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

```
Solid Waste Management:

    College campus is leveled and is kept neat and clean by
disposing off the dry solid waste.  The college buildings are put
clean and neat by drawing out the solid waste. The grass grown up
is cleaned by the unit of NSS and Earn & Learn Scheme students.
The coordinator has been appointed to supervise the activities of
cleanliness.  He and his team also frequently carry out the
cleanliness of the campus. The areas of campus, canteen, office,
staff rooms, classrooms, girls-boys common rooms, etc. are cleaned
daily by the sweepers appointed on contract basis. The waste
material is thrown into the ditch and the wastage is brought into
use as fertilizers for plants. Thus we have grown up the green
campus with healthy environment.

    It is happy to say that our ground is always kept neat and
tidy. We have put dust bins colorful in all sections to collect
dry and waste papers and materials. Thus the waste of papers is
disposed off on proper time. There are separate dust bins for the
computer and Language Lab laboratories. Solid waste and moist-
solid are collected in separate dust bins and are handed over to
the vehicle of the Nagar Panchayat for further disposal process.
There is a vending cum shredding machine to dispose the sanitary
napkins in the girls-common room. Scrapped material of old answer
book, newspaper, used damaged solid and plastic material is sold
in auction.

Liquid Waste Management:

    The toilet sewage is released into the septic tank. Silage
from washrooms and basins is cleaned through drainage system.
Leakages are repaired by plumbers as per the need.

E- Waste Management:

    The e-waste material is sold as scrapped one and the concerned
purchaser is instructed to dispose it as per the government
regulations. The e-waste material if any is brought into use once
again and then is sold. The wastage Key-Boards and mouse are
disposed off.
```

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

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

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

7.1.6.1 - The institutional environment and

B. Any 3 of the above

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

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

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution provides the harmonious enviornment to the students and stakeholders with tolerance to maintain cultural, regional, linguistics to the communical socio economical diversities.

- The campus is maintained with beautification by forming the committees.
- The students are counselled regularly to maintain tolerance and harmony.
- The national heros programs are organised to maintain harmony among the students.
- The social gathering and the cultural programs are organised for developing the cultural enviornment among the students.
- The field works are managed to develop the regional and research corner of the students.
- The departments of Languages always organise the surveys, programs to develop the linguistic eye among the students.
- The programs on national integration are organised to chanalize the communal socio economic culture among the studentswith other diversities.

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

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

To maintain the proper relationship between the students and the employees, the cultural program based on sensitisation and emotional moral values are organised and the students and employees sensitisation is followed regularly and thus this becomes the thread of moral values, rights, duties, and responsibilities among the students and employees. The senior speakers are invited to deliver the speech on constitution day, water literacy and many more.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://smcollege.in/storage/app/media/1-2020-21%20uploading/cri7/719.pdf
Any other relevant information	https://smcollege.in/storage/app/media/1-2020-21%20uploading/cri7/719.pdf

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

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

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

The college celebrates with the conduction of the national and international commemorative days, events and festivals to maintain harmonious background among the students, employees and the stakeholders.

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

7.2 - Best Practices

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

Best Practice 01: 1. The Title: To make overall development of students for employability.   Students face employment problem being rural. Employability and overall personality development is challenging. Subject Knowledge Test judges students as weaker and advanced learners. They are developed with remedial and extra coaching classes. Objectives: 1.To make students employable. 2.To increase subject skills. 3.To heighten communication skills. 4.To inculcate presentation skills. 5.To develop interest of study. 6.To create friendly atmosphere. University syllabus is employment based and taught with PPT, Internet and Video Lectures with Computer Literacy to develop submissive rural students. IQAC cares always atmosphere of progress. WiFi campus and Internet adds to it.   Students use computer lab to have proficiency in computer programming. Clever students taught weaker students. Department of English with basic knowledge of English develops communication skills. Commerce department attempts towards jobs orientation with field and industrial visits.   Economics-Department attends economical surveys. Political Science department inculcates current political issues. Department of Marathi gives students cultural values in Marathi language. Alumni guide students on employment problems at alumni meet and students compare with them with motivation. We get meritorious students in departments and in the university also. Work culture is nurtured by Earn and Learn Scheme. Yuvati Sabha and NSS contribute towards girls' progress and students' progress respectively.   Student Welfare Department conducts student centric activities for personality development. The department inculcates work culture through Earn and Learn Scheme. Poor students are selected and given remuneration for the works done by university and college. Yuvati Sabha provides skills and a wider scope to girls by

