



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

**SMT. LAXMIBAI RADHAKISAN TOSHNIWAL
COMMERCE COLLEGE, AKOLA**

RATANLAL PLOT, CIVIL LINES

444001

www.smtlrcc.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction

The Berar General Education Society, Akola, a premier and pioneering academic body in Western Vidarbha, engaged in propagating university education since 1935. The Berar General Education Society is composed of members drawn from all stratum of the society. The members occupy respectable positions in the society and have achieved success in their respective fields. The B.G.E Society is headed by Dr. Moti Singhji Motha, who is eminent lawyer and Social Worker. The executive body of the B.G.E. Society is deeply dedicated to develop the present physical and academic infrastructure as per the changing scenario in the field of higher education. It is only because of initiative of The B.G.E. Society, Akola runs five colleges under the society namely- (i) Smt. Laxmibai Radhakisan Toshniwal College of Commerce, Akola,

Smt. Laxmibai Radhakisan Toshniwal College of Commerce came into being as a separate unit in the year 1964. Since then, it has been working as a premier institution of Commerce education in the Western Part of Vidharbha. It is a single faculty college of commerce and management. The college is providing education from UG to PG through English, Marathi and Hindi medium. The college has completed 3rd cycle of NAAC. Received *two times 'A' grade into last two successive cycles of assessment*. UGC has awarded CPE status to the college. Affiliating University (Sant Gadge Baba Amravati University) has awarded lead college status to our institution. We have our own publication 'SPARK' an International Journal of Social Sciences and Humanities. It is a Peer Reviewed, Refereed Multidisciplinary Journal. We have Annual Publication 'VISHWADHAN' which is providing opportunity to students for publishing and exploring their innovative ideas, thoughts and articles. We have self funded courses for fund generation like MCM, MHRD, M.Phil, DBM, DMM, D.Tax., DFM, Ph.D. and granted courses B.Com. and M.Com. Major Research Projects (MRPs) has been awarded by UGC to our two faculty members.

Vision

To Become One Of The Best Educational Institution In Country By Attaining Excellence In Commerce Education.

Mission

To Integrate With The Indian Educational Service Group By Propagating Value Based Education And Preparing Pupils For Initiation Into Higher Life By Association Them With Natural Social And Cultural Environment.

1.2 Strength, Weakness, Opportunity and Challenges (SWOC)

Institutional Strength

1. The college has awarded 'A' grade in two consecutive cycles by NAAC, Bangalore.
2. CPE status by UGC.
3. Two major research projects sanctioned by UGC.
4. Research centre in four subjects.
5. 14 Ph.D. supervisors.
6. Principal of the college is the member of Academic Council and RRC.
7. 6 faculty members are members of the Board of Studies of affiliating University.
8. Single faculty college imparting education in commerce and Management in UG and PG
9. Maximum meritorious position of the college students in University examinations.
10. 17 teachers are holding Ph.D. degree (out of 19 Government appointed teachers, 17 teachers are Ph.D. holders).
11. Institution is having PH.D. Research Center.
12. We have registered Alumni Association.
13. Highly qualified and committed faculties.
14. We have a well equipped library.
15. The college runs 16 value added courses.
16. College has NSS and NCC units with extra ordinary achievements at National Level.
17. College organizes workshops, conferences and webinars on a regular basis.
18. Providing education in Hindi, Marathi and English medium.
19. College has undertaken MOU with NGOs for extension activities.
20. Our college is located in the heart of the city.
21. College has a CA and CS examination centre.
22. The Principal of the college is a NAAC Assessor.
23. Participation of the student in the RD parade.

Institutional Weakness

1. Ban on new staff recruitments from the government.
2. Industrially backward area.
3. Less scope for placement.
4. More dependence on University curriculum activities.
5. Less admission of other state students.

Institutional Opportunity

1. Encouraging teachers for more MRPs.
2. More MOU with NGOs and industries.
3. Attract other state students for admissions.
4. Strengthened Campus placement.
5. Add more value added courses.

Institutional Challenge

1. Privatization of education.
2. Inculcating moral and ethical values among the students.
3. Encouraging students to start their own Enterprises.
4. To develop the student at par with International standard.
5. To maintain the standard of Higher Education.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Sant Gadge Baba Amravati University. It follows the syllabi of affiliating university for regular programs. College is single faculty in the faculty of commerce and runs courses B.Com., M.Com., MCM, MIRM, DBM, D.Tax., DMM, DFM and M.Phil. College is also running Ph.D. research center in four

subjects. Apart from regular programs, college has a mechanism to frame syllabus at college level. Presently many value added programs and Diploma are successfully run by the college. Principal is the member of Academic Council and six Professors are working as members of Board of Studies and playing significant role in framing syllabus of affiliating University. At the beginning of academic session every year, the college prepares the academic calendar and gives it to faculty members for its execution. College runs 1 UG, 3 PG and 4 PG Diploma and 4 Doctoral Research Programs. 20% of students undertake projects from practical learning. College runs bridge courses and remedial coaching programs. For advance learners, more books are issued for advance learning and other reading material and facilities are also provided to such students. Competitive Guidance Cell and NET, SET Coaching Centre are available in the college. College offers flexibility to opt own program subject as per their choice. Along with curricular and extracurricular activities, college integrates cost-cutting issues by organizing Value Added Courses and by conducting extension activities such as environment sustainability as a compulsory subject, gender equality, human values, professional ethics (with Code of conduct guidelines), women empowerment and uplifting backward students etc. Feedback regarding curriculum is collected from management, parents and alumni. Collected feedback is analyzed and necessary change in the syllabus is suggested to university through board of studies members. Student satisfaction survey is also conducted annually and analyzed. Institution tries its level best to provide quality education to the students. College Time Table Committee and Head of Departments monitor effective implementation of the Curriculum. Semester system is being adopted by the university in UG and PG courses. Semester system along with credit grade system is proposed to adopted to UG course for the academic session 2015-16. College provides flexibility in core options as well as elective options. Computer subject is compulsory in B.Com. and M.Com. course.

Teaching-learning and Evaluation

College uploads prospectus on the college website and invites applications for online admissions. The Admission Committee scrutinizes applications and prepares a merit list and it is uploaded on the college website. All the guidelines and rules of reservation policy for SC, ST, VJ, NT, OBC, Gen. etc. categories are observed and followed in admission process. College adopt student centric and innovative teaching learning methods using ICT classrooms, e-learning resources, free Wi-Fi access, e-content development and free access to online books and journals. Apart from these, slow learners are helped through remedial coaching and advanced learners facilitated through providing more library books and literature. The college arranges field and industrial visits; conduct practical's and projects to enhance active learning among students. The college has highly qualified and efficient teaching staff. Among these, 20 teachers are Doctorates and 14 are holding M.Phil. degrees. 14 teachers are Ph.D. Supervisors, near about 30 students have been awarded Ph.D. degree under their supervision. College also invites various experts from different fields for guest lectures. Students' feedback is collected on teaching learning and syllabus. The report of students feedback is then communicated to the principal. College conducts class test, term examination, practical examination, CA and CS examination through online as well as offline mode. All faculty members are the internal and external examiners. In the induction program students are oriented with vision, mission, objectives of the institution, faculty introduction as well as courses available in the college. College evaluates for 20 internal marks in UG and PG. 02 Major Research Projects are in the credit of teachers. Many awards and recognitions were received by faculties. Teachers are encouraged to improve educational qualifications and to attend orientation and refresher courses. Teachers participate in university valuation, moderation and paper setting process. Evaluation process is communicated to students in advance. Many students hold distinctions and ranks in University Examinations. Overall performance at the university is above 80% on an average. Internal exams are conducted for continuous monitoring. Projects reports are made compulsory for B.Com. Final and MHRD Students. Industrial visit is arranged every year for both UG and PG student.

Research, Innovations and Extension

College has a University recognised research centre in four subjects with SPSS software and Wi-Fi facilities. College also published its own International refereed journal SPARK. College Annual 'VISHWADHAN' is published every year providing opportunity to students to come up with their articles. During last five years 5 national level conferences, 04 workshops for teaching and non-teaching staff. Beside this 05 webinars and 1 online quiz competition have been organized in post covid period lockdown. The college has Incubation Centre through which two UGC awarded major research projects, Many research papers have published by teachers, students have been awarded Ph.D. degree, and M. Phil. degree, Many teachers have published books also. At this Incubation Centre students are provided guidance to complete dissertations, thesis, projects, practicals and projects. For the Holistic development of community various extension activities are regularly conducted such as Blood Donation Camp, Health Checkup Camp, EVM training, Voters Awareness, Yoga and Meditation Camp, Plantation, Gender equality rally, National Integration rally, Constitution Day celebration, Corona Virus Awareness, Mask Distribution, Distribution of Medicines, Water Harvesting etc. College conducts these extension activities individually and also in collaboration with various NGOs. Above 50% students are being involved in these extension activities. College publishes its own research journal. NCC and NSS units are active in conducting social oriented extension programmes. It promotes healthy relations with neighborhood community. Lectures of eminent persons are organized and social issues from time to time. Some MOUS with NGO's were signed. NCC students received awards. NCC officer received the rank of Lieutenant. NSS volunteers also received various awards at national, university and local level. Cash prizes are given to students for their achievements.

Infrastructure and Learning Resources

College has a land of 3 Acres with Wi-Fi enabled Network and Learning Resources including physical and academic support facilities like Administrative Wing, Classrooms, Computer Laboratory, Language Laboratory, Separate Library Building, Auditorium Hall, Audio-visual Seminar Hall, Girls Hostel, Gym, Girls Common Room, Staff Room, HOD Cabins, Cabin for Coordinator for Self Funded Courses, Room for NCC And NSS Unit, IQAC Coordinator Room, Physical Department Room, Student and Staff Reading Room, Playing Ground, Rainwater Harvesting Pits, RO Drinking Water Facility, Separate Toilets for males and females staff and students. The classroom and laboratory have sufficient Fire Extinguishers to ensure safety of the student and separate entry and exit for convenience and safety. Classrooms are well equipped with LCD projector, Wi-Fi facility, Video Lecture Capturing facility for guest lectures and faculty members, two computer labs have been established with LCD projector and smart board and with LAN facility. College has a rich library consisting of more than 52000 books, National Journals, International Journals, Manuscripts, Rare Books and Reports. College has sufficient space for games and sports (indoor and outdoor) such as Holly Ball, Kabaddi, Kho-Kho, Table Tennis, Chess, Carrom etc. College has sufficient and separate parking space for staff and students, CCTV camera, Generator, Biometric attendance for staff, Xerox Machines, Security Guard for 24 hours, Canteen and 24 hours water facility. College has appointed Gardeners and Sweepers on daily wages basis. College has a well equipped and rich Library having more than 52,000 books, two Computer Labs, one Language Lab and free Wi-Fi campus. Reading room facility for students and staff is available. Book bank facility, INFLIBNET, reprographic and internet accessibility to students is available in central library. Has inter-library borrowing facilities. Budget is prepared for maintenance of building and equipments. Infrastructure Committee oversees maintenance. Annual maintenance contract is given to a private technician to look after the up-gradation and maintenance of computer and other related equipments. One library attendant is a trained electrician who looks after all the work related to power supply. Infrastructure facilities are utilized at its

maximum level from 7:30 am to 9 p.m. College has developed lush-green garden in the campus area. Various trees are planted in it.

Student Support and Progression

Transparent admission process is adopted. Students are given admission as per their merit. Reservation policy prescribed by the Government of India is strictly followed while giving admissions to students. Induction program is conducted every year for new entrants in first year of UG and PG courses. In addition to this, GOI scholarships, Free-ship, Teacher's Concession are given to the eligible students. The college has maintained Student Development Fund rendering financial help to the students. The Alumni Association has also raised an endowment fund through which prizes, medals, certificates are awarded to meritorious students. College also gives Rupees 1000 /- cash prize along with medal and certificate to each student for their extraordinary performance. These students are felicitated in the felicitation program arranged by the college every year. The Students of our college has won University's Student Welfare Department awards Rupees 2000 /- cash prizes for extraordinary performance in the field of Sports, Culture, NSS and NCC. The college arranges remedial coaching classes, competitive guidance classes, soft skill development classes, bridge course, NET and SET coaching classes, and 12 UGC career oriented courses for the benefits of students in securing jobs. The college has constituted Anti-ragging Cell, Sexual Harassment Committee, and Student Grievance Redressal Committee to deal with students' problems. College had a Career Guidance Cell. The college has Placement Cell for the recruitment of students and college also publishes college annual 'Vishvdhan' providing opportunity for students to publish their articles. The college has started a Ph.D. Research Centre from 2018-19 for the students. College also arranges study tours and students also actively participate in youth festivals every year. The college has registered Alumni Association organizes periodic meetings every year. College also invites student's feedback on syllabus and on teaching facilities. The PG courses and Post PG courses in the field of Commerce and management education are available in the college. The progression rate of UG students is quite satisfactory. Security Guards are appointed to ensure safety. Students are encouraged to participate in sports, Co-curricular and cultural activities at university and national level. College annual is published every year. Alumni of the college hold prestigious positions. Alumni and Parent Teacher Association in place.

Governance, Leadership and Management

Executive Committee of our foundation society i. e. B.G.E. society is the final authority for the policy making decisions. College Development Committee is the executive authority for the college where all the financial and managerial decisions are taken. Staff Council, Student Council and IQAC are the recommendatory authorities. The college has constituted more than 20 committees in the staff Council and IQAC meeting with Coordinator as a head taking into consideration the importance of decentralization and participative management principle. Decision in tune with University Act, Government policy and UGC guidelines are considered in taking decisions in the meetings of authorities. The decision of various committees is conveyed to the principal and IQAC Coordinator. If needed, the principal takes approval for the decision from CDC and the Executive Committee of our Foundation Society. The budget of the college is approved by CDC and internal and external financial audits are undertaken as per the Government norms. In addition to this, Competitive Guidance Cell, NET, SET Coaching Cell, Remedial Coaching Cell, Communication Skill Cell, 16 Value Added Courses are in place and 100% faculty members and some members of non teaching staff are involved this or that way in the management process. The management of other activities such as Blood Donation Camp, Swachh Bharat Abhiyan, Health awareness, Voter awareness, HIV awareness, celebration of Sports Day arranged by NSS Unit, NCC Unit, Sport department and Cultural Committee. The students of the college actively

participate, organize and manage these activities through which their leadership qualities are enhanced. For the motivation of staff and students, the Grand function of felicitation is organized every year for felicitating their extraordinary achievements in the presence of Management.

Institutional Values and Best Practices

The college is taking initiative and pressing issues such as Energy Conservation, Gender Equality, Human Values, National Integration, Prevention of Human Fundamental Rights, Environmental Consciousness, Professional Ethics, Incorporating Academic Excellence and Social Responsibility in the Mission and Vision of the college. The safety is ensured by CCTV cameras, First Aid Box, Fire extinguisher System, Anti-ragging Cell, Separate entry and exit, 24 hours Security Guard. The Code of Conduct is set for all stakeholders. For environment protection 'No Vehicle Day' is observed, LED bulbs and tube lights are used for energy conservation. For Rain Water harvesting three SOAK-PITS are prepared in the college premises. National festivals Independence Day on 15th August and Republic Day on 26th January are celebrated every year. Birth and Death anniversaries of great personalities are observed every year. Gender equality observed by constituting Women Redressal Cell and separate Girls' Common Room and other welfare measures are taken for students. Green Audit is conducted every year. Constitution Day, National Integration Day and International Women's Day are observed every year. Earn While Learn scheme is observed every year. The college has a Student Utility Centre. Plastic free campus is there. The Felicitation program is arranged for the student and staff for their extraordinary achievement.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SMT. LAXMIBAI RADHAKISAN TOSHNIWAL COMMERCE COLLEGE, AKOLA
Address	Ratanlal Plot, Civil Lines
City	Akola
State	Maharashtra
Pin	444001
Website	www.smtlrcc.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Shriprabhu .g. Chapke	0724-2400197	7218745555	0724-2457224	lrtcc@rediffmail.com
IQAC / CIQA coordinator	Yogesh K. Agrawal	0724-7242400197	9881063987	0724-7242457224	profyogesh@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-04-1964

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

State	University name	Document
Maharashtra	Sant Gadge Baba Amravati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	08-05-1987	View Document
12B of UGC	08-05-1987	View Document

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

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

Details of autonomy

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

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	17-11-2016
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Ratanlal Plot, Civil Lines	Urban	2.5	5805

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSC	English,Hindi,Marathi	2178	2050
PG	MIRPM,Commerce	24	Any Graduate	English	160	20
PG	MCom,Commerce	24	Any Graduate	English,Hindi,Marathi	420	406
PG	MCM,Commerce And Management	24	Any Graduate	English	80	76
PG Diploma recognised by statutory authority including university	PGDBM,Commerce	12	Any Graduate	English	60	11
PG Diploma recognised by statutory authority including university	PG Diploma, Commerce	12	Any Graduate	English	60	0
PG Diploma recognised by statutory authority including university	PG Diploma, Commerce	12	Any Graduate	English	80	38

PG Diploma recognised by statutory authority including university	PG Diploma, Commerce	12	Any Graduate	English	80	20
Doctoral (Ph.D)	PhD or DPhil, Commerce	36	M.Com.	English	16	0
Doctoral (Ph.D)	PhD or DPhil, Commerce	36	M.A. Eng.	English	6	1
Doctoral (Ph.D)	PhD or DPhil, Commerce	36	M.Com. M.B.A.	English, Hindi, Marathi	22	2
Doctoral (Ph.D)	PhD or DPhil, Commerce	36	M.Com.	English, Hindi, Marathi	30	2
Pre Doctoral (M.Phil)	MPhil, Commerce	24	M.Com. Course discontinued by University in the current AY	English, Hindi, Marathi	160	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	10				1				8			
Recruited	6	4	0	10	1	0	0	1	5	3	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				41
Recruited	17	1	0	18
Yet to Recruit				23
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	6	4	0	1	0	0	4	3	0	18
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		7	17	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	919	4	0	0	923
	Female	1124	3	0	0	1127
	Others	0	0	0	0	0
PG	Male	124	4	0	0	128
	Female	362	9	0	0	371
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	30	3	0	0	33
	Female	31	5	0	0	36
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	2	0	0	0	2
	Female	3	0	0	0	3
	Others	0	0	0	0	0
Diploma	Male	15	2	0	0	17
	Female	39	4	0	0	43
	Others	0	0	0	0	0
Certificate / Awareness	Male	341	0	0	0	341
	Female	422	0	0	0	422
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	126	141	108	132
	Female	136	144	131	155
	Others	0	0	0	0
ST	Male	21	21	20	16
	Female	14	20	19	25
	Others	0	0	0	0
OBC	Male	321	307	278	329
	Female	475	544	522	577
	Others	0	0	0	0
General	Male	554	536	453	529
	Female	723	733	634	648
	Others	0	0	0	0
Others	Male	102	105	101	90
	Female	146	151	159	125
	Others	0	0	0	0
Total		2618	2702	2425	2626

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>In order to provide the holistic academic growth among students, Inter-disciplinary curriculum will be implemented in the coming academic year 2022-23 by our institution as per guidelines setup by our 'Sant Gadge Baba Amravati University, Amravati'. Recently our university has chalked out a plan regarding implementing of 'Choice Base Credit System'. Our university is a pioneer university in whole Maharashtra to implement Choice Base Credit System as prescribed by New Education Policy. This will promote interdisciplinary approach among students. Our institution is having sufficient infrastructure for implementing multidisciplinary/interdisciplinary courses. In future</p>
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	<p>we are planning to form a cluster with other two institutions of our society namely Smt. R.L.T. College of Science Akola and Sitabai college of Arts, Akola. This will help to promote multidisciplinary/interdisciplinary subjects among our students.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the affiliated university and Higher Education Department, Maharashtra. For this purpose, a centralised database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously could be forwarded when the student enters into the program again. For monitoring ABC, proper technical support system is to be created.</p>
<p>3. Skill development:</p>	<p>The Institution is already conducting the career and skill based oriented courses as designed by affiliating university namely E-commerce, Web Designing & Office Automation and Event Management. These courses are run at three levels for first year UG students Certificate Course, for second year UG students Diploma Course and for final year UG students Advance Diploma Course. In addition to this our institution has received CPE grant from UGC for organizing skill based workshops for the students. Under the aegis of Adding Dimensions to Career Techniques (ADICT) of our institution we are regularly organizing soft skill development workshop and guest lectures for the students. Our affiliating university is also organizing soft skill base training workshops at institution level for the students. Institution also conducts add on skill based courses such as Tally, Paython, Java etc. for the students enrolled.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>In order to promote /integrate the local language, art and culture, compulsory activities in the curriculum has to be added like literary activities etc. and through discussions/interactions/symposiums etc in local languages which will fetch extra credit to the student. These changes will also increase the employability opportunities for the teachers and subject matter experts of these languages. Frequent field trips to local heritage sites/museum shall value their culture and traditions. This will create</p>

	awareness amongst students.
5. Focus on Outcome based education (OBE):	Outcome based Curriculum aims to bring about uniformity in syllabus for all programs in all, the affiliated colleges of Sant Gadge Baba Amravati University, Amravati. Variety of approaches in teaching Learning process like lectures, seminars, tutorials/workshop/practical and project based learning field work, technology enabled learning internship and apprenticeship and research work is suggested. The student learning outcome should be defined in terms of knowledge skills understanding values employability. This institution, being affiliated with concerned university follows the guidelines as and when directed.
6. Distance education/online education:	Our institution is already prepared, especially during COVID-19 pandemic situations and teaching learning process through different online modes like Google Classroom, Google Meet App, Zoom App, Whatsapp etc. The whole college campus is wifi enabled and hence no hindrance /obstacle in online education. Even slight relaxation in COVID-19 pandemic situation and accordingly visit of students and faculty members to college from different distant areas, helping them to study e-content for all subjects in all semesters. Our institution is preparing to make available all such type of e-content material prepared by faculty members to all students through online mode to meet the future challenges. Form the coming academic year we will encourage student to enroll students for MOOC courses available at SWAY portal.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
140	140	140	140	140
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2621	2414	2664	2618	2411
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
489	462	462	462	462

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
859	721	879	772	721

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

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

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
25	25	25	25	25

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 24

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
483	509.69122	550.94962	565.73829	587.15016

4.3

Number of Computers

Response: 50

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The Institution ensures effective curriculum delivery through a well planned and documented process through the following instructions.

- 1.The IQAC prepare a plan for effective curriculum delivery in consultation with the respective Heads of the Various department.
- 2.The time table Committee prepares time table after due deliberations with the Heads of the Various departments.
- 3.Monitoring Committee observes regular attendance of students and effective implementation of curriculum. In case of incompletion of syllabus in due Course, monitoring Committee sees to the completion of syllabus on time.
- 4.Bridge course is arranged for the students who come from Arts and Science background.
- 5.Co- curricular activities like seminar, group discussion, project work, assignment are the activities conducted by the concerned teacher.
- 6.Incubation Centre helps the students to prepare synopsis, to prepare assignment projects, to write Research Papers and dissertations.
- 7.Teacher uses LCD Projector Zoom app, audio, video, whats app, google classroom for effective delivery of curriculum.
- 8.Online Unit tests, term exams, practicals and viva-voce are arranged regularly.
- 9.Major Curricular and extra Curricular activities are displayed on College Website.
- 10.The Syllabus of the institution is set by Sant Gadge Baba Amravati University.
- 11.Calendar of events also consist of plan for Field projects, dissertations. Lectures are also scheduled in intention of connecting the requirements of industry and academics.

Induction programme is scheduled to provide, an insight of higher education and also bridge the expectations in mindset of newly, inducted students for the concerned programmes.

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

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

Response:

1.1.2 The institution adheres to the academic calendar including for the conducted of CIE (Curriculum Implementation & Execution)

- A) Academic Calendar is prepared in tune with University Academic Calendar.
- B) Academic Calendar is prepared to fulfill the objectives of the curriculum delivery.
- C) Progress of the syllabus coverage and course delivery are obtained from the faculty through Lesson plan.
- D) At the beginning of the academic year, the teachers prepare the teaching lesson plan for the subjects, they handle.
- E) Eminent academicians and industrial experts are invited for delivery lectures on current trends in the economy related to curriculum.
- F) The college provides certificate / diploma and value added courses.
- G) Onlie feedback is taken from students on faculty, course out comes and content delivery.
- H) After each Semester, the results are analyzed.
- I) Curriculum outcomes are reviewed.
- J) Meeting are held with industry needs.
- K) Planning is done for new courses and training modules to fill in curriculum gaps.
- L) Training is arranged for new teachers for new courses through orientation and online courses.
- M) Uploading Academic Calendar on College Websites mentioning month wise teaching days, unit tests, Internal examination schedule, mentioning practical examinations and viva, Mentioning Curricular and Co-curricular activities like Jayanti, Punyatithi, Camp etc.
- N) Declaration of results, unit tests, Term end Exams College council Meeting CDC Meeting Academic Diary submission date.

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

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 54.55

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

Response: 6

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

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

Response: 64

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

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

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

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

Response: 16.37

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

2020-21	2019-20	2018-19	2017-18	2016-17
763	840	173	229	65

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

1.3 Curriculum Enrichment

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

Response:

The institution makes effort to train the students to integrate cross cutting issues by the following ways

- 1.Subject of Environmental studies is incorporated in B.Com Semester IV Syllabus. Personality development course incorporated through. ADICT for B.Com Students, Graphic designing course through MCM department, well Designing by using PHP, Wordpress, Bootstrap and CSS, Python and SQL, Tally course bosters Creativity and diversion for B.Com students, E-Commerce, web-designing, Event management such career Oriented Course create awareness, creativity among B.com students. There are various committee which take care of the students such as: a)**Gender sensitization cell** It is headed by one female Co-ordinator and consist of two female faculty

members. Guest lecture on issues of personal hygiene are held regularly for female students under the aegis of the gender sensitization committee. There is sexual harassment cell for redressing grievances of the students. Regular interaction with the students is practical and they are counseled if need arises. b) **Anti-Ragging Committee** : Anti –Ragging Committee has been constituted to handle the issues pertaining to ragging. Any student can drop a complaint in the complain box without disclosing their identity in case of any inconvenient incident. c) **Community Orientation**: The College NSS/NCC team creates awareness among the people of surrounding villages on various issues. The institution conducts many programs such as, blood donation camp, social awareness programs and welfare services, especially in rural areas, organizing rally on creating awareness on cleanliness and volunteer services to the locality and village.

2. Human values: As an extension activity, the NSS, NCC students conduct various events and visit and needy. A few events are:-

- Personality Development
- Road Safety Day
- Creating awareness on voting
- Distribution of Sanitizer and Masks to curtail Corona Pandemic
- Celebration of International Yoga Day.
- Visit to old age Homes and Orphanage.
- Awareness on corruption.
- Healthy Check up
- Contribution of money to flood victims
- Women Empowerment Workshop.

Professional Ethics:-

Professional Ethics is part of curriculum. It ensures personal and professional standards of behavior expected by the professionals and institution has given equal importance to professional ethics along with academics. We have conducted various personality development programs through ADICT for inculcating. The following values in the students.

1. Striving for excellence
2. Being Trustworthy
3. Maintaining Honesty and Integrity.
4. Keeping calm posture in any Eventuality.
5. Fostering Stress Free attitude.
6. Increasing competency and productivity.
7. Meeting the deadlines.
8. Maintaining high degree of Confidentiality.

Environment and Sustainability

The idea for sustainability development is to create development that can be maintained and sustained without causing harm to the environmental. The NSS Volunteers take up the following initiatives:

1. The Construction of Check Dam.
2. Rain water harvest
3. Construction of toilets to curtail open defecation in villages.

4. Tree conservation and adoption of trees and seed ball program.
5. Making of Eco Friendly Ganpati Idol, through river clay.
6. Swatch Bharat Abhiyan.
7. Plantation of Amla and Medicinal plants.
8. Voting and environment awareness programme
9. Preparation of sports field and cleanliness of campus
10. Eye donation camp.
11. Community Service.
12. Program for Creating Awareness of Farmer Suicide.
13. Cashless payment through advanced technology.
14. Conservation of Solar Energy.

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

Response: 2.71

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

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

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

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

Response: 17.17

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

Response: 450

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

1.4 Feedback System

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

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 84.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
963	979	1027	1039	979

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1156	1184	1200	1188	1184

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 94.89

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

2020-21	2019-20	2018-19	2017-18	2016-17
364	462	462	462	462

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Slow learners:-We can define slow learners to those students who are able to learn necessary academic skills, but at rate and depth are comparatively below average to their same age peers. They can be identified on the bases of their IQ and also their performance in University Examination of previous semester and internal examinations. The students who scored below 60 percent marks are identified as slow learners. Their academic performance can be improved by applying some strategies (programs) like,

- Conducting Remedial need based classes on the topics in which the students are found to be slow learners.
- We formed **JLG (Joint Liability Group)** consisting of teachers and advanced learners. They conducted seminars, webinars for slow learners and solve the difficulties of slow learners.
- Bridge course for the students who came from different streams like science and arts.
- Personal counseling by the concerned subject teacher.
- Student helpdesk, peer-to-peer learning by forming students study group.
- Mentoring (Teacher guardian) scheme in which Teacher guardian mentors maintain the entire academic record of the student which is also conveyed to the parents time to time.
- Slow learners are motivated to participate in Extra Curricular activities, soft skill development workshops and guest lectures on various topics by the mentors.
- In addition to regular classes, teachers provide additional tutorial for the slow learners.
- To improve the confidence level of the students, confidence building lectures are arranged to motivate them.
- Extra time is allotted to slow learners to complete tasks such as reading, problem solving, and learning. More attention is given towards slow learners for their academic improvement.

Advanced Learners Students who are ahead on the learning curve and scored above 60 percent marks are defined as Advanced Learners. They can also be identified on the bases of performance in University Examination of previous semesters and internal examinations like Class Tests and Term End Examination. They require advanced knowledge of their respective subjects.

Following Special activities can be conducted for Advanced Learners:

- We have constructed **TPS (Thinking, Pairing and Sharing)** and conducted **Brain Storming Sessions** to make them participating in the form of event analysis, case study and situation analysis to come with realistic solutions.
- Guiding for career planning.
- Discussions and seminars on the current events and affairs.
- Guiding and encouraging communicating research papers in conferences/Journals.
- Guiding the students for Competitive Examinations.
- Training programs for gaining advanced technical know-how.
- Encouraging students to participate in various symposiums like quiz, poster presentation, Conferences, inter institution competition etc.

- Providing extra library hours with required books and journals.
- Wi-Fi campus is available to utilize online educational assistance in learning process.
- Students are motivated through cash prizes and certificates in the felicitation programme.

The slow learners and advanced learners are identified based on the student performance and special strategies are adopted to overcome the learning barriers. The class wise Mentorship is allotted to continue the student centric learning approach. The learning experience of the students is enhanced with several fun filled, innovative and creative Teaching methods.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 145.61

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The following are the highlights of student centric methods adopted:

Experimental Learning: This gives an opportunity to the teachers as well as students to involve directly in teaching learning process. The institution provides facilities and encourage students for individual involvement in practical's or project work, group work, role play, field visit, quiz competitions, poster presentations, debates and Organization of educational trips and surveys. Teachers promote effective class room interaction between students for developing skills to express themselves with their peers. We conducted meetings of academic experts and industrial experts and interactive sessions for the students.

Participatory learning: In this the students are promoted to involve in activities viz., tours and excursions, group discussions, industrial visits, conferences, seminars, case studies, community surveys, street plays based on socio-economic issues, essay competitions, Elocution competition, participation in various skill development camps like AVISHKAR (an Intra University Research Convention) for innovative research presentations based on current issues. To increase participative learning, students are given assignments of every subject which help them get information on various questions to be prepared for the university examination. The college organizes Youth festival and sports day every year to promote

cultural skills and to ensure physical fitness. The college is providing advanced technological teaching learning environment which compels willingly participation.

Problem solving methodologies: To develop ability of problem solving along with the classroom teaching students' involvement in the projects stimulate their creative and analytical thinking and to come up with alternate solutions. Moreover class tests, tutorials, unit tests, quizzes held from time to time to motivate competitive spirit among the students. The activities like mind mapping, brain storming session, etc. helps them to widen their thinking capabilities under extreme time constrain.

Virtual learning method:-To enhance learning experiences we used **AI (Artificial Intelligence)** and adopted virtual learning methods like Whatsapp groups are created by the subject teachers to promote free talks on course contents. The use of advanced technological tools like Google Classroom, Google Meet, Zoom Meet, sharing subject related videos , charts and models , promote students for event analysis and participation in Business Expo and Business Carnivals in teaching learning process itself motivating students to solve their problems through direct participation and in a creative way. Students participation in learning process is encouraged through JLG and TPS. Online lecture series on YouTube by the subject teachers provides ease of access learning environment.

To combine *experiential learning, participative learning and problem solving methodologies for the ultimate objective of enhancing learning experiences*, the students are encouraged and trained to conduct **Group Findings and Cooperative Solution (GFCS) Methodology**. It is a pilot activity undertaken by the teachers to develop self reliant attitude and tendency of cooperation among students. In this, students are divided into groups and assigned different task/problem. They are asked to solve these problems themselves and share their findings through a group discussion. This tool also helped students in developing leadership qualities and problem solving ability.

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

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

Response:

Following ICT practices have been applied to enhance Teaching-Learning Process in the institution.

Teachers are using ICT-enabled tools for effective Teaching Learning Process. All the Teachers are well versed in applying appropriate information technology (IT) in their teaching. The college has organized training workshops viz. *A Week Workshop on ICT Based Teaching and Learning Management System*” organized by the college in collaboration with UGC – Human Resource Development Centre, S.G.B. Amravati University and *“A One Week Training Workshop on Creation and Uploading of Audio*

Video Lectures on Social Platforms” to enable the teaching staff to become techno-savvy in IT. Such Training workshops are proved very effective for the faculties to use advanced ICT tools effectively. The teachers are applying ICT tools in teaching regularly.

The IT Infrastructure provided by the college include; Class rooms are equipped with Projectors, Computer Lab, Language Lab with advanced LAN and Client-Server technology with Inter-active Board, ICT-enabled Seminar hall and Auditorium. The entire campus of the college has Wi-Fi and the departments have broad band internet facilities, an Integrated Library Management System (ILMS), Digital Library facilities with various online library resources including e-reference books and journals, Software for University Library (SOUL) developed by INFLIBNET, Online Public Access Catalogue (OPAC), N-LIST (National - Library and Information Services Infrastructure), Shodhganga (Digital Repository of Indian Electronic Theses and Dissertations) etc. The institute subscribed on-line databases in order to facilitate students and teachers to access these e-resources enable teachers to attend online cloud based Massive Open Online Course (MOOC) programs at their leisure. The teachers are using their own Power Point Presentations and appropriate links to show live videos of demonstration and procedures in the lectures. Students are promoted to use these ICT tools to update themselves with the current technological advancements.

The use of ICT like Skype, Zoom Meet, Google Meet, Google Classroom etc. facilitated the Teaching Learning Process. The college has purchased Licensed Copy Software’s like Windows Server 2016 and 2019, Microsoft Office, Tally ERP, Photoshop, Coral Draw, Web Development Software’s like Dream Viewer and Front Page, Oracle, Video Conferencing Unit with high quality audio-video tools. Statistical packages like SPSS (Statistical Package for Social Sciences) is available in the institution for teachers, students and research scholars for data analysis. The students are also encouraged to use these packages for meaningful analysis of the experimental data collected/acquired by them in learning process.

In the last five years, the teachers have developed ICT enabled course material by using audio-video recording software’s/applications like Screen Recorder, Open Broadcaster Software (free and open source software) etc. to develop e-contents for enhancing teaching learning process. **Teachers have also uploaded their e-contents on YouTube** to make these available to students. It gives students any time access to these e-contents. The college has organized ICT relevant workshops for students every year covering the subjects like Digital Literacy, Online Banking, Online Payments of Bills, Cyber Security Laws, Social Media etc. to educate them about the modern ICT environment.

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

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

Response: 137.95

2.3.3.1 Number of mentors	
Response: 19	
File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 72	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

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

Response: 98.89

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

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

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

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

Response: 15.22

2.4.3.1 Total experience of full-time teachers

Response: 274

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

2.5 Evaluation Process and Reforms

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

Response:

Continuous Internal Assessment (CIA) System:

The institute is fully dedicated towards the all round development of students' and for this various students centric activities are conducted. To assess the improvements of students' the institution is dedicating its sincere efforts through conducting internal examinations in the most efficient manner to make teaching learning process more transparent. All the guidelines of S.G.B. Amravati University for conducting examinations including internal assessment are followed by the institution.

Internal Assessment System:

The institution has followed strictly the most significant criteria of internal assessment that is regular attendance of the students. The prospectus of the institution given to the students at the time of admission clearly specify the rules and regulations of the college which sincerely followed by the students every year. Following activities are practicing by the institution for internal assessment of the students:

- Conducting two class tests on each subject (covering the syllabus),
- The term end examination for each semester.

- Assigning Projects for IT subjects, their assessment and suggest improvements therein.
- Regular Practical Sessions of IT Subjects with advanced and upgraded ICT infrastructure provided by the institution.
- Practical examination of IT subjects and Viva-voce to improve presentation skills.
- Assignments on each subject and their evaluation for assessment purpose.
- Surprise Test on any topic relevant to the subject and Students' Performance Appraisal.
- Organize Group Discussions for students to give them an opportunity of participative teaching learning process.
- Seminars on various topics to enhance knowledge and expertise.
- Participation and performance based assessment of the students through different competitions like quiz, illocution, essay, poster presentation etc.

The institution has decentralized the responsibilities of internal assessment by appointing the College Examination Committee (CEC) and Internal Marks Coordination Committee (IMCC). Both the committees have performed internal assessment activities by following pre-scheduled academic calendar of the institution (based on academic calendar of S.G.B. Amravati University). ***The best practice of the institution in this regard is the Mentor-Mentee System (MMS) and the institution has appointed Subject Heads for each subject*** to prepare plan, manage the procedure and for evaluating the outputs of Internal Assessment System. The Mentor-Mentee System plays significant role to promote students' participation in internal assessment. The Subject Heads are allocated with the responsibilities of preparing question papers and assignments of their respective subjects, evaluating answer sheets and assignments, suggest improvements to students for better performance in term end and university examinations, giving internal marks on the basis of assessment parameters and submitting internal assessment control sheets/records to the university for considering these in the preparation of final mark sheet of the students.

Transparent Internal Assessment Mechanism:

- The results of examinations are displayed on the Notice Board.
- CCTV cameras are installed in every class room, corridors and in entire campus to check unethical practices during examinations.

For transparent internal assessment system and for improvising it, the sample survey in the form of 'Students' Feedback Form' about the teacher and institution is conducted every year. The progressive students' satisfaction ratio about the teachers and available infrastructural facilities is a real asset of the institution.

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

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

Response:

Grievance Redressal Mechanism (GRM) of the Institution:

The institution has transparent, time bound and efficient Grievance Redressal Mechanism. The institution has separately formed a *Grievance Redressal Committee* (GRC) for achieving following objectives;

- To ensure fair and time bound redressal of the complaints related to internal/external examinations.
- To uphold the dignity of institution and university by conducting examinations and assessments in prescribed manner set by the university.
- To promote hassle free student-teacher relationship for resolving examination and assessment related issues.
- To create accountability and sensitivity among stakeholders for the redressal of grievances.
- To maintain confidentiality during the process of redressal.

The institution is practicing the following methodology to deal with the internal/external examination related grievances of the students.

Internal Examination Grievances:

The Mentor-Mentee relationship exists in the institution and it proved itself as a powerful grievance redressal mechanism specifically for the issues/grievances related to the internal examinations. Most of the issues are resolved promptly during teaching-learning process with the coordination of various committees formed by the institution for the purpose of transparent assessment. The unit tests, surprise tests, term end examination and other assessment based activities conducted by the institution makes the students aware and prepared for the examinations. All these efforts promote the problem solving attitude among students' which ultimately results in rare chances of grievances.

The *Grievance Redressal Committee* (GRC) of the institution provides complete assistance and guidance to the students for redressing the grievances, if any. The technological, procedural, human errors and contingencies give rise to grievances. The GRC deals with the grievances by considering its nature of occurrence. For example, the grievance of the students who were not able to appear in internal examinations conducted by the college as they were engaged in extra-curricular activities like NSS, NCC, Sports and Cultural activities. To redress the same, the institution has conducted separate examination for such students.

The teachers show solved answer-sheets to the students if the grievance is related to internal assessment. Similarly, the students are provided with the facility of re-totaling and re-checking. The concerned teacher is accountable for the redressal of such grievances.

External Examination Grievances:

The institution follows all the guidelines of university while conducting external examinations. The rules and regulations of the external examinations are clearly notified in the campus so as to avoid inconveniences and grievances. The GRC provides complete procedural guidance to the students in case of grievances related to external examinations including (availing photocopy of answer-scripts, re-totaling, re-checking, correction of marks in the mark-sheet etc.). In this, the concern subject teacher collects the grievance, if any, and report to the university through proper channel. In this process, the subject teacher plays a role of communicator and facilitator for students by conveying (through correspondence) to the university. The GRC of the institution provides every possible help to students for redressing their

grievances. *It is important to mention here that in last five years the institution has gained full confidence of students in terms of 100 per cent successfully redressal of grievances.*

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

2.6 Student Performance and Learning Outcomes

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

Response:

The institution is committed to quality education which is reflected in its transparent, updated and effective teaching-learning process. All the courses offered by the institution under different programmes (UG and PG) have well defined objectives with its specific outcomes. The Course Outcomes (Cos) are helpful in developing the framework of entire teaching and learning process. The predetermined objectives of courses in the form of COs facilitate in clear understanding about the course offerings, expectations and also the direction for teaching as well as learning.

Mechanism of COs Attainment and its Communication:

- The *prospectus* is provided to the students at the time of admission which gives clear understanding about the rules and regulations, courses offered their fees, duration etc.
- The *teaching plan* is prepared on the basis of academic calendar of the college and university. The detail teaching plan for each subject is prepared by all the teachers to attain the course outcomes. This include the total teaching days available for teaching and examinations in each semester, chapter/unit wise lecture allocation and accordingly conduct the lectures for theory, tutorials and practical's as per course requirement.
- In last five years the institution has equipped with all possible updates and improvements in its infrastructure. The utilization of such an *advanced teaching-learning infrastructure* contributed a lot for the attainment of course outcomes.
- The teachers provide *course syllabus* to the students in the beginning of teaching-learning process for the specific and time bound attainment of course outcomes.
- The students are informed with the *course outcome benefits in advance* through career guidance, course's employability, specialization, skill development and entrepreneurship prospects. It encourages the students' interest and involvement in the course.
- *One week induction programme* is organized every year for the new entrants to acquaint them with every aspect of the teaching-learning environment of the institution.
- *The College Website* is used as a medium of online communication and ready reference though which course and programmes offered by the institution, teachers' profile and all important notifications are communicated with the stakeholders.
- *Personal Counseling* through mentor-mentee mechanism provides clarified and smooth attainment

of Course as well as Programme Outcomes. The queries of students in this regard are solved immediately.

- **Consistent Assessment of Students' Development** through observing their participation in co-curricular activities, organizing events and evaluation of class tests, term end examination and university examinations provides the measurement of course outcomes.
- The **students' suggestions** for any additional support and requirements for enhancing teaching-learning process are always considered seriously and also fulfilled by the institution. The institution has provided Extra Library Hours, Latest Software's and Technology Updates in response of the suggestions.
- The **student-centric teaching-learning environment** exists in the institution has significant contribution in the attainment of COs and POs.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

The institution has well defined COs, PSOs, and POs. The teaching-learning process and its consistent assessment at different stages of the programmes are carried out to achieve these predetermined outcomes efficiently and effectively. The holistic development of students' is the prime objective and it is evaluated through systematic assessment of COs, PSOs and POs.

Methodology Used for Measuring the Level of Attainment of POs, PSOs and COs;

1. **Measuring Course Outcomes:** The COs are particularly measured by the examination system. The course progress according to teaching plan and the learning status of the students at different stages is evaluated by conducting **regular class tests**. The results of these class tests are discussed with them to improve their performance in further tests and exams. **Surprise Tests** are also conducted to enhance their performance abilities. The **practical sessions, projects, field visits, group discussions, seminars, guest lectures** relevant to the course are frequently organized to encourage students' interest and involvement in the attainment of COs. The **term end examination** is organized on full portion of the course to prepare students for the final examination conducted by the university. The results of these examinations are displayed on the 'Notice Boards'. The course and examination related queries of students are solved promptly by the teachers. The systematic examination system regulated by the institution reveals the actual status of attainment of COs.
2. **Measuring Programme Specific Outcomes:** The PSOs are measured by assessing different skills and competences acquired by the students after completion of the programme. The students are encouraged to participate/involve in various co-curricular and extra-curricular activities like **debates on current issues, essay competition, case study, role play, field work** and **National**

Service Scheme, National Cadet Corps, Red Ribbon Club, Disaster Management Club, Cultural activities etc. for their integrated development. The *incentive marks* are given for their participation in these activities. This also benefits students in *internal assessment* by the college. The attainment of PSOs reflects the '**integrated growth**' of students. In last five years, the state and national level achievements of students itself described the remarkable success of PSOs of the institution. Through these achievements the institution has contributed in building skilled human capital to serve society and the nation.

3. **Measuring Programme Outcomes:** The ultimate aim of teaching-learning process is to attain the predetermined POs. The students are educated and prepared through collaborative and experiential learning for acquiring competencies for further education, employability skills and also encouraged for entrepreneurship. The institution has frequently organized *workshops and seminars for career guidance*. The *talent search competition, collaborative training and orientation programmes, campus placements* for UG and PG students provide them an exposure to employment opportunities. The **short term add on courses** like ADICT, Tally, PHP, Web Designing etc. enhances their self esteem.

The progression rate of students in terms of further education, employment, start-up's and entrepreneurship prospects reveals the attainment of programme outcomes. The feedback forms of students are analyzed and prompt action is taken on suggestions to enhance teaching-learning environment of the institution.

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

2.6.3 Average pass percentage of Students during last five years

Response: 84.73

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

2020-21	2019-20	2018-19	2017-18	2016-17
833	688	706	584	543

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

2020-21	2019-20	2018-19	2017-18	2016-17
859	721	879	772	721

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.54	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 10.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	5.03	5.03

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 72.22

3.1.2.1 Number of teachers recognized as research guides

Response: 13

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 40

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

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

3.1.3.2 Number of departments offering academic programmes

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

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

The college has taken every effort to create an ecosystem for innovation and research for creation and transfer of knowledge. To strengthen its goal and encourage the community to undertake innovation, The following initiatives have been undertaken for creation and transfer of knowledge:

- The college provides excellent infrastructure to promote research culture. It has University Recognized Research Center.
- The College has set up incubation center along with research cell. This research cum incubation center provides a platform for the students to get a shape for their nascent idea of the Thesis/ Dissertation/ Projects in curriculum.
- This center is equipped with I.T. facilities such as desk top Computers with internet facility for the students.
- The students are guided by the members of research cum incubation center in formulating the topic for the project.
- The College conducted meetings of academic experts and industrial experts and interactive sessions for the students.
- The center also invites external experts from time to time based on the topic of interest of the students.
- The center is also used by the faculty members for their research projects.

- The institution has purchased SPSS research software for analysing the collected data.
- College publishes its own online research journal – Spark (<http://www.lrtspark.com/editorial-board.html>)
- **Virtual learning method:-**To enhance learning experiences we used **AI (Artificial Intelligence)** and adopted virtual learning methods like Whatsapp groups are created by the subject teachers to promote free talks on course contents. The use of advanced technological tools like Google Classroom, Google Meet, Zoom Meet, sharing subject related videos, charts and models, promote students for event analysis and participation in Business Expo and Business Carnivals in teaching learning process itself motivating students to solve their problems through direct participation and in a creative way. Student's participation in learning process is encouraged through JLG (Joint Liability Group) and TPS (Thinking Paring and Sharing) . Online lecture series on YouTube by the subject teachers provides ease of access learning environment.
- In the Innovative word our institution has adopted **Five T** Technology Namely Information Technology (**IT**), Bio-Technology, (**BT**), Nano- Technology(**NT**), Quantum Technology (**QT**), Cognate Technology (**CT**) for the betterment of Students.
- Extension unit also uses the facilities of the center to analyze and prepare a report on the survey conducted by them on issues of social awareness such as importance of education, legal literacy, women empowerment, anti-drugs drive etc.
- Some MOUs with local industry and bodies were signed.
- Once the students identify the projects, intensive training session used to be held with each student by their respective guides/faculties for channelizing their ideas.
- IQAC organizes workshops by inviting external experts from institute of higher learning such as UGC- Human Resource Development Centre, S. G. B. Amravati University, Amravati (UGC-HRD Centre, S.G.B.A.U. Amravati) for the benefit of the students and faculties.
- Adequate provision is made in the budget for the effective functioning of this center.
- The members of research cum incubation center submit the annual report to IQAC which in turn places it before College Development Committee. (CDC)

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

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

Response: 1

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

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

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

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	
Response: 5.92	
3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years	
Response: 77	
3.3.1.2 Number of teachers recognized as guides during the last five years	
Response: 13	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years											
Response: 2.83											
3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	11	10	10	10	10
2020-21	2019-20	2018-19	2017-18	2016-17							
11	10	10	10	10							
File Description	Document										
List of research papers by title, author, department, name and year of publication	View Document										

3.3.3 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years**Response:** 5.11**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

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

File Description**Document**

List books and chapters edited volumes/ books published

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

To inculcate social responsibilities among the students, to make them the responsible citizens and bring their holistic development, the college undertakes various extension activities by involving the students with the neighborhood community through the various associations and forums. During the last five years, the college has conducted the following activities.

1. Personality Development workshop
2. Cleanliness Drive and Awareness Campaign
3. Importance of Competitive Exam for Commerce Students
4. Awareness Week on Corruption Eradication
5. IMA Cyclon
6. Jan Setu Vahatuk Pathsanchalan
7. Police Uday Din
8. Blood donation camp
9. Vanmahotsav – 2016
10. Swaccha Bharat Abhiyan
11. Eye Donation Awareness Rally
12. Time Management and Prompt Service
13. Family Business Management
14. Voter Awareness' workshop
15. National Leprosy Eradication Awareness Program
16. Thalassemia Awareness Program
17. Pradhanmantri Kaushalya Vikas Yojana
18. Online Payment of Electric Bill

19. Management Career for Long Term Success and Happiness
20. Morna River Cleanliness Drive
21. Visit to Gayatri Balikashram
22. Kaushalya Vikas Udyojakta
23. Lokshahi Pandharwada
24. Flood Affected people of the Kolhapur
25. AIDS Control and Awareness
26. COVID 19 - Awareness Campaign
27. Beti Bachao – Beti Padhao

The Special Camps at the adopted villages provide ample opportunities to involve us in constructive community-based activities and by that to serve the rural fraternity in the form of sensitization for the sustainable development. During the stay, our students organize awareness programs such as Mahila Melawa, Waste Water Harvesting (Shoshkhadde), Yoga, Tree Plantation, Path Natya (Street Show), Beti Bachao (Save girl), academic talks on environmental and agricultural issues etc. The survey is conducted to know the ground reality of the rural life. Through rallies, the students sensitize the locals regarding health and hygiene and the Clean India Mission etc. Through the college sensitize the local community in this regard by organizing slide shows. Besides these, the college conducts programs on guidance on different laws, Swaccha Bharat Abhiyan, Solution to farmers' suicide – 'Baliraja Chetana Abhiyan', Cashless Payment through Advanced Technology, Personality Development etc.

Impact of sensitization: Exposure to extension and outreach activities sensitizes the students towards social, environmental, political issues, and involvement instilled social, national and human values in their personalities.

1. These activities have brought the students close to the reality to understand their responsibilities.
2. Most of the students come from the farming community. The college sensitizes the students regarding the farming issues.
3. We receive more than 400 applications for NSS to accommodate 200 students.
4. Number of the students have been appreciated by various agencies for their community based services. Ku. Sapana Babar has been awarded as the best NSS volunteers by the University.

File Description	Document
Paste link for additional information	View Document

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

Response: 3

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

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

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

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

Response: 57

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	9	12	13

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

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

Response: 19.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
500	500	500	500	500

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

3.5 Collaboration

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

Response: 5

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

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

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

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

Response: 7

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

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

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Infrastructure and learning resources of an academic institution form an integral part of academic life and enhance the quality of the campus and education. The quality of academics of the college is closely related to the available infrastructure. The institution has adequate physical infrastructure and learning resources facilities to run the educational programmes and perform the administrative work. The college has effective mechanism for maintenance and optimum use of its infrastructure. A master plan of that effect is already envisaged for future healthy growth of the institution. Every year additions in learning resources and renovations in infrastructure are made by the institution.

College has 20 Classroom acquiring to statutory policy. As per requirement adequate light and proper ventilation. College has 03 laboratories, 02 Commerce computer lab and one language lab with legal software, sufficient printers and scanners. Every classroom has been installed with LCD's projectors. 02 smart boards, all classrooms, student passage office, campus having CCTV Cameras. Total CCTV 24 cameras, separate head of the department Cabin.

College has reach library having more than 55,000 books, rare books and reports , hand books, 11 national journals and 07 international journals precious reading room and sufficient computer, LAN facility, Wi-Fi campus, staff room, ladies staff room, Girls common room, 02 water coolers with purified, 07 washrooms, student facility centre and auditorium hall with 500 capacity.

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

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

Response:

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

1. College has Gymnasium with 210.32 sq. foot,
2. NCC unit with special room having 153.83. sq. foot,
3. NSS unit with special room having 153.83 s. q. foot,

4. Sports office 153. 83 sq. foot,
5. Playground for Outdoor Games (kabbadi , Kho- Kho, Volley ball, Cricket , Baseball) of 10,000 sq. foot,
6. Auditorium for indoor Games (Chess, Carom, Table Tennis).
7. Auditorium 4,045.41 sq. foot, for cultural activates and yoga.
8. Seminar hall 1,734.17 sq. foot, for cultural activates and yoga.
9. Student facility room - 153.83 s. q. foot, 02

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

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

Response: 87.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 21

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0.48

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.1	5	3	3	2

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Library is automated using integrated library management system. College has soul Software for Inlib net (information and library network) soul software for university lib use acquisition, catalogue, circulation, online, accesses, nature of automation fully 2.0 version software.

Data requirement for last five years upload a description of library with.

- Name of ILMS Software- SOUL 2.0 Software for University Libraries
- Nature of automation (Fully on fully partially)
- Version – 2.0
- Year of Automation – 2009

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

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

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

Response: 1.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.27520	1.23693	1.18704	2.23080	.96553

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 4.85

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

Response: 128

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

College has rail wire , JIO and BSNL internet connection, purchase software that is SPSS, WINDOWS server 2008, 2013, and 2016 MS office (Word, Excel, PowerPoint)2016, Adobe Suite, (Photo Shop, Page maker, Dream waver and others), Oracle, adobe premier pro, Tally with GST, Audio-Visual Software , Movavi Video Suite 2020, in Language lab , Linguaaphone 21 foundation + advanced +Speech Recognition Software, windows 2008/2012 Server standard with single OLP NL Academic Edition with Installation. Win Terminal CAL Licence Academic, Microsoft Office 2007 student & Home.

Paste links for additional information.

1. BSNL Broadband internet
2. Rail wire Broadband internet
3. Jio Wifi internet

Office – 10 MBPS from 25/07/ 2015

Dept. of Computer management and cyber commerce (MCM) - 20 MBPS from 25/07/2015

Dept. of management studies and research. 10 MBPS-

19/04/2021

1. WI-FI facility installed

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

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

Response: 52.42

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

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 5 MBPS – 10 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 0.77

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

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

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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

Response:

There is provision of maintenance in the budget of Coordinator of Dept. of Computer Management and Cyber Commerce , Coordinator Dept. of Management Studies and Research. Coordinators look for the maintenance for dept. Librarian maintain the library, Sport teacher maintain the playground, Gymnasium etc. Co-ordinator of Computer Board maintain the Computer lab and classrooms are maintain by the head clerk. There is provision of Sweeper, Gardner, Watchman, CCTV Camera for the maintenance of Campus, Garden etc. Parking of vehicles facility is available in Campus and maintain by the parking care taker.

For maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. Maintenance Committee is formed by the institution. The constitution of

the committee is as follows:

Maintenance Committee

1.	Dr. T.G. Mirge	Associate Professor	Co-ordinator
2.	Er. Sumit Agrawal	Engineer	Member
3.	Mr. Murtuza Chalniwala	Computer Sales and Service Provider	Member
4.	Mr. Ganesh Nare	Electrician	Member
5.	Mr. Ashish Rathi	Batteries and Generator Sales and Service Provider	Member
6.	Mr. B.M. Barate	Accountant	Member

The above Maintenance Committee was reconstituted as follows in the 2019-20

Maintenance Committee

1.	Dr. T.G. Mirge	Associate Professor	Co-ordinator
2.	Er. Nilesh Malpani	Engineer	Member
3.	Mr. Murtuza Chalniwala	Computer Sales and Service Provider	Member
4.	Mr. Ganesh Nare	Electrician	Member
5.	Mr. Ashish Rathi	Batteries and Generator Sales and Service Provider	Member
6.	Mr. B.M. Barate	Accountant	Member

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 38.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
1112	1024	882	894	922

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

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

[View Document](#)

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

Response: 0.64

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

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

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

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

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

Response: C. 2 of the above

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

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

Response: 0.24

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	6	5	5	5

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

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

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

Response: C. 2 of the above

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

5.2 Student Progression

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

Response: 3.39

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	60	53	10	02

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 5.94

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

Response: 51

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

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

Response: 2.14

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

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

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

2020-21	2019-20	2018-19	2017-18	2016-17
28	20	26	22	16

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

5.3 Student Participation and Activities

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

Response: 41

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
01	10	10	10	10

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

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

Response:

Smt. L.R.T. College of commerce , Akola established Students' Council under section 99 of the Maharashtra Public Universities Act, 2016. The Students' Council is a representative structure through which students in a college can become involved in the affairs of the college, working in partnership with college management and staff and parents for the benefit of the college and its students. The students of our college have a valuable contribution to make for the overall improvement of the college. Their involvement in the operation of the college is itself a valuable part of the education process for them. Our Students' Council provides an opportunity for students to engage in a structured partnership with teachers, parents and college management in the functioning of the college. Research indicates that Students' Councils can improve academic standards. The Students' Council of our college gives students an opportunity to acquire the sort of communication, planning and organizational skills which will be of benefit to them in future. It enables the students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to a successful conclusion. Moreover, the contribution of the Students' Council in the College Development Committee (CDC) for the development of the college policy in a number of areas is of significant benefits for the students and the college. The Council plays an important role in the College Cleanliness Campaign. It organizes sports and cultural events in the college e.g. district level sports events, cultural events and competitions, tree plantations in the college premises and also in the city. It also plays an important role in maintaining discipline in the college and also actively participates in the mechanism established by the college to sort out the grievances among students. The Students' Council of our college is represented in various committees like: College Development Committee. Cell for the Prevention of Sexual Harassment. Internal Quality Assurance Cell. College Cultural Committee. College Sports Committee. Women empowerment representative on Students council Grievance Redresal cell Anti-sexual harassment cell Study circles/society NSS committee (college level)

College policies are far more likely to be successful where they are clearly understood and accepted by all partners within the college community. The Maharashtra Public Universities Act, 2016 recognizes that students of a college will take the lead role in the establishment and operation of a Students' Council, although the Act also provides an important role for the Board of Management in supporting the establishment and ongoing development of the Students' Council. The main role of our Students' Council as set out is "to promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the board, parents and teachers". Our Students' Council will set its own objectives. Some general objectives could include: To enhance communication between students, management, staff and parents. To promote an environment conducive to educational and personal development. To support the management and staff in the development of the college.

List Of Student Representation And Engagement In *In Various Administrative, Co-Curricular And Extracurricular Activities*

Sr. No.	Name of Committee	No. of Students
1	IQAC	02
2	Student Council	11
3	NSS	02
4	NCC	03
5	Magazine	04
6	Commerce Forum	06
7	Aviskar And Intercollegiate Research Convention Organized By Sant Gadge Baba Amravati University, Amravati	04
8	Cultural Committee	02
9	English Language Association	05
10	Hindi Language Association	05
11	Marathi Language Association	05

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

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

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	5	5	5

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

5.4 Alumni Engagement

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

Response:

The institution has a registered Alumni Association with the **Registration No. Maharashtra/-F – 20005 / Akola**. Activities of the Alumni Association during the last five years:

- Yearly alumni meet is arranged and merit students of our college were felicitated by giving away mementos and books.
- As per the decision of the Alumni Association, financial assistance provided to economically backward students for higher education.
- Organization of motivation and guidance camps for students by Alumni.
- Every year during the Teachers' Day celebration on 5 th Sept retired teachers are felicitated by our alumni association.

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

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

Response: D. 1 Lakhs - 3 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

A. Vision and Mission :

Vision:“To Become One Of The Best Educational Institution In Country By Attaining Excellence In Commerce Education”

Mission:“To Integrate With The Indian Educational Service Group By Propagating Value Based Education And Preparing Pupils For Initiation Into Higher Life By Association Them With Natural Social And Cultural Environment”

The vision and mission of the institution is to grow through cooperative leadership into a centre of academic merit which is able to include and expressive global concerns and the wider stakeholder’s imperatives. It seeks to achieve a synergy between academic practices, social understanding, cultural and co-curricular responsibilities so that all stakeholders may benefit and students particularly, develop to their potential.

B. Nature of Governance:

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body of our college delegates authority to the Secretary and Principal who in turn share it with the different levels of functionaries in the college. IQAC co-ordinator, the Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same.

C. Perspective Plan:

The institution has a Perspective Plan to develop in a systematic and phased manner.

1. Mobilization of funds and projects through the alumnae and other stakeholders.
2. Renovations to revive the infrastructure of the institution.
6. Extension of available area to accommodate more classrooms, auditorium, staffrooms up gradation etc.
4. Making efforts for fill in vacant posts of teachers of permant nature.
5. Making efforts for fill in vacant posts of supportive staff of permant nature.

D. Participation of Teachers in Decision-Making Bodies.

- Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their academic duties.
- Teachers focus the polity through the Teachers' Council, through their representatives on the Governing Body, the Finance Sub-Committee, the Buildings Sub-Committee, and the Hostel Sub-Committee of the college.
- Besides, teachers are members and co-ordinators of the various committees instituted for the day-to-day functioning of the college. Some of these committees are the Examination Committee, the Admission Committee, the Library Committee, College Journal Committee the Seminar and Research Committee etc. Teachers, through their interaction with committees are able to contribute in a significant way to the participatory ideals of the institution. They determine admission criteria, marks cut-offs, examination modalities, journal themes, library practices, various teaching learning innovations and other academic priorities.

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

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

Response:

The institution practices decentralization and participatory management in keeping with the belief in collective leadership and democratic ideals. A particular reflection of this practice can be seen in the extensive delegation of authority by principal to the Heads Of The Various Departments in the college as follow. IQAC and the Head of the Department oversees the Teaching Plans of departmental members, to allot teaching assignments and evaluation duties, lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental and inter-college exercises. H.O.D. in consultation with department sees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.

Above details of participatory management points to the ethics of decentralization which is integral to the institution.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Strategic Planning (2016-2022)

Teaching learning process	<ul style="list-style-type: none"> • Academic planning and preparation of Academic Calendar Development of teaching plan. • Preparation of Lesson Plan based on CO & PO mapping. • Use of more teaching aids and adopt more ICT Development of e resources • Promote research culture & facilities • Provide mentoring and personal support. • Follow a transparent and fair feedback system • Conduct training based on need analysis • Evaluation parameters and benchmarking • Continuous assessment to measure outcomes • Performance development through credit system Implementation practices
Leadership and participative management	<ul style="list-style-type: none"> • To follow reporting structure • Decentralize the academic, administration and student related authorities responsibilities Prescribe duties, responsibilities and accountability • Portfolio assignments • Establishment of functional committees
Internal Quality Assurance System	<ul style="list-style-type: none"> • Establishment of IQAC done • Framing of Quality Policy & publishing regularly Formation of C Monitoring Committee & functioning • Educating & Training of all employees • Periodic check & guidance for quality improvement • Establishment of audit team and process • Audit for remedial measures • Promoting best practices • Annual report preparation & submission
Good governance	<ul style="list-style-type: none"> • Vision, Mission development & their articulation in every key point • Inclusion of industrialists & academicians in the Governing Body • Evaluation of Institute's performance and benchmarking • Institutional strategic goals setting • Institutional Strategic development plan Monitoring and Implementation Quality Management Systems • Following organization structure • Smooth Working of statutory committees • Establishing E governance • Leadership development through decentralization • Establishing internal audit committee • Code of conduct and policy formulation, approval and implementation

<p>Student's development and participation</p>	<ul style="list-style-type: none"> • Establishing fair and transparent performance appraisal system • Budget allocation for student development programmes and activities • Students Trainings & Placement Activities • Formation of student council • Student's representation in various committee and cell • Participation in competitions • Organizing competitions • Credit transfer & compensation • Rewards & recognitions of achievers • Participation in extracurricular activities • Participating in social and welfare activities 	
<p>Staff development & welfare</p>	<ul style="list-style-type: none"> • Recruitment Policy formation & implementation • Staff performance evaluation system • Staff Training for quality improvement • Best possible work facilities & infrastructure facilities • Code of conduct, service rules & leave rules • Staff welfare policy implementation • Career advancement schemes • Rewards, recognitions and incentives • Deputation for seminars, conferences and workshops etc. Sponsorship • Motivation for qualification improvement • Support for research, consultancy, innovations 	
<p>Financial management</p>	<ul style="list-style-type: none"> • Framing & implementation of Purchase and Financial policies • Department wise Budget planning and allocation • Forecasting income & expenditure • Effective functioning of purchase committee • Plans for Emergency Fund • Budget formulation & approval through Finance Committee 	<p>Period</p>
<p>Institute – Industry Interaction</p>	<ul style="list-style-type: none"> • Formation of industry institute interaction cell • MoUs with industries • Support for internships, visits, trainings, guest lectures • Identifications of industry needs and advice on Curriculum for extra-curricular activities apart from curriculum. • Providing opportunities for Industry based/sponsored projects • Providing career guidance • Strengthen training & placement • Establishing innovation centres 	
<p>Entrepreneurship</p>	<ul style="list-style-type: none"> • Establishment of Entrepreneurship Development Cell • Effective functioning of entrepreneurship development Cell • MoUs with organizations for entrepreneurship development • Providing training & guidance for entrepreneurship development • Bringing more experts of the field for seminar lecture, workshop etc. for entrepreneurship development • Establishing incubation centers • Promoting ,sponsoring and facilitating entrepreneurship development 	

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

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

Response:

The Governing Body:

The Office Bearers are-

President, Vice-President and Secretary of Berar General Education Society. The Principal is an ex-officio member, while there are 2 Teacher Representatives and 1 Non-Teaching Staff Representative.

Administrative Set Up:

The Chairman and secretary Secretary of B. G. E. Society and the Principal are the center of the administration with the former being the final authority in all financial matters. The Principal shares the work with financial projects before the Chairman and Secretary of B. G. E. Society who endorses the same. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the official staff to assist in the discharge of college work.

The Functions of Various Bodies: The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

There is the Teachers' Council and the Association of the Non-teaching staff.

Service Rules, Procedures, Recruitment and Promotion Policies: Service rules and procedures are guided by the S.G.B.Amravati University and Government of Maharashtra.

The recruitment rules for the teaching staff are as per the government of maharashtra along with the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per Government of Maharashtra.

Prinicpal, Teacher and one non-teaching staff has representation on executive committee of the governing body of the society. **It is the unique feature of our society.**

Grievance Redressal Mechanisms:

There is Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution effectively implements the welfare schemes for the teaching and Non- teaching faculties.

The College makes arrangements for availing all the government schemes such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave on Overseas Project or Conference, Health Fund Scheme, Permission to attend FDP such as Orientation programmes and Refresher courses, short term courses, etc. for the career development and progression of the teaching as well as non-teaching staff. Besides the above, the following benefits are given to the teaching and non-teaching staff.

Financial Support

- To the staff to attend workshops and conferences both at the national and international level
- For celebrating festivals, festival advance to the non-teaching and domestic staff

- The self-financed staff of the institution also receives Provident Fund, permission to attend Faculty Development Programme, Maternity and paternity leave with salary.

Material Benefits

- Office rooms for Staff Associations (Teaching and Non-teaching) on the campus
- Two sets of uniforms to the domestic staff every year
- Wi-Fi facility to the staff inside the college campus
- To cater to the financial needs, staff mutual fund and thrift society are managed by the staff with the approval of the management.

Cater to Emotional Needs

- Staff Grievance Redressal Cell to address the issues and grievances of the staff
- Availability of full-time professional counsellors for both staff and students
- Indoor games facility for the staff to relax and to refresh physically and mentally

- Arrangement of staff exposure programme and tour through Credit Co-operative society of the employees (Both teaching & Non-teaching)

Recognition and Rewards

- The teaching and non-teaching staff are honoured in felicitation Program by the hands of Governing Body for their remarkable service.
- Awards of excellence for teaching, research and extension is given to the deserving members of staff every year.
- The spouse or family member (Non-Teaching Staff) is given a job on compassionate grounds.

Avenues for Career Development and Progression

- Annual orientation, workshops for teaching staff at the beginning of every academic year
- Initiation and training programmes for the newly recruited staff
- Incentive in the form of salary hike for the staff of the self financed stream for completing their PhD degree
- Various other training programmes such as item writing, research project etc for teaching fraternity, training on Public Finance Management System, Ms-Office non-teaching staff, and waste management, operating fire extinguisher training for domestic staff.

Welfare measures for teaching Staff:

- Prompt facilitation of Provident Fund loans.

- Membership of Group Insurance
- Duty leave to attend conference

Welfare measures for Non-Teaching Staff:

- Dipawali advance.
- Peon Dress
- Peon washing allowance
- Medical claim
- Prompt facilitation of Provident Fund loans.
- Help with facilitation of bank loans.
- Course in Computer Basics for Supporting Staff.

File Description	Document
Upload any additional information	View Document

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

Response: 1.11

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

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

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

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

Response: 1.6

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

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

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

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

Response: 18.89

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	1	4	4

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

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

Response:

The institution has an effective Performance Appraisal System for teaching and non-teaching staff. Every year the outgoing students carry out and submit Teacher Evaluation and feedback forms.

Teaching Staff:

The Teacher Evaluation forms have tow broad areas i.e. Attitude Related having 13 parameters and Subject

Related having 12 parameters on which the opinion of the students is sought. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed for the betterment of the Teaching-Learning process. In cases where lacunae is observed the teacher in question is counseled by the Principal and urged to improve their performance in the interest of professional upgradation and better service-delivery to our primary stakeholders, namely the students.

Non-teaching Staff

The performance of the non-teaching staff is appraised and assessed on the parameters of efficiency, cordiality and overall helpfulness. An improvement in the subsequent performance of the said staff members has usually been noticed. The findings of the Teacher Evaluation are then summarized and graphically presented through pie charts and bar graphs and published on the institutional website in keeping with transparency norms. On the basis of non teaching performance the best employee award is given at end of academic year

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

1. Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
2. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses.
3. The expenses will be monitored by the accounts department as per the budget allocated by the management.
4. The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years.

Process of the external audit:

The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years.

All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at

all levels. The audited statement is duly signed by the Principal and Chartered Accountant.

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

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

Response: 0.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.3	0.5	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

Smt. L.R.T. College of Commerce, Akola is known for its integrity and it maintains a transparent and accountable financial management system. A proper System is introduced to regulate financial process, preparing budget, mobilising resources, monitoring expenditures, maintaining accounts, internal verification and external audit. The College is able to implement various quality enhancement activities with its ability to mobilize resources from different sources for education, research, extension, infrastructure, student's welfare, and staff career advancements. The B.G.E. Society, Akola, that manages the institution, has formulated strict guidelines for financial management and it regularly monitors the institution's adherence to them.

Mobilization of Funds

The College mobilises funds as per the policy and procedure enacted by the Management. The process is monitored by the finance committee under the chairmanship of the Principal. The College receives funds from the following sources.

- Salary Grant as per UGC regulations.
- Management Grants from The B.G.E. Society, Akola.
- Fees collected from the students of both aided and self-financed streams.
- Funds received from **UGC**.
- Contribution made by the alumni.
- Government Scholarships
- Renting of the College infrastructure for conducting CA, CS, Government Exams and other exams
- Endowments.

Utilization of Resources

Smt. L.R.T. College of Commerce, Akola effectively utilizes the funds in the following ways

- Disbursal of staff salary
- Infrastructure augmentation such as construction and renovation of classrooms, plantation of trees, laying of paver blocks, roads.
- Hostel maintenance
- Library resources
- ERP and ICT improvement
- Software and equipment purchase
- Organizing Seminars/Endowments lectures, conferences, workshops, training programmes
- Career development programmes, faculty empowerment programmes to staff
- Seed money grants for promoting research.
- Endowment scholarships to empower and encourage the most deserving students.
- Sports and cultural events such as Rural Sports Meet, Annual Sports Meet.
- Observing the days of national significance.
- Organizing extension activities.

- Managing dispensary to the college inmates and the rural people
- Organizing health camps to the rural neighbourhood.
- Organizing campaigns in familiarizing the government initiatives to the rural people.
- Welfare measures to teaching and non-teaching staff.
- Relief measures during the period of disaster.

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

6.5 Internal Quality Assurance System

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

Response:

Smt. L.R.T. College of Commerce, Akola attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning.

The IQAC at institution was constituted on 18th April, 2006. Since then, it has been performing the following tasks on a regular basis:

- 1.Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.*
- 2.Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.*
- 3.Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.*
- 4.Students and staff give their feedback and suggestions on teaching and administrative performance through Google form to the Coordinator of Curricular Aspect Quality Circle.*
- 5.Feedback on curriculum development is taken from Management, Alumni, Parents and other stakeholders every year and the suggestions are then conveyed by the Principal to respective Board of Studies of the university.*
- 6.The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels.*
- 7.The Institute IQAC regularly meets every two months.*

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities:

- 1.Annual Quality Assurance Report (AQAR)*

2. *Self-Study Reports of various accreditation bodies (AISHE , NAAC, NIRF, UGC)*
3. *Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)*
4. *Stakeholder's feedback*
5. *Process Performance & Conformity*
6. *Action Taken Reports*

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

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

Response:

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts etc.
2. Implementation of Outcome-based learning education in each program.
3. Introduces the aptitude classes and soft skill classes for students to enhance personality and employability.
4. Participation of college in NIRF, AISHE, and various other quality audits recognized by the state, national and international agencies.
5. Establishing Research Center to promote Research and Development activities.
6. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
7. Establishment of various processes to take feedback/surveys from various stakeholders.
8. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.
9. Establishment of the Mentor-mentee process and its effective implementation.
10. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.
11. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

Other than these initiatives IQAC works on improving the teaching-learning process and supports adopting Outcome-Based Education (OBE) in all programs of college gradually. The Program outcomes are adapted from University, program-specific outcomes, and course outcomes prepared by each program considering Bloom's taxonomy in collaboration with faculty, industry experts, and other stakeholders. A result-oriented, performance-based model is adopted at the intuition that emphasizes accountability based on student learning. Outcome-based education aims to create a student-centric learning environment at the course level including curriculum and training.

The POs, PSOs, and COs attainment is measured every session, for low attained courses, proper action is planned and efforts are made to improve the attainments if required beyond curriculum content and activities planned and implemented, this helps in improving the employability of students .

The IQAC improve the teaching-learning process through standard academic practices, these academic practices include:

1. Preparation and adherence of Academic Calendar
2. Preparation of Attendance Sheets, and formation of sections/groups.
3. Choice of Electives (Open/Departmental/Science based).
4. Course allocation Load chart and Time-table preparation.
5. Mentor-Mentee distribution
6. Course Delivery (Online / Offline class)
7. Preparation of Course file
8. Conduction of Seminar, Projects, Industrial Training
9. Monitoring of class delivery
10. Attendance Monitoring of students
11. Preparing Detained List
12. Syllabus coverage
13. Setting up the question paper
14. Conduction of internal examinations
15. Evaluation of answer scripts
16. Slow and advanced learners
17. Industrial Visits & Guest Lectures.
18. E-Lectures in Virtual Classroom.
19. Greater use of ICT for administrative purposes.
20. Use of Tally software for accounting work.
21. Augmenting the 'Admission' part in the Students' Module under Smart College software.
22. Biometric attendance mode for all staff members
23. Installation of CCTV for greater safety of students and staff.
24. **Application for more substantive posts from the State Government.**
25. The college has applied to the State Govt for ** substantive posts in the light of its
26. The hostel kitchen has been modernized as per the standards of the Swachh Bharat parameters complete with tiled walls and floors, dedicated water filter, heavy-duty chimney, sanitary dish-washing arrangement etc.
27. The students' washrooms have been renovated and modernized substantially and fitted with a

dressing room.

28. One of the faculty washrooms has been renovated

29. **Sports initiatives:** A state of the art gymnasium equipped with treadmills, exercise bikes and other machines has been installed for the benefit of students and staff.

30. Promotion of research culture among staff and students.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The institute provides safe and equal atmosphere for girls students, the girls are given **equal opportunities** in education, admission, scholarships and different activities conducted by the institution..

There is **separate gate and staircase** for entry of girl students. There is a separate **girls common room** and nicely constructed and well equipped **toilets** for girls students.

The college runs **girls hostel** for the students coming from rural and remote areas so that the girl students can get healthy food and safe accommodation in the City.

In addition to this, there are **CCTV cameras** in the corridor and in the classrooms on ground floor, 1st floor, 2nd floor and premises so that the girls feel safe in the college premises.

There is an **Anti Sexual Harassment Committee** in the institute to ensure the safety of girls as per the provisions of Law. Professor Dr Varsha Sukhdeve is in-charge of this committee and she is available for the students during her working time from Monday to Saturday.

Similarly some women teachers have been appointed as **mentors** of the classes so that girl students can approach them for their personal problems.

Counselling Committee has been formed by the institute so that the girls students may approach and share their personal problems, family problems, health problems and any other issues Dr. S. D. Damodare is coordinator of this committee and Dr. Jyoti Heda is member of the committee both of them are available for girl students during their working period from Monday to Saturday.

A Gender Sensitization Cell has been created by the institution. Dr. Jyoti Heda is Coordinator and Dr. S. D. Damodare is member of the cell and they together organize different activities regarding equality and gender sensitization. Guest lectures regarding nutrition and balanced diet, personal hygiene, menstrual cycle, PCOD and different problems of girls students are frequently organised in the institute. Workshops for self-defence techniques are also organized; a three day Lathi Kathi Prashikshan Shivar was organised last year in the college for the same purpose. Near about 40 girls students took advantage of this Shivar.

The girls students are made aware regarding **social media, use of Smartphones, online banking transactions, Facebook, Twitter** etc. through guest lectures regarding cyber crime and cyber safety. The institution has signed a **MOU with Vishva Mangalya Parishad – Chhatra Sabha for girls' empowerment and gender equality** purpose. Recently a 3 Day online workshop for girls students was organised by the institution jointly with Vishva Mangalya Parishad –Chhatra Sabha.

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

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

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

Response: D. 1 of the above

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

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

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

Response:

Institution has formed environment committee which plans and look after the management of degradable and non-degradable waste.

1) **Solid waste Managment:** Dustbins are kept near classrooms and in the office of the institution. All the waste are collected in the dustbins and is handed over to the waste collection lorry of Municipal corporation. Garden waste and dry leaves are collected and dumped in the compost-pit buildup in the college premises. The compost fertilizer of the compost pit is then used for plants in the college garden.

2) **Liquid Waste Management:** There is minimum generation of Liquid waste in the institution. Proper drainage system is build up by the institution for the discharge of water waste from urinals and Bath-rooms.

3) **Biomedical Waste Management:** Being a commerce college no biomedical waste is generated.

4) **E-waste Management:** A contract is made with E-waste management vendor. All the e-waste is handed over to the the e-waste management vendor at the end of the academic year for proper disposal.

5) **Waste recycling system:** There is minimum generation of waste water in the institution . Hence there is no need of waste recycling system in the institution.

6) **Hazardous chemicals and radioactive waste management :** Being a commerce college there is no generation of hazardous chemicals and radioactive waste.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

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

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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

Response:

Right from the admission to pass out of the students there is no Bias as every process and activities are transferent and merit base following the rules and regulations of the university and government irrespective of caste, creed, religion and region.

Academic Year 2019-20

Skill development course Python 4 SQL was organised by our institution in the session 2019-20 more than 40 students participated and appeared for a competition the winners were felicitated with mementos and certificates at the hands of principal Dr S.G. Chapke

Marathi Bhasha Gaurav Din program was organised on 27th February 2020 at seminar hall where the students presented literary activities poems dramas solokies written by the great author kusumagraj

The institution organised cricket tournaments for the students and the staff, on college ground in which all the students from different departments and the staff took part and the winners were given certificates, cash prizes and trophies

‘Sugam Sangeet Competition’ was organised for the staff of the college where staff members- teaching & non-teaching all participated and presented songs

the judges decided the First, Second, Third and Consolation prizes from the staff members and the winners were felicitated with Mementoes and flowers.

Academic Year 2020-21

An online National level conference was organized by our institution on the topic of ‘Impact Of Recent Indian Agriculture Policy On Agriculture Sector and Other Allied Sectors’ on 2nd February, 2021

And online National level conference was organized by our institution on the topic of the ‘Impact of Post Covid Central Government Packages On Various Sectors of Indian Economy’ on 3rd February, 2021.

And online webinar was organized by our college on 'Intellectual Property Act' where Advocate Mr Kher guided the audience on Intellectual Property Act.

An online webinar was organized by our institution on 'Information Technology and Data Science' where Mr Vijay Bhattad guided the audience on the topic of on Information Technology and Data Science.

An online webinar was organized on 'Education 4.0 -Future of the Education' where Dr Milind Pandey from Pune guided the audience an online education Tools and Equipments.

An online webinar was organized on 'Health and Hygiene and Happiness' where teachers and staff were enlighten on the topic of health hygiene and happiness.

'Marathi Bhasha Gaurav Din' program was organized on 27th February 2020 at seminar hall where the students presented literary activities poems dramas written by the great author Kusumagraj.

The institution organised cricket tournaments for the students and the staff, on college ground in which all the students from different departments and the staff took part and the winners were given certificates, cash prizes and trophies

'Sugam Sangeet Competition' was organized for the staff of the college where staff members- teaching & non-teaching all participated and presented songs the judges decided the First, Second, Third and Consolation prizes from the staff members and the winners were felicitated with Mementoes and flowers.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

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

Response:

The institute is aware about sensitization of students and employees to the constitutional obligations. For this purpose **different days** are celebrated according to University and UGC guidelines ; Independence Day on 15 th August, Constitution Day is observed on 26th of November, the Voters Day is celebrated on 25th of January and Republic Day 26 January, and Maharashtra Day 1st May every year. **The staff is made aware about their the duties and responsibilities through different guest lectures and workshops,** booklet of Code of Conduct the values of women dignity Human Rights equality are imbibed on students and staff members through different programs.

We also conduct Swachh Bharat Abhiyan, and observe Eakta Divas, International Women's Day, conduction of Blood Donation camp, appeal to the students for organ doantion etc.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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

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

Response: C. 2 of the above

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

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

Response:

The college celebrates national and international commemorative days to inculcate constitutional responsibility, to imbibe patriotic spirit and to foster unity among students. We celebrate independence day and republic day every year. We also celebrate Hindi Divas on 14th Sep., International Woman's Day on 8th March, Teachers' Day on 5th Sep., Y, Children Day on 14th Nov., world open day 16th Sep. 21st June is celebrated as **International yoga day**, Swami Vivekananda Jayanti is celebrated as **National Youth Day** on 12th of January, 29th August as **National Sports Day**, 15th October is celebrated as **Vaachan Prerna Diwas** (reading day) in memory of Dr A. P.J. Abdul Kalam. 31st October is celebrated as **Rashtriya Ekta Diwas (National Unity Day)** and is marked with guest lecture and rally in memory of Sardar Vallabhbhai Patel every year. On these days various programs and activities are conducted

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

7.2 Best Practices

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

Response:

7.2 Best Practices Implemented by the Institutions

Activity I :Earn While Learn:

Objectives :

A) To provide employment to students while learning

B) To provide financial support for completing education of economically weaker students.

The Context : Many students in the organization are taking education. It has been found out that some students are from economically weaker sections and are not eligible for government scholarship. So in order to enable such students to complete their education institution has started 'Earn While Learn' scheme. In this scheme many students have been given part time job in computer lab as lab attendant and in the office for doing clerical work.

The Practice: Earn while Learn scheme is started in the college. In this scheme many students have been given part time job in computer lab as lab attendant and in the office for doing clerical work. Many students having skill of photography and rangoli designing are called to take photograph and to design rangoli and in return they are paid. Some Students celebrates their Birthday at orphanage with orphan children's to share happiness.

The Evidence of Success – Many students have successfully completed their education 1with good percentage. Some students got placed in good institutions as they were having job experience. The Problems Encountered: No major problems are encountered in the practice.

Activity II: Encouragement of Students and Staff :

Objectives : The college encourage students and staff of the institution by organizig a grand programme of yearly felicitation of teaching and non- teaching staff members and UG and PG students for their outstanding achievements in that session. The objectives of this practice are as below –

- a) To encourage the students and staff members achieve great heights in academics.
- b) To maintain the quality of education and teaching in the college through supporting students and faculty members for continuous progress.

The Context and Practice: The students of the college are securing good positions in the merit list since two decades. To maintain this educational heritage and quality atmosphere the students are felicitated in an annual function every year. The faculty members are always grooming their knowledge and skills for better teaching process. Many members have successfully completed Major Project and Minor Project of UGC. Books have been published by faculty members and they are felicitated for such type of outstanding achievements in an annual felicitation programme to boost their morale.

The institution organises cricket tournaments for the students and the staff on college ground in which all the students different departments and the staff are fully involved and the winners are given certificates, cash prizes and trophies

Sugam Sangeet competition is organized every year for the staff of the college where the staff members ,non teaching- teaching, all participate and present their songs .The judges decide the first ,second, third ranks and consolation prizes and the winners are felicitated with Mementoes and flowers

Evidence of Success – The practice has proved to be beneficial as the students continue to maintain their names in University Merit lists and also in Sports, Cultural, N.S.S. and N.C.C. fields. The selection of students of state or national level is increasing per year as the felicitation boosts the moral of students and creates a spirit of competition. The Faculty members also try their best in research, in academic filed, in publishing books and in securing positions in Board of Studies of the University. The felicitation programme plays great role in boosting their moral and providing support to give their best for the college.

Problems : No major problems have been encountered till date.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Smt. LR.T. College of Commerce is largest single faculty commerce college in western Vidharbha region. It was established in the year 1964 by ‘The Berar General Society , Akola’ The vision of the college is stated below: Vision “To become one of the best educational institutions in the country by attaining excellence in commerce education.” From the vision it is clear that our institution wants to become one of the best educational institutions in the country by attaining excellence in commerce education. In this regard our institution is offering various full timeprogrammes in commerce and management to our students. The detail of which are mentioned here: • Department of Commerce: 1. B.Com., : Bachelor of Commerce 2. M. Com : Master of Commerce • Dept. of Management Studies and Research: 1. Management Programme 2. M.H.R.D. :Master of Human Resource Development 3. PG. D.B.M. : Post Graduate Diploma in Business Management 4. PG.D.M.M. : Post Graduate Diploma in Marketing Management 5. PG. D.F.M. : Post Graduate Diploma in Financial Management 6. PG. D.TAX. : Post Graduate Diploma in Taxation • Research Programme: 1. M.Phil (Commerce), a Vacation Research Course. 2. Ph.D. (Commerce), a Research Guidance Center. • Dept. of Computer Management and Cyber Commerce: 1. M.C.M.- Master of Computer Management • UGC granted Career Oriented Courses at First Degree Level Certificate / Diploma / Advanced Diploma: 1. Event Management 2.

Tourism Management 3. E-Commerce 4. Web Designing and Office Automations • Department of YCMOU 1. B.Com., : Bachelor of Commerce 2. M. Com., : Master of Commerce 3. M.B.A.: Master of Business Administration 4. B.A.: Bachelor of Arts 5. D.J.: Diploma in Journalism 6. M.J.: Master of Journalism, 7. B. Lib. Isc.,: Bachelor of Library and Information Science 8. M.Lib.,: Master of Library and Information Science • All the above courses are offered by our institution to studentsunder one single roof. This makes us distinctive from other colleges of our region.

The result of our institution is very good. Maximum meritorious students of the university are from our institution. This is evidence that our institution is working in accordance to the vision.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Akola city is situated on the banks of the holy river Morna and is famous for the cultivation of Cotton and Jowar crops. Akola is predominantly renowned as Cotton City. It is also good educational center. The "Berar General