



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>Arts College,Buldana</b>
• Name of the Head of the institution	<b>Dr.Suresh R. Bathe</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>0726246900</b>	
• Mobile No:	<b>9850378485</b>	
• Registered e-mail	<b>attscollegebuldana@gmail.com</b>	
• Alternate e-mail	<b>arul Karnandkishor@gmail.com</b>	
• Address	<b>Behind Hazi Malang Darga,Chikhli road ,yelgaon Grampanchayat</b>	
• City/Town	<b>Buldana</b>	
• State/UT	<b>Maharashtra</b>	
• Pin Code	<b>443001</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	Sant Gadge Baba Amravati University Amravati				
• Name of the IQAC Coordinator	Dr. Nandkishor L. Arulkar				
• Phone No.	07262246900				
• Alternate phone No.	07262287201				
• Mobile	7588803406				
• IQAC e-mail address	artscollegebuldana@gmail.com				
• Alternate e-mail address	arulkarnandkishor@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://artscollegebuldana.org/wp-content/uploads/2022/03/AQAR-19-20.pdf">https://artscollegebuldana.org/wp-content/uploads/2022/03/AQAR-19-20.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://artscollegebuldana.org/wp-content/uploads/2022/03/-PAGE.No.2-001.jpg">https://artscollegebuldana.org/wp-content/uploads/2022/03/-PAGE.No.2-001.jpg</a> <a href="#">ACADEMIC-CALENDER-2020-2021-001.jpg</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.10	2004	03/05/2004	02/05/2009
Cycle 2	B	2.13	2013	05/01/2013	04/01/2018
<b>6. Date of Establishment of IQAC</b>			01/08/2003		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• Research paper published in National and International conference and UGC referred journal.</li> </ul>		
<ul style="list-style-type: none"> <li>• Departments are taken online webinar</li> </ul>		
<ul style="list-style-type: none"> <li>• Use of ICT teaching and learning process</li> </ul>		
<ul style="list-style-type: none"> <li>• Guidance for competitive examination by using online method .</li> </ul>		
<ul style="list-style-type: none"> <li>• Tree plantation</li> </ul>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
1. Organization of workshop /webinar	<ul style="list-style-type: none"> <li>• Department of social science has organized one day online webinar in collaboration with D.M.Burungale college of science and art ,shegaon Dist. Buldana.</li> <li>• Department of English ,Marathi, Home Economics, Library Science and Physical Education are Organized one day online webinar.</li> <li>• Department of History also organized one day webinar</li> </ul>
2. Remaining faculty members are encourage to complete their research work	<ul style="list-style-type: none"> <li>• One faculty member achieved Ph.D Degree.</li> </ul>
3. Encouraging faculty members to present their research work in various conference	<ul style="list-style-type: none"> <li>• Most of Faculty members present their research paper in conference and UGC notified journals</li> </ul>
4. Promoting faculty members to participated in orientation, refresher and short-term course.	<ul style="list-style-type: none"> <li>• Most of faculty members participated in online course time to time and completed.</li> </ul>
5. Facilitate students achieving various activities.	<ul style="list-style-type: none"> <li>• College has organized " Gunwant Vidyarthi satkar samarambh" on the ocesion of founders birthday.</li> </ul>

<b>13.Whether the AQAR was placed before statutory body?</b>	Yes
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<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>
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Name	Date of meeting(s)
Governing Body	09/03/2022

<b>14.Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2020-2021	17/03/2022

**15.Multidisciplinary / interdisciplinary****16.Academic bank of credits (ABC):****17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1	1
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	277
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	52
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	49
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	10
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	Nil
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	6
Total number of Classrooms and Seminar halls	
4.2	206501
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	34
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Arts College Buldana is affiliated to Sant Gadage BabaAmravati University, Amravati and Maharashtra. The curriculum is designed by the affiliated University along with the board of studies of the University. The affiliated college has to fulfill the curriculum designed by board of studies. The academic calendar is prepared by the University at the commencement of the academic year to complete the curriculum of each subject under the guidance of the Principal.

In the beginning of the academic year the syllabi of each subject is verified from the affiliated University. IQAC conducted a meeting along with the Principal and the faculty members to prepared teaching plan, academic calendar and evaluation calendar as well as time table for the academic year. The course offered by the institution has semester and annual exam system. If there are any changes in the syllabi made by the University the institute procure required number of books in the library.

The academic calendar specifies the load distribution of the Head of Department and teacher subject wise of the term. The teachers prepare their unit wise teaching plan by referring to the academic calendar. The departmental meetings are conducted in every month for planning and implementation. Principal takes review of teaching learning process from time to time. Syllabus completion, periodic report is taken by Principal in every semester, feedback on syllabus as taken by each department. By doing analysis of it improving majors are taken accordingly. As per the strength of the student's academic, IT support facilities are made available to the students. Academic procedure is communicated to the students in the beginning of the year. Slow and Advance learners are identified and guidance is given to them. Extra periods are taken and record is maintained. All teachers maintain separate diary for the teaching plan. The categorization of the prescribed topics is also made under the terms - 'Easy to learn' and 'New to learn'. Teaching learning is done by using E-Learning resources and software. Regular attendance of the students is maintain and monitored.

If the syllabus is lagging as planned in the Teaching Plan, the principal instructs the teacher to conduct extra lectures and asks

to prepare time table of the same. The implementation of the extra lectures is observed by the principal. Thus the prescribed syllabus is completed well within time. Visits, use of internet and recent reviews are also used in teaching-learning process for learning the subject. Besides, PowerPoint presentations are also used to teach the subject. Thus, Information and communications technology is implemented while teaching the subject. Academic analysis conducted for students to enrich the syllabus. Performance appraisal of faculties is done depending upon the performance of the students.

In the period of Covid 19 all subject teachers made a video of small contents in syllabus and upload these videos on their personally YouTube channels, and provide these YouTube links to college students by WhatsApp.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Internal evaluation is the important tool to check the overall development of the students. Throughout the nation UGC initiated several policies regarding quality excellence in higher education system to enhance academic standards and equality in higher education. The Sant Gadge Baba Amravati University had taken several initiatives to upgrade and enhance examination system. The university introduces semester system for bachelor of arts ( F.Y.) with CGPA pattern has been adopted from the academic year 2017-2018. The assessment is done at the end of the semester by the institution as per the guideline of university. The process of continuous internal evaluation (CIE) at the institutional level is done by adopting various evaluation methods such as question paper, conducting unit test, open book test, viva voice assignments, projects, quiz competition, question answer session and multiple choice questions, pre annual exam, assignment and Google form solution of previous university questions papers, method of interview skills, aptitude test, seminar PPT presentation etc. The guidelines for minimum requirement of passing in aforementioned

methods are given by the university.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 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**

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

Arts College affiliated to Sant Gadge Baba Amravati University, Amravati. The university designed curriculum, on the basis of gender, Environment and sustainability, human values and professional ethics introduced in curriculum. The core courses in ethics value will be a part of value education leading towards sensitizing the students on value of life and preparing them for life.

The Environmental studies are very important now a day. The need for sustainable development is a key to the future of mankind. Continuing problems of pollution, deforestation, solid waste disposal, degradation of Environment, issues like economic

productivity and national security, Global warming the depletion of ozone layer have made everyone aware of environmental issues. It is clear that no citizen of the earth can afford to be ignorant of environmental issues. Environmental management has captured the attention of health care managers. Human beings have been interested in ecology since the beginning of civilization. Even our ancient scriptures have emphasized about practices and values of environmental conservation. It is now even more critical than ever before for mankind as a whole to have clear understanding of environmental concerns and to follow sustainable development practice. To create awareness about environment, an environmental study is made compulsory for B.A. S.Y. students by the University.

The University designed the curriculum on the basis of the gender, Environment and sustainability, professional ethics and human values etc. Values are inculcated through various activities conducted by the institution and experiences inside and outside the college. It helps to promote responsibility, co-operation, honesty, fair play and self control among the students.

The values related with gender equity, professional ethic and human rights are already included in the syllabi. This course has been specially designed to address necessity and interest of the students in emerging aspects of applied knowledge in human rights social issues under the surveillance of Indian constitution.

In this way, the college inculcates the civic responsibilities among the students through Environment studies, controlling of Pollution, Public relations with corporate communication, Banking and Human rights about society. For e.g.

Subject

Class

Topic Covered

English , Marathi,

History, Political Science, Economics, Home Economics,

Environment Study

( B.A. II)

**B.A. I / II / III****Gender, Environment and Sustainability, Human Values and Professional Ethics**

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

D. Feedback collected

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

#### 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 sanctioned seats during the year**

560

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

233

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

In every academic year after the admission process faculties teach the syllabi as per the time table. Every year the students are admitted to the class are having different intellectual levels. After teaching a topic in a month the class unit wise test is conducted. By doing this the slow learners and advanced learners are identified in each class. Slow learners are given the following special programs.

### Slow Learners:

- Minute attention is paid on the slow learners in theory as well as practical sessions in informal way.
- Regular counseling to slow learners for difficult topics, providing more books from library.
- Group discussion on critical topics.
- Session for doubt clearing.
- Guidance and help to overcome the difficulty in learning..

### Advanced Learners

- The faculty members motivate and guide the 'advanced learners' to face the future challenges.
- Committees of various subjects are made and the students are elected on the positions like President, Vice-president, Secretary and Members etc. of the various subject associations.
- Opportunities are also provided to the students to represent in co-curricular activities organized by other organizations like Youth Festival/s.
- The students are inspired by giving rewards and prizes in Cash and Certificates in the program of 'Gunwant Vidharthi Satkar Samarambha'.
- Training to prepare posters, charts and models.
- To anchor the program
- Encourage for on job training, internship and vocational educational training.
- Use of reference books to get more knowledge guidance for competitive examination.
- Motivate to use ICT software's, in order to explore their potential beyond classroom.
- Deputation of the students outside academic activities.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
277	10

File Description	Documents
Any additional information	No File Uploaded

### 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

The college has always been using student-centric methods in order to introduce and enhance the basic skill in teaching learning process. The faculty members adopts lecture (traditional) method,

question answer method, multiple choice question answer method, practical work, field work/trip, computer assisted learning, quiz competition and whichever methods such as participative learning method, experimental and problem solving method are adopted for teaching learning and evolution of the students.

By applying different methods in teaching learning process the faculties generate curiosity among the students and help them to understand the subject respectively. As per the requirement of the curriculum the faculties apply modern aids of teaching.

Subsequently the aim of providing education to the students coming from semi urban, rural and poor families is not only to help the student to get degree and proper employment but also to shape their overall personality and make them an ideal and responsible citizens of India. However to ensure all this the faculties used all possible student centric methods for teaching learning process.

**Experimental learning**

Practical work ,Project Assignment , Field workand Trip

**Participative learning**

Group discussion , Seminar , ICT based teaching

**Problem solving methodology**

Question answer method , Multiple choice Question Answer method, Quiz's competition

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

At the beginning of the academic year, after the completion of the admission process, the faculties plan the teaching schedule according to the academic calendar. Nowadays, teaching in the class rooms becomes a traditional process where the teacher teaches their subjects and engage their students in interactions, lecturer method,

classroom teaching, seminar etc. These methodologies are helpful to the students to pass and get a degree out of the program offered by the institute.

With the help of effective and flexible teaching methods, students are asked to do logical assignments on topics related with their subjects. Using demonstration method with the help of audio visual aids, charts, models, posters and along with ICT used. Students seek interest in such kind of learning. Self direction creative learning, interactive sessions, project work and field visit helps to teach the subject to learn in depth. Students are encouraged to use library and sports facilities for more hours which help for overall growth of students.

The faculties offer one to one counseling which leads to create study groups according to learner's interests and make them to share their knowledge of the topic with each others. By adopting such kind of innovative and creative teaching learning process develops own thinking process among students and faculties also. Daily work done is recorded and necessary training program on syllabus, social and academic events are organized. In teaching learning process faculties and students ask to prepare power point presentation to share their knowledge and difficulties for doing the task.

Efforts are taken to inculcate essential and desirable values corresponding to economic and social issues. The students are prepared for their future by conducting mock interviews and by showing job related paper cutting in the news papers. Such innovative and creative atmosphere helps the students to develop or upgrade his/her knowledge to compete in this competitive world.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 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

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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

1

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)	<a href="#">View File</a>

### 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

20

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

- The institution has developed an internal assessment system as per the norms of Sant Gadge baba Amravati University, Amravati. There are two types of assessments done by the institution as per university guidelines i.e. 1) Internal Assessment (Continuous Assessment) and 2) Assessment at the End of Semester (AES).
- Our institution has involved the mechanism of internal assessment which is transparent and robust in form of frequency and variety which is described as below.
- We have effective system of coordination among the Governing body, Principal, the Teaching and Non-teaching staff.
- In order to distribute and manage various activities in the college 17 committees of teaching and non-teaching staff work throughout the year.
- The detailed scheduled of the examination is communicated to the students well in advance.
- Answer sheets of unit test, internal exams evaluated papers are supplied to the students to maintain the transparency in evaluation process.
- The password protected question paper for all the University examination are provided online by the affiliating university to the institution, just before the commencement of the respective examination to ensure confidentiality and avoid mal practices.
- Prevention off mal practices in halls is also ensured by the vigilance internal squad and surveillance of CCTV system.
- The head of department look after effective monitoring and timely implementation of the internal examination and procedure of evaluation.
- Question paper setting and evaluation of some courses are carried out by the respective departments as per the university guidelines.

- Along with test and tutorials in each term/ semester there are other ways such as oral exam, group discussion, deciphering question bank, presentation, brain storming session, preparation of tour report etc.
- The weight age of 20% marks is given for internal examination.
- Marks of the internal examination are displayed on the notice board and faculty discusses the assessed answer sheets with the students.
- Centralized seating arrangement for examinations is in practice in which examination blocks are daily interchanged.
- The respective subject teacher is not allowed to supervise the examination block of the same subject.
- Use of cell phone is strictly prohibited in the examination premises. Academic and research coordinator heads the research committee in the college which promotes and monitor on the research related activities.

Weight age is allotted for attendance, seniority and participation in activities conducted.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The mechanism related with examination, grievances is transparent , time-bound and efficient. As the institute follows the rules and regulation related with examination led by the parent university. The mechanism can be divided in to two stages i) Internal exam ii) University exam. The mechanism deals with these mentioned issues as follows

- The code of conduct of examination system is displayed on the notice board.
- Internal assessment test schedules are prepared by the faculty and communicated to the students well in advance.
- All grievances related to the internal assessment are primarily redressed by the respective heads of the departments. In some unsatisfied cases, they are forwarded to the examination committee and to grievance redressal cell (if required).
- In case of any university related grievances, applications in

prescribed format are collected and forwarded to the concerned authorities. The dates for revaluation and redressal given by the university after result are displayed on the notice board.

- The grievances of the students related to examinations such as online form submission, queries related to hall ticket viz. correction in name/ subject/ subject code/ program/ pattern, wrong entry of marks and absentee etc. are addressed at college and university level in time bound period.
- Students can apply for online photocopy within 10 days after the declaration of the result. College/ university provides photocopy of the assessed answer sheet to students on demand within a period of 30 days from the date of receipt of application.
- If students have any doubts regarding assessment of answer sheets then he/she can demand for the photocopy of assessed answer sheet.
- Once the student receives the online photocopy of answer-sheet, the student consults with the respective subject teacher and takes his/ her opinion and further processes for rechecking and revaluation is carried out within 10 days. The result of revaluation is declared within 45 days.
- Internal assessment of practical work is a continuous evaluation process. Any grievances regarding practical work are immediately resolved by the respective teacher and head of the department.
- Grievances related to oral, project and practical examination are resolved at the department level.
- Students are free to approach teachers and heads of the departments to resolve queries related to the marks obtained in internal assessment.
- Continuous follow up is taken with the university till the grievance is settled.
- Examination related grievances are received and resolved in a specific time by the concerned authorities.
- The grievances redressal mechanism pertaining to examination is efficient as all complaints are entertained without exception.
- Revaluation, photocopy, unfair means investigation committee counseling the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The institution offered undergraduate program under faculty of Arts (UG). The admission for B.A. program is provided on the basis of previous qualifying examination. After getting the admission students made aware of subjects offered for the degree program. The institution offered two compulsory subjects i.e. English and Marathi and six optional subjects i.e. History, Political Science, Economics, Home Economics, English Literature and Marathi Literature for under graduate students.

Program out comes represent the knowledge, skills and attitude the students should have at the end of program and resultant of the knowledge skills student's acquires at the end of course.

At the beginning of the course the faculties accesses the student's knowledge and skills in informal ways in their initial lecturers. There is no formal method of measuring the ability of the students to cope up with course and program out comes. However the objective and importance of course outcomes, program outcome and Program specific outcomes are communicated to the teachers and students in the formal way of the discussion, seminars and through displaying on the website.

Program outcomes:- To develop the interest and awareness about the language, culture and civilization of our society. He should be in a position to render his services to the society and earn livelihood.

Program Specific Outcomes/ Course Outcomes:- The institution is affiliated to SGBAU Amravati offers for UG (B.A.) students. The outcome of B.A. program is as follows

- Community engagement and global understanding
- Critical and creative thinking
- Communication skills
- Inculcation of ethical values

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

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

Program outcomes, program specific outcomes and course outcomes are evaluated by the institution through assessment in CIE and university exam, feedback, principal interaction, placement, entrepreneurship, self business, performance review in departmental meetings, convey to parents and principal. There is no formal method of measuring the ability of the students to cope up with course and program out comes. The institution is affiliated to SGBAU Amravati offers for UG (B.A.) students. The outcome of B.A. program is as follows

- Community engagement and global understanding
- Critical and creative thinking
- Communication skills
- Inculcation of ethical values

#### Response:

- The college offers certificate and degree education with focus on goals and objectives of our institute to make progression of students to higher education, entrepreneurs and employers through skill development and holistic education.
- Experienced and dedicated faculty, devoted non teaching staff, holistic educational ambience and dynamic management of our institute are the four pillars for the smooth attainment of program outcomes.
- Problem solving exercises, project works and surveys in relevant subject areas of study.
- The academic progress of the students is regularly monitored by the subject teachers for effective program outcomes.
- Students' feedback on teaching process are collected and evaluated to make teaching learning more effective which helps in attainment of Cos, Pos, and PSOs.
- Students are also motivated to actively participate in seminars, workshops and exhibitions for quality enhancement.

- The effective planning and deployment of curriculum help to the students for competitive examination.
- The counseling cell publishes various types of job placement news; it is published in news papers. All staff members motivated and guided them for filling of application form as well as personal interview. It reflects that Cos, Pos, and PSOs are attained.
- The knowledge and skill are evaluated as course outcomes through different examinations viz., class tests, semester and annual exams, other modes of assessment like home assignments, tutorials and projects.
- The college ensures the outcome of the programs through the analysis of the internal and external examination results and achievements in the placements, sports, cultural and extension activities.
- The NSS unit of the college organizes various community oriented activities. These efforts help to instill socio ethical values and develop community service attitude among the students.

The attainment of Cos, Pos and PSOs are evaluated by the institution on the success rate of the students to higher education, self entrepreneurship and employability.

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

### 2.6.3 - Pass percentage of Students during the year

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

46

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

## 2.7 - Student Satisfaction Survey

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

<https://artscollegebuldana.org/wp-content/uploads/2022/03/two.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

Nil

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)	<a href="#">View File</a>

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

**3.1.2.1 - 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

19

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

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

Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum 200 words.

The College organizes various extension activities in the neighborhood community in terms of impact of sensitizing students to social issues and holistic development. The institute indulged in the extension work with the human resources available we have one unit of 100 students we conduct yearly residential camps in which we help surrounding Villages in making roads, construction of toilets in rural areas and making aware about health & Cleanliness .It helps the students to know the social burning issues and also social awareness.

In similar manner, as described above, our NSS team goes to the village and explains the significances of literacy, Adult education, and the values of traditions and importance of cleanliness/Hygiene.

In the session (2020-2021) due to the influence of Covid-19 we were not able to conduct the Shibir at Dattakgram. However, College conducted the World Literacy Day & World AIDS Day through online platform Google Meet. The importance and information regarding AIDS and its impact were conveyed to the students through You-Tube videos. Cleanliness activities were conducted under the Swatch Bharat Mission. Online sessions were conducted for students to create the awareness regarding Covid-19 and preventions regarding it.

To save the nature and the environment for that purpose our Volunteers participated in the tree plantation Program and did plantation in the college campus and their own villages.

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

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - 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

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

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

100

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

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

## 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.

It has been accepted that the process of education includes not only teaching-learning but it also includes the modern facilities and qualitative infrastructure and learning resources for the stakeholders (students) to achieve institutional goals and objectives. The present building of the college is an excellent specimen imbibing the latest ideas and techniques for an ideal educational institution, especially when we considered its age and location. The college is established in 1995. The college has sufficient infrastructure in the form of classrooms, hostel, library with reading room, sport facilities and IT facilities.

As the previous peer team's remark and suggestion, we got new direction to meet the qualitative demands of the education.

Following are the details of infrastructure available with the institute for academic, Co-curricular activities, and extra-curricular activities and Sport.

Area of the college 2.67 acres.

For academic activities:-

Class rooms: - 08

English Language Lab: - 01

Home Economics Lab:- 01

Library with reading room 01 having SOL Software

Co-curricular activities: -

Seminar hall having seating capacity of 100 students/pupils with all modern amenities.

Extra-curricular activities: - Recreation hall 01: - Women's Hostel

Green Rooms 02:- One for Ladies & One for Boys for cultural activities.

Arc Shape Open Stage.

Play Ground: - 02 acres (for outdoor games)

President Chamber: - 01(484 Sq. ft.)

Principal Office: - 01 (396 Sq. ft.)

Administrative office: - 01(440 Sq. ft.)

Staff Room: - 01 (462 Sq. ft.)

Health center: - 01 (880 Sq. ft.)

Committee room: - 01 (880 Sq.)

Ladies common room with toilet & wending machine: - 01 (552 Sq. ft.)

Indoor Sports Training Hall: - 01 (3200Sq.ft.)

NSS office: - 01(220 Sq. ft.)

IQAC office: - 01 (442 Sq. ft.)

Cultural Department: - 01 (220 Sq. Ft.)

Department of Physical Education: - 01 (220Sq. ft.)

By considering future aspects we have taken care of following things.

1. Earth-quake protection
2. Cross current ventilation
3. Noise proof classrooms.
4. The College has formed a special committee to look after the Cleanliness & hygiene of the campus.

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

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

From 1998-99 our director of physical education takes effort to admit those students who are having potential in sports activity as a result of sincere efforts and proper guidance to the students in various sports activities our college students get selected in university team. From last five years 6 students represented in university team. In college campus the total play ground area is 2 acres, indoor training hall and health centre.

Sr. No.

Facility

Area/ Size

Year of establishment

Sports/Games

1. Indoor Training Hall

1. Badminton Court

50'x25'

2015

Out-door game grounds

1. Hand Ball Ground (40Mt.X 20Mt.)

2. Kabaddi Ground (13Mt. X 10 Mt.)
3. Kho-Kho Ground (29Mt. X 16 Mt.)
4. Volley Ball Court (18Mt. X 9 Mt.)

#### Indore Games

1. Wooden Badminton Court
2. Chess Board
3. Carom Board

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

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

4

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

102160

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The library of the institution is situated at upstairs on the first floor of the building and easily accessible to the students and the stake holders. The working hour of the library is from 10:00 am. to 06:00 pm. Students are able to access the library during the library hours. The library has total 10237 books. The library is partially automated with (SOUL) software, (version 2.0). The Institute has purchased soul soft ware for library automation and its work partially with integrated management library system.

1. Name of the ILMS software:- SOUL
2. Nature of automation: Partially
3. Version: 2.0

As we have stated the library of the institute is partially automated the accession of the books is done up to 8200 books and up-gradation of accession is going on.

File Description	Documents
Upload any additional information	No File Uploaded
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 toe-resources**

**E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

10

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institute has 53 computers in lab, out of which 34 are in good condition. There are two computers in principal office and in administrative office respectively with internet facilities. The computer connected LAN in office for administration. There are three computers in library along with internet facility and SOUL library

software. Admission process, accounting, examination works are performed by using relative software i.e. College Automation System (CAS). Routine work related with students like fees receipts, issuing leaving certificates, bonafide certificates etc. is done by with the help of computer.

We use online software to provide online admission facilities to the students. The college also provides Enrollment process, Scholarship process & Transfer Certificate etc.

The up gradation of the software is frequently done as per the requirements.

The library of the college is partially automated the accession of the books is done with the facility of computer system, printer and internet connectivity.

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

#### 4.3.2 - Number of Computers

34

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)**

104341

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

**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.**

There are established system and procedure for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The institution has established the maintenance committee to provide infrastructural and fundamental educational facilities at our college level. This committee takes monthly review of infrastructural and fundamental educational facilities to improve essential things. If the committee finds some damages in the facilities, calls the local electrician, computer technician, software technician, sweeper, Xerox technician, and contractors for the maintenance and repairing in college campus as per requirement.

Our Institution has two laboratories one for Home Economics and another is Computer lab. These Labs are always maintained by the electrician and computer technician respectively on call. The cleanliness program of our institution should be done by the peons, sweepers as well as contract labors on a specific day. According to the university Act our institution has formed College Development Committee. The CDC looks after the infrastructural and educational facilities.

There are two types of facilities required as below

1. Academic Facilities:-

The academic support facilities like Library, Computer lab., Office Automation, Internet facilities and various platforms for overall development of the students is not only open for the students but also to all stakeholders. Accession to the library is permitted at the cost of deposits as caution money. Our college library is under the maintenance of the Librarian and the Library Attendant. If there are any problems in the Electronic or Electrical equipments just as Xerox machine, Computers and Printers we call the concerning experts and technicians time to time. The Books, Magazines and the periodicals of our Library keep in maintenance against the fungi by the chemical spraying twice in a year. Library attendant also maintain reading room. The torned and tattered books while handling always bind in the vacations and holidays every year.

Before starting of the rainy session the level of play ground in our college campus maintained by spreading red soil. The Director of the physical education arranges various essential play grounds for games and sports just as Kabbadi, Kho-Kho, Volley Ball and Handball etc. Indoor stadium and health center facilities are also provided for college students as well as pupils of the society. The sports department of the college is having history of color coat holders since the beginning. Some credit definitely goes to adequate infrastructure of this department consisting of indoor hall and outdoor play grounds. It shows that the director of physical education is taking a devotional care of the students of our institute. The health centre is maintained with the help of nominal membership fees.

#### Infrastructural Facilities:-

The infrastructural facilities like Class Rooms, Computer Lab., Indoor Stadium and Gymnasium are made available for the admitted students in the college. The maintenance of the infrastructural facilities is done against 5 % of non salary grant as per the Directives of state Govt. and Joint-Director Amravati region. The classroom boards and furniture facilities are regularly used and utilized by admitted student. But sometimes as per requirement of some Govt. and non-governmental organization our institution makes avail the opportunity to utilize these facilities to them for conducting their exam. The college garden, rain-water harvesting plant and the trees planted in the campus is maintained by the local gardener along with peon of the college. The institute has adequate number of computers with internet facilities. The computers of principal, administrative office and of computer lab are maintained by local technician as per requirement. The maintenance of UPS is also maintained by local technician. Plumbing and electrical work

related maintenance is done with the help of local technician and expenditure is done from non salary.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

117

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

0

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)	<a href="#">View File</a>

**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**

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

35

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

35

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

B. Any 3 of the above

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded

**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 university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

Felicitation is another name of appreciation, praise or acknowledgement encouragement for future in career education of job placement. The aim is to encourage the outgoing students and to inspire the students already learning in the institution. The contribution from President, Secretary, teaching and non-teaching staff to even peons created a bond of sympathy and attachment with the students coming from different walks of life. A healthy relationship is established with society.

This year has completed 15 years. Students get inspiration from this program. We realize a different sense of gratitude, respect towards the teaching staff members, Administrative staff members as well as the executive members of the management.

We have also noticed a spirit of healthy competition in order to fulfill the dream and turn it in to the reality of life. Students take special efforts to improve them at academic and quality level.

To encourage the budding generation towards higher learning. Though we are leaving in the age of severe competition, students coming from middle class families or lower middle class families prefer to get some job of self-employment by doing certificate or diploma course after passing S.S.C. or H.S.C. and start to make a living.

Taking in to consideration students as focus of concentration. We had under taken the innovative project generally on the auspicious occasion of the birth day of the founder president (i.e. on November 24 or 1st December ) this memorable and grand function is being celebrated. We arrange this activity on his birthday under the title 'Felicitation of Meritorious Students'.

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

**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)	<a href="#">View File</a>

**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

**Our Institution Alumni Association are not registered.**

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

**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 Moto:**

**Sanstha's Moto is 'Nahi Dnyanen Sadrusham' i.e. Knowledge is the**

purest form among all the things, to proceed towards knowledge to achieve all round development.

#### The Vision:

Arts College, Buldana is committed to fulfill the mission of the parent body i.e. 'Nahi Dnyanen Sadrusham'. The main aim of our College is to shape the overall personality of youth and to make them ideal citizens. It has full faith in its mission, which is to produce intelligent, disciplined and self-reliant students who may prove to be good, healthy and responsible citizens of India.

#### The Mission:

- To provide educational facilities to the students coming from semi-urban, rural and poor families to shape their physical, mental and academic personalities and to train and equip such students to face the challenges of life.
- To impart qualitative, value based and career oriented education.
- To create social and national awareness among farmers and enable them to become self-reliant citizens.
- To develop confidence, self-reliance courage and decision making ability among the students.
- To provide a platform to the students by giving them an opportunity to face all challenges of the competitive world with their potential in cultural-activities, sports, athletics and other event.

The visionary leadership of the organization has always been inspiring to all the components of the College. The organizational arrangements, human resources management and mobilization have proved to be useful and successful and hence it was decided to continue ahead with it. The institute has established College Development Committee for the College as per the University Act 2016.

The Principal is the academic and executive head assisted by faculty members, the coordinator of internal quality assurance cell, and Head clerk of the office staff. At the beginning of every year different responsibilities are given to the various committee members for smooth and efficient functioning of the college. The Principal works with the vision, mission and goals of the institute. The daily work done by the faculty members is communicated to the principal in informal way. The principal looks after the future

planning including academic and administrative work. He performs all duties to follow the academic calendar along with planning, deploying all resources for implementation and monitoring the entire process etc. according to the need of the society, the institution prepares the perspective plan of the institution out of which the society and the neighborhood community will get the benefit. The harmonious relationship among the faculties would be maintained further. With the necessary consideration and favors' of NAAC, we seek for the necessary 'high endowment' which would go a long way to give us a helping hand in achieving our goals.

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

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

In order to distribute and manage various activities in the college 18 committees of teaching and non-teaching staff work throughout the year for smooth and efficient functioning of the college. We have effective system of coordination among the Governing body, Principal, the Teaching and Non-teaching staff.

Every year at the beginning of the session the Principal as the Head of the institution presides over the meeting of the college council. The Principal, being the Head of the Institution, has over-all power over the activities in the college, but he has decentralized the activities by creating various committees as per the statutory provisions. The entire faculty members have given liberty for academic development and completion of curriculum. Though, all rights are reserved to the head of the respective department. In case of administrative work administrative officer (Head Clerk) is the prime authority. In case of carrier advancement scheme, there is decentralized system in our institute. The faculty member must have to approach IQAC coordinator for getting benefit of CAS. Then the IQAC suggest the concerned faculty member to prepare his/her proposal for getting the benefit of CAS. Finally the proposal verified to all legal process by the principal and forwarded to the Joint Director office to get it sanctioned.

Various issues regarding smooth functioning of the college are discussed. The principal takes review of responsibility given to the

various committees through regular periodic meetings. If there is any lacuna, he gives the suggestions to the concerned.

The principal addresses the students at the beginning of the session reflecting upon the goals objectives and the mission of the college. Similarly, after the formation of the Student Council, the Principal makes them aware of various functions and the role of the student Council.

At the top there is a Governing Body. The members are available at any time whenever any urgent policy decision is required to be taken. In fact, the members of the Governing Body are real guiding forces for smooth functioning of the college. We also have College Development Committee (CDC) as per the requisite of the M.U. Act 2016 & the statute of Sant Gadge Baba Amravati University.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution is working and serving for the educationally backward district from last 24years. Institution has several steps to meet objectives laid down by parent society. The institution has a noteworthy history of sports activity and participation of our students. The college students participate in indoor games like Boxing, Badminton, Chess etc. and outdoor games like Kho-Kho, Kabaddi, Volley ball, Cross Country, Athletics, Archery etc. The students were provided of these facilities.

The institute has received grants from UGC for construction of Health Centre with equipments. The institute has constructed the well equipped Health Centre which is working since from July 2014 successfully and it is utilized by college students as well as neighborhood community.

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

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

Administrators engage in a common set of functions to meet the organization's goals. Administrative functions include - making Policies, Planning, decisions and its proper implementation. It involves finalizing targets and achieving goals by maintaining the organizational set up, rules and regulations. Policies include both short term and long term target. Planning and decisions involve identifying responsibilities to be performed and accordingly work is allotted to staff.

Administrative Hierarchy

Governing Body Members

?

Principal

(Academic / Administration)

College Development Committee

Administrative Office

(Nonteaching staff)

NAAC/IQAC In charge NSS

Head of Departments In charge ICT

Director of Physical Education In charge Guidance Cell

## STUDENTS

Faculty Public Information

Librarian Officer

In charge of All Committee

The teachers are recruited as per university and government rules through selection committee appointed by the university. The selection committee consists of

1. Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the selection committee.
2. The Principal of the concerned college.
3. One senior teacher / head of the department (of the concerned subject) preferably having not less than 10 years of service as a teacher.
4. Two nominees of the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
5. Two subject experts not connected with the college nominated by the chair person of the governing body out of a panel of names approved by the Vice-Chancellor.
6. Government nominee ( Joint Director of higher education)

The new teaching positions are created when

- i) Student strength increases.
- ii) Senior teachers retire.
- iii) Additional section is introduced.
- iv) New subject introduced.

With the necessary approval from the university and Joint Director (H.E.).

The institution ensures wide publicity to the admission process through prospectus.

A special 'Grievance Redressal Cell' has been formulated to take note of the genuine grievances of faculty.

Functions of the Redressal Cell.

- Redressal cell of the college helps to solve employees' problems related to university and concerning authorities.
- Helps to solve problems related to their work and responsibilities.
- Problems related to promotion, increment, placement, loan cases etc.

So far as grievances of the employee are concerned there are no grievances regarding, their problems. Hence the question does not arise about the number of grievances redressed.

To solve Grievances of all kinds and for overall development, the management keeps watch and takes feedback from the Principal. Decisions are taken wherever necessary.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The affairs of the college have to be organized with skilled management; the Principal has the key role to play. The main body which manages the college activities is the College Development Committee (CDC). It is a link between the college and the parent-society and the principal is the member secretary of CDC. The college has an inbuilt mechanism to look after the work efficiency of the non-teaching staff. It is the moral responsibility of the Governing body to look after the welfare including health, hygiene and academic progress of the faculties. In our institute we have an effective welfare measure for teaching and non teaching staff as given below

- The medical reimbursement facility is available to the staff members as per the Govt. norms.
- Orientation, refresher and short term courses for faculty members to update their subject knowledge respectively.
- Faculty development program facilities are also available in the institution through which various staff members acquired Ph.D. degree necessary for their career advancement.
- Organization of lectures by eminent personalities.
- Besides this GPF, Pension Schemes, Fee concession to the relatives of staff, maternity leaves, earned leave facilities are provided.
- Felicitation of staff members for their achievement.
- Uniforms are made compulsory to Class - IV staff.
- Staff rooms with purified drinking water systems.

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

### 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

4

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)	<a href="#">View File</a>

### 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

0

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

### 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

7

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

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

The college follows the self appraisal method to evaluate the departmental performance. As per the guide-lines of the U.G.C. and the university, all teachers are required to fill up the self appraisal forms along with Academic Performance Indicator and Performance Based Appraisal at the end of every academic year. These forms are submitted to the principal by H.O.D's and checked by the principal and some suggestions are given, if necessary. After scrutinizing the self -appraisal forms by the principal, certain suggestions are offered for improvement in their performance and they are handed over to the respective teachers.

Besides, for non teaching staff institution has developed Self Appraisal form that is to be filled by the concern non teaching staff and submitted to the administrative officer head in each academic year.

In the similar manner, the confidential reports (CR) of the teaching and the non teaching staff are also prepared by the head of the institution. However, all the staff members performance is assessed and accordingly the final reports are prepared and communicated to the concerned staff members.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The institute conducts two types of audit i.e. internal and external regularly as follows

##### Internal Audit:-

Mr. B.G. Nagawani, from Chikhli Charter Accountant have been appointed for carrying out our institutional audit, after verifying the institutional books of account there is no objection pointed out during the year by the internal auditors. The auditors certify the financial statements of the institute and issues audit report.

##### External Audit:-

The external audit is done by various Govt. Department usually the funds received and disbursed by the institution.

The external audit is done by various Govt, agencies such as

Auditor General Nagpur

Maharashtra State Govt. of Finance Department

Scholarship Audit

EBC Audit

Assessment audit: Department of Higher Education of Maharashtra Government through Joint Director of Higher Education, Amravati region completes regularly the assessment of salary and non salary expenditure and fixed the grants of the institution by verifying the records of expenditure incurred.

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

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

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

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)	<a href="#">View File</a>

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

The institute needs economical as well as human resources to achieve success in academic and infrastructural development. The institution runs UG course in arts faculty, which is granted by state government. The college gets the financial assistance from the State Government in the form of salary grant for the same course. The salary grants spend on the staff members as per the norms of government and every year the assessment has been done by the director and joint director of higher education office. The college is getting non salary grants as per the direction of state government after the assessment of Joint Director of Higher Education office.

The grants allocated from UGC are utilized according to the norms provided by UGC. The audited statement of income and expenditure along with Utilization Certificate were prepared by the auditors and submitted to the UGC.

The institution has already received grants from UGC under XI and XII plan. These grants are utilized as per UGC direction. The

institution has also contributed the remaining share which is necessary for completion of sanctioned schemes.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC plays a vital role for quality improvement among the staff. The teaching staff is motivated by IQAC for research, publication of papers and participation in national and International conferences and seminars. The institution has established research committee with the help of IQAC. As a result of this 01faculty member have completed their Ph.D. degree. In this way IQAC channelizes the research culture in the institute.

Best achievements: - 1) One faculty member have been awarded Ph.D. degree.

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

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

The institution reviews its teaching learning process, structure and methodologies of quality of operation and learning outcomes at periodic intervals through set norms. There is no doubt that IQAC works for quality improvement in the institute to meet diverse needs of the students.

The IQAC has prepared some proforma for evaluation of teaching learning outcome by students. The students give responses regarding

proforma. These responses are evaluated by the IQAC and the shortcoming mentioned by the students regarding teaching learning is conveyed to the teacher. The IQAC observes all faculty members teaching learning process once in a month and gives some suggestions.

By getting the student feedback on teachers, we have adopted new teaching methodology in which we are using modern teaching aids i.e. ICT, lectures on various burning issues are arranged by college which helps students to keep in touch with their issues

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

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

D. Any 1 of the above

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

## **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

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security 2.Counselling

3.Common Room

Response:

1. Safety & security of students and teachers are of prime importance.

1.First aid box in the institute

2. Parking facility for students and staff.

3.CCTV Camera system installed.

Anti-ragging strictly prohibited

Raging is strictly prohibited is the campus as per university and UGC norms. If some students are found in such cases are dealt seriously by the college.

There is Anti Sexual Harassment and Women Empowerment Committee.

Members of this cell are taking care of female students. The members are personally counseling the girl students regarding their problems.

1. Counseling :

1. Counseling by teachers on further career options particularly to the students seeking admissions to different subjects and to the final year degree students.

2. All faculties are involved in academic and personal counseling of students. Staff gives advice to students regarding career opportunities and guide how to prepare for examinations. Personal problems are also solved by faculties.

3. Due to counseling of competitive examination our students got job in various fields.

1. Common Room :

1. In institution has provided facilities like common room/separate rest room for women students and staff.

2. Separate common room for boys students has been provided with all the required facilities.

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

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

**E. None of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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:** -- Our College collects scrap papers, fallen leaves of trees and other garbage at dumping ground to decompose it and to use that decomposed material as an organic fertilizers for the trees to grow faster; which are planted in our college campus and area. This project collects near about 10 K.G. waste material i.e. garbage at every week end and gets 4 K.G. decomposed organic fertilizer. That's why greenery appeals our eyes at first glance.
- **Liquid waste management:**--
- The waste products like urine and waste contain collected in a large tank through PVC pipes. Our college built tunnels and to pass such a liquid waste and also prepared soak pits.
- **E-Waste Management:** --

The college has legible E-waste. The computers, printers and other ICT equipment are not in working condition they are sold to vendors for recycling In future, it would be necessary then we shall manage it to recycle these e-wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3.Pedestrian Friendly pathways</b></li> <li><b>4.Ban on use of Plastic</b></li> <li><b>5.landscaping with trees and plants</b></li> </ol>	<p><b>B. Any 3 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="76 564 550 631">File Description</th> <th data-bbox="550 564 1471 631">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 631 550 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="550 631 1471 734" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 734 550 801">Any other relevant documents</td> <td data-bbox="550 734 1471 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<a href="#">View File</a>	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	<a href="#">View File</a>										
Any other relevant documents	No File Uploaded										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>E. None of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1169 550 1236">File Description</th> <th data-bbox="550 1169 1471 1236">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1236 550 1384">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="550 1236 1471 1384" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1384 550 1487">Certification by the auditing agency</td> <td data-bbox="550 1384 1471 1487" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1487 550 1585">Certificates of the awards received</td> <td data-bbox="550 1487 1471 1585" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1585 550 1653">Any other relevant information</td> <td data-bbox="550 1585 1471 1653" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<p><b>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</b> 5.</p>	<p><b>C. Any 2 of the above</b></p>										

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The programme on the occasion of birth anniversaries and death anniversaries of national leaders, social reformers, freedom fighters, these type of activities are organized in the college to inculcate the moral values among the students by introducing the life and works of these personalities. These programmes aim to provide a platform for the students to express themselves confidently.

Our society founder president's birthday programme organized as a special day programme on 24th of November as "Gunavat Vidyarthi Satkar Samarambha" is also celebrated along with these programs. The institution has regularly organized this type of programme for students to give opportunities for delivering speeches, participating in debate, elocution competitions and poster presentation competition. The students are also guided by the college teachers to prepare themselves for participating in intercollegiate and university level competitions.

Birth and death anniversaries of Dr. B. R. Ambedkar, Savitribai Phule , Gadge Maharaj, Subhash Chandra Bose, Balasaheb Thackeray, Mahatma Gandhi , Lal Bahadur Shastri are actively celebrated in college. We actively celebrated tree plantation and competitive exams workshops.

Students are guided by the faculty members to make them well prepared and competent participate at various level competition. In

this way college teachers play a very active role in the all round development of students personalities through co-curricular and extracurricular activities. Our college organized International Yoga day on 21st June every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The programme on the occasion of Birth anniversaries and death anniversaries of national leaders , social reformers , freedom fighters. These types of activities are organised in the college to inculcate the moral values among the students by introducing the life and works of these eminent personalities.

The institution has regularly organised birth and death anniversaries of Shivaji Maharaj , Swami Vivekananda and maa jijau, Sardar Vallabhbai Patel birth anniversary as Ekta Din and Indira Gandhi ,Gadge Maharaj death anniversary. The institute has organised teacher day ,Constitution day, Blood donation camp also celebrated in college

Students are guided by the faculty members to make them well prepare and competent at various level competition .In this way the college teachers play a very active role in the all round development of students personalities . Through these co-curricular and extra curricular activities are made the students as responsible citizen.

The syllabus has helpful to develop to students constitutional values, right and duties to make responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code**

**B. Any 3 of the above**

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

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

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

The programme on the occasion of national leaders, social reformers, freedom fighters .These types of activities are organised in the college to inculcate to moral values among the students by introducing the life and work of this personalities. The institution has organised this type of programme for students.

We have organised National days 15 August( Independence Day) 26 January ( Republic Day) and 1May (Maharashtra Din) in regularly. We organised commenorative programmes of freedom fighters Martyrs( Hutatma Din), Azadi ka Amrut Mahotsav etc full . We have also organised International Women Day, International yoga day and International Literacy Day. these program me helps to students of history freedom fighter, and these type of programme grow Nationalism of students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

Title of the Practice: - 1) Environment what is it?

### Green Campus

We have taken this practice because it is necessary to nurture the nature for our future

1. Plantation and preservation itself is the need of hour, wherever we observe around us for examination, birds, animals the variety of trees, fruits are the integral part of environment.

The geographical condition of the area average temperature during the summer average rain fall and the agricultural field that fulfils the requirement not only of farmers but also people in general depend on the satisfactory rain fall. The percentage of the rain fall is directly tied with the plantation and preservation of trees in the territory.

1. Objectives of the practices: College makes tree plantation with the help of NSS volunteers in the campus and outside the campus on the occasion of hon'ble presidents' birthday, world environment day and government tree plantation scheme. In the rainy season those trees neither have nor are survived, new saplings planted on such places. Similarly on vacant places variety of plants are planted through NSS volunteers. The responsibility of the conservation is bestowed on a group of students. NSS programme officers monitors the conservation of trees.

The basic purpose of plantation and preservation is to maintain the greenery and the temperature in the surroundings. It is of utmost

importance to plant trees every year because they maintained oxygen layer in the atmosphere and naturally the global warming diminished. Preservation of trees are necessary to maintain the eco - balance, to have satisfactory rainfall, to reduce the intensity of the problem of global warming, to provide natural habit to birds, animals and insects. The ground water level is maintained by the trees and kind of filtered oxygen is being offered to the pupils, birds, animals and all living creatures in the vicinity. Trees work as wind breaks and the rainfall is assured during the season when it is in full swing.

1. The Context:

1. To make college campus green.
2. To make the campus air fresh and create natural beauty in the campus.
3. To impart the message of "plant trees and conserve trees" to society through students.

The deforestation on a large scale cutting of trees for the purpose of fuel, cutting of trees as a building material or furniture make our forest just like a desert. It is experienced at every year that the temperature of the earth is growing with high pace every summer.

The result is that the natural habitat of the wild animals and the variety of birds are on the verge of extinction. It is indeed difficult to plant and develop a tree because it is a work of dedication not just a part of inauguration. We have to maintain the balance of natural gases in the atmosphere. We have to look after the healthy society, nature full of variety of birds, animals and therefore plantation and preservation is the basic need of this time.

1. The Practice: Forest resources are a natural gift. Since time unknown man depends on plants and animals closely associated with forest. Ancient human beings used to satisfy basic needs completely from forest. Even today we enjoy direct or indirect benefits of forest. Human life is dependant by and large on forest and forest resources. Forest resources is therefore considered as one of the most important and basic natural resource.

Consistence is another part of plantation and preservation upliftment of the plants is a part of continuous dedication. It needs a master plan sufficient man power, water resources proper care during the infancy stage of the plants, tree guards, insecticides, pesticides etc. metro logically in what so ever the

country may be 33% land should be covered by forest. In ancient times 60% part of the earth was occupied by the forest. But today this percentage become very less and comes below 25%. Trees are sacred and cutting them is a crime. The trees like banyan can survive for more than 200 years. We should inspire and encourage such organization and institute which not only part the trees but also conserve them. It is the basic need at the hour to plant the trees. They attract rain, maintain ground water level. We have to design a master plan for the plantation. It is a team work and every member in a family school, college, hospital should give his or her contribution in it. Then only the mission can be successful. We have to do something for our coming generation. Just like water bottle, we have to carry oxygen cylinder on our back if the cutting of trees will remain in continuation.

While undertaking the project of tree plantation and preservation there are certain constraints / limitations in the activity are as follows.

1. Sufficient storage of water
2. Day to day maintenance of the plants
3. Application of insecticide, pesticides whenever the situation occurs.
4. To protect plants from the stray animals
5. Looking after the plants in infancy stage is indeed a difficult and challenging job.
6. Government should provide plants as well as tree guards at reasonable cost.

1. Evidence of success: Forest help on a large scale to maintain the balance of nature. From time unknown man is trying to satisfy his basic needs like food, clothing and shelter. Words fail us to describe the benefits of forests. Yet following are some of the outstanding advantages of trees.

1. Trees provide food: An apple a day keeps the doctors away. Trees provide foods for birds and wild life.
2. Trees give pure air to the tired city lungs:- Trees absorb odors and pollutant gases. In one year an acre of mature trees can provide enough oxygen for 18 people.
3. Tree save water:- Trees hold the water during the rainy season and maintained the ground water level.
4. Trees shield children from ultra-violet rays:- Skin cancer is the most common form of cancer in the United States. Trees provide protection to children and school campus and play grounds where children spend hours outdoors.

5. Trees help prevent soil erosion:- On hill side or stream slopes trees slow run of and hold soil in place.
6. Trees are teachers and play mates:- Whether as houses for children or creative and spiritual inspiration for adults, trees have provided the space for human retreat throughout the ages.
7. Trees provide us medicine, fiber, fruits, threads, rubber, honey. Trees are helpful to textile industry also. Turpentine, gum, resin, tannin are the gifts given by the forests.
8. Land becomes fertile when the dried leaves fall from the trees; they decomposed and mix with the soil.

1. Problems encountered and Resources Required:-

1. Problems encountered and Resources Required:-

1. Location (site) for plantation
2. Problem of tree guards
3. To maintain the specific area of play ground or open space.
4. Trees should not affect the original building or its permanent structure.
5. The stray animals create a great problem and all efforts many turn in vain.
6. Climatic changes
7. High temperature during summer

1. Resources:- To implement the practice following resources are required:-

1. Consistent water supply
2. Cutting of trees at regular interval
3. Keeping trees in a safer zone proper precaution should be taken to keep the plants away from stray animals.
4. Tree guards
5. Use of organic fertilizers.
6. Suitable distance between two plants.
7. Sufficient funds
8. Devoted workers

7 ) Notes:- The other institution are here by suggested to make available other accessories including soil, organic fertilizers shovel, water sprinkler tree fence etc. should also be provided on subsidized rates. Each office of administration of the area must be made bound of offer full support during the tree plantation campaign. This can be done with an administrative order.

All religious leaders should be involved in this campaign. The NGO's play a very crucial role in this undertaking on their consenting each NGO should be organized the task to plant trees in a specified area under the guidance of task force. The highest boss of the government should be requested to issue an order to all subordinate offices to plant trees in the premises of their buildings. Farmers should be convinced to plant trees at their farming fields and leave no free space idle. In rural areas all free space must be used to plant trees where ever it is possible and farmers should be motivated to join the drive for this purpose.

The cellular companies should be requested to release messages to their users on tree plantation for their motivation. Students should be made the main force of this campaign. They should be motivated to plant trees at their homes, schools and places where they sit together. In colleges students should be maid caretakers of saplings to take care till they become trees.

Title of the Practice: -2. Name of the practice : Library services to external readers.

Goals -

OBJECTIVES :

To provide library for teachers in the neighbouring colleges.

To provide library facilities to ex students of the college.

To provide facilities/services to the members of management. To provide library facilities/services to pass out students. Library services to external readers.

CONTEXT:

Library membership is open for all. If some reader wishes to use library facility, he/she has to apply for the same and if the principal has allowed, he/she is given the library membership. His/her application form with his photo, photo ID proof and detail address with email id.He/she is informed about the rule of the library. We try to find out his/her purpose/objectives of using library facility.Teachers in the other colleges are provided 2 books for 7 days on the request from their respected Principals. Books , periodicals , journals and research paper are issue of the college management. Ex-students, other readers and pass out students are provided library services with reading facilities. No fees are

charged from these readers. The information from the internet is also provided to them, the stakeholder free of cost. Evidence of success useful library facilities without any charge the teachers in the neighbouring colleges are benefited.

#### THE PRACTICE:

Ex students make use of our library facilities for competitive exams also. Pass out students are also benefited with the faresaid things. The management members also make use of library. A library is a social institution by the Dr.S.R Ranganathan, the objectives of a library are being served. Various students, ex- students and people of society use library for various purposes. Therefore the interest in reading is generating among the students, resulting the numbers of students is also comparatively increased. There is no waste of time of ex-service men inside the college premises Because of library, there is again in their knowledge, making their time well-consumed enough. In times of covid ,all teaching was on online platforms, the books received by the people and the numbers of readers in the library also increased here in those times.

#### EVIDANCE OF SUCESS:

We are extending our facilities to the stakeholders according to his objectives. Well furnished library with the update facilities is one of the useful best practices as well as assets of a college. We are preserving and providing its facilities to built up a society nearby. As a result, the library is providing an advantage to the society Our surrounding inside the college premises is also beautiful, thereas people come here and make the best use of library.

#### PROBLEMS ENCONTER REDANT RESOURCES REQUIRED :

The numbers of members which should come to the library are not coming now days. This is because the number of libraries in buldana is comparatively increased. Also our library needs to add more numbers of books in book shelves. But ,there is no economical management and therefore can we charge fees to the members just for namesake. We are thinking about this abovestep also. Also, members are demanding that they should get more than two books for reading.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

College as a learning community committed to pursuing excellent and inspiring achievement, provide quality educational programs and services to enrich and empower students to reach their full potential as inform and productive members of the society. Its distinctive approach in catering to the educational requirements and aspirations of the people in Buldana and around Buldana District irrespective of caste, community/or religion. The vision of the College focuses on development of the college into a premise Institution of Higher Education and be an active component of National Educational System. Develop human resource of high caliber that is nationally comparable and internationally acceptable with the counterparts, which will empower our students to cope with competitive needs in changing global scenario and reach the unreachd and serve the un-served with education.

**Excellence in Academics:-** The College as a higher education institution is committed in imparting quality education to empower the youth/students and strive to foster integral development of the students by enabling them to be intellectually alert, emotionally balanced, morally sound, socially committed, culturally enriched and spiritually oriented. College has all ICT facilities like LCD projectors, Computers, Internet which is used in the teaching learning processes. Teaching is made student centric and innovative teaching methodologies are used by the teachers in the dissemination of information.

**Exploration of talent through teaching learning process :-** The college promotes students success by providing students centered academic and support services and creating opportunities for the employment, Class tests, projects, seminars, presentation by students are regular features of on line class room teaching by which advanced learners are identified. The participation of students in the departmental and society activities also throws light on their learning abilities. The college has well qualified staff, good infrastructural facilities, well equipped computer labs,

library and cocurricular/ extracurricular facilities. The institution is committed to provide an ambiance of creativity, innovation and good learning experiences. College has class rooms with good ventilation, proper lighting and sufficient furniture. Curricular Extra-Curricular Activities:- Co-curricular, extracurricular and sports activities and competitions are organized regularly to nurture the talents of the students in addition to the academics. These activities are implemented under the banner of National Service Scheme (NSS),

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

### 7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year.

- 1) Try to Face Naac 3rd cycle.
- 2) Research paper published in notified journals.
- 3) Taking online webinar and workshops
- 4) Implimentation of Certificate coursees.
- 5) Proposals submitted and try to get Research Centers in various subjects.
- 6) Purchase new books and sports equipments.
- 7) Encouraging faculty as well as adminitrative staff to participate inNational/ International conferences.
- 8) To Get MOU with another Institution.