organizing Judo-Karate Workshops, Gender Sensitization Lectures and Yoga Programs for professional skills and to offer respect in society. As a result, some girls have got services in the police department on the post of PSI.   NSS Unit organizes programs called Swacchata Campaign and Surveys, Tree Plantation, National Heroes Anniversaries, Social Rallies, Literacy Program, etc as regular activities. The department adoptes the village for five years. Every year the unit organizes Special Winter Camp there and worked for the betterment of the village working with Gram Panchayat. They conduct Water-Soil Conservation, Tree Plantation and develope social and patriotic responsibilities. Students anchor in the programs themselves with teacher in the seminar hall. Poetry Competitions, Quiz Contest on General Knowledge and Lectures on Eminent Personalities prove fruitful to build personalities of students for community services. Indoor and outdoor sports facilities are conducted. Students continuously practice on college ground. Sports Department organize university level sports-competitions every year. As a result, our students played at National level as per university norms.   Academic Departments go through rigorous academic practices. Regular periods shape students to personal services. Bridge Courses, Subject Knowledge Test and Remedial and extra coaching classes heighten the knowledge in academics. Employment based guest lecturers are invited. Students are counseled inside and outside of the college on sensitive issues.

Workshops, debate, elocution, essay-writing, handwriting competition, field works, community services, etc were conducted. Research projects are prepared on respective subjects. Students participate and publish research papers in conferences and workshops organized by the college.   Educational-cum-nature visits and trip are organized on the basis of observation to make students research minded.   General Knowledge lectures are conducted regularly to attempt for MPSC-UPSC examinations. Unique Academy and Darji Foundation in Jalgaon made awareness on MPSC-UPSC examinations by delivering lectures. Our students have been working as Judge, Lawyers, Teachers, Professors, Policemen, Social Worker and Politician etc. Alumni and outside interested workers use library reading room for the study of competitive examinations. Their company also motivate our students.   Alumni guide students at alumni meet. Students get motivated by looking them working in social, economical and political fields of life.

Students, in the college belonging to rural and tribal background, have difficulties of communication skills. They lag behind with the students of the cities competitively. There is no

Industrial Development in Muktainagar area hence students have less job opportunities and also industries from metro cities do not come directly to them for the purpose of placements. Besides this we attempt to send students for campus interviews into nearby cities.   1.Professional Trainers in the field of competitive examinations. 2.Placement Opportunities from metropolitan cities. 3.Self Employment workshops. 4.More Reference Books of competitive examinations in the library. 5.Latest software in Language Lab. 6.Extra coaching as a permanent resource. 7.Fund required for organized activities, still the college bears maximum load of fund to organize activities in the college.

Best Practice II: To create an awareness and significance of English language among rural students. Objectives: To create a positive attitude of learning English. To develop communication with basic language skills. To teach students English Grammar. To prepare good translators of English. To introduce English with linguistic competence in life situations. To boost students to face problems of competitive world. To shape students-personalities towards international communication. To produce ethics among students. To make students employable with abilities intellectually, personally and professionally. To build students towards Nation building.   Our students being only farming and rural the gross enrolment ratio (GER) in higher education is less and the situation of students in villages is illiterate in English. Such students are a challenge to teach English regarding personality-competence. On the first day the teacher introduces with them and talks on the importance of education in life. They are counseled and moved towards educational interest.
Subject knowledge test, bridge course, remedial coaching and extra coaching classes with regular attendance, innovative teaching, oral feedbacks, practice tests, (sometimes spontaneous eloquence, essay writing competition, preliminary practice test,) and internal examinations and external test examinations, research project on syllabus, parents-awareness-letters, seminars and certificate course on "Write and Speak English with Grammar and Phonology" are conducted for proficiency in listening, speaking, writing and reading skills to fulfill objectives and to make students employable.   Initially subject knowledge test is conducted to test students' previous knowledge. The teacher identifies the weaker and strong (not advanced) students in English by showing marks. Maximum students are identified very weak in English language. Students start meditating and the teacher decides the further policy of teaching.   Bridge course is conducted to bridge between the previous and present curriculum.

Syllabus and lesson plans are discussed in classrooms. Teachers use lecture method with use of ICT. Micro level Teaching is done with sentence elements, tenses, conjunctions, prepositions, articles and activepassive voices.   Students thus speak small structures of English with practice. They express happiness and surprise about the knowledge got. For better understanding, Marathi translation is used as per requirement. Vocabulary is developed discussing words and phrases. They are also suggested to use writing method to avoid reciting. Subject + verb + object + complement + full stop (svocf-pattern) is practiced with tenses. They are made excellent finally   Stress is given on grammar practice and improvement in classrooms. Regular practice tests and COC tests are conducted. Annual examination of COC is conducted every year as per university norms. One paper is on subject project and two papers on theory. Internal test is organized as per university norms. Research projects are made from students on the syllabus taught on grammar. If a student is absent for practice test and lectures, his parents are made aware of the absence.   Teacher takes oral feedback on the topic taught immediately and one of the students is called upon the stage to deliver the matter discussed. They create the interest of studying English in the classrooms and at home with boldness. Seminars and group discussions are also conducted. Essay writing and elocution competitions are held sometimes to build writing and speaking skills The language lab is used to increase the proficiency in English.   Certificate course in "Write and Speaks English with Grammar and Phonology" was started in 2010-11 by the college. This syllabus has been designed by the English faculty.

File Description	Documents
Best practices in the Institutional website	https://smcollege.in/gallery/awareness-and-significance-english-language
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Vision of the college:

"Vision of the college goes to the development of the college towards excellence and self reliance among students as the university graduates & citizens with the help of educational and quality enhancement."

To support, the institute identified the thrust in the backward and rural area of education socially and priority is given to up-liftment of these people.

By seeing our efforts, maximum students are enrolled from SC, ST,VJ/NT and OBC categories. There is less educational awareness in these people so to motivate them, we go to villages to meet parents of students and explain to the importance of education in life and convince them to get enrolled to various programmes. We organize parents' meet of these students regularly to make them identified with the progress of their wards. This attempt makes students and parents motivated towards the importance of education.

At the time of admission process, the proper guidance is provided to students by admission committee. If they have problems of paying fees, they are relaxed to pay fees in installments. Sometimes teachers help them by paying fees. They are made aware of all the scholarships schemes by circulating notices in classrooms, on notice boards and through personal counseling to fill up scholarship forms. Personal attention is paid to fill up every form. Maximum students go up and down by state transport buses everyday so they are cooperated to get bus passes. Some students who are admitted to the government hostel are also helped to complete the admission process of the hostel. Ideal students are created to contribute to Nation building. This human policy is appreciated by alumni observing the change in them.

Students are welcomed celebrating 'welcome function' to make them familiar with college environment to build confidence in them.

Quality education is provided to students through classroom teaching and ICT tools. Students are shown educational videos based on syllabus which are shared by them through mobile app and e-mail. They are taught detailed with efforts and labour observing weak in subjects due to rural background. The faculty and staff ensure potentially to provide them best opportunities.

Following the mission, through educational programs, curriculum, co-curricular and extra-curriculum activities, and college progresses students towards nation building. HoDs, IQAC and Principal pay sincere attention to regular classes. Practice tests are conducted on the topics taught immediately. Seminars and group discussions are held at college level. Internal examinations are conducted as per the guidelines of university.

Subject oriented knowledge on innovative and current issues is essential for poor students. This is done through counseling of students to turn them to read news papers, magazines, internet, ICT and e-resources. We attempt to bring the professional touch to programs. Our students participate in value added courses to follow the cordial counseling and provide them career oriented certificate courses to face competitive era. College is popular to teach syllabus innovatively. Communication skills are enhanced through COC to shape students.

Students are taught honestly in classrooms to make them confidential to chase MPSC and UPSC examinations. Conduction of General knowledge lectures every year supports to create awareness and preparation of competitive examinations. They are counseled and sent to the placement opportunity. Books on general knowledge are purchased in the library. Students are taken to field visits to increase interest in research and survey which help them to think over the topics to develop research eye. NSS is a platform to learn issues in life. Women empowerment is shown by Yuvati Sabha's programs. Students are personally treated by teachers through mentor mentee scheme and they enhance interest in learning.

They are the members of the associations, organizations, literary association, etc. Students participate in all activities for all round development. 08 conferences and 01 workshop in economics have been organized. Students are sent to attend competitions, seminars and group discussion organized outside. NSS unit, Sports unit, Yuvati Sabha, Students Welfare Cell and respective departments and faculty make students aware of the social activities through various programs. Students have received awards for respective activities.

There is a facility of the language lab to develop the communication skills of students. They use software to learn English pronunciation and experimental experience and pleasures. Language lab enhances communication skills of English, Marathi and Hindi students. There is a computer lab for BCA and Commerce

students. There are reading rooms for girls and boys. Gym, tennis court, a table tennis, a badminton court, etc. are available in indoor stadium. Quality education is practiced through remedial coaching, extra coaching classes, bridge courses, subject knowledge test, practice test and internal examination.

Syllabus designing university workshops are attended to generate brain storming atmosphere. Students are also sent to attend university programs. University programs provide an educational treat to students. Core subject are scheduled in morning sessions being basic in life. Guest lectures are organized to get latest knowledge. Teachers and students are recharged by this practice.

SOUL software and Wi-Fi facilities are available in library. There are separate reading rooms for girls and boys. Library is full of books of various themes and subjects. Students are treated heartedly by library staff. Open Access is there in library to solve problems in issuing books. Advisory committee is constituted to judge library formalities.

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

7.3.2 - Plan of action for the next academic year

- To start PG Courses.
- To start Science Faculty.
- To start Vocational Courses.
- To start Study Center.
- To develop the online teaching mechanism.
- To emphasise ICT in teaching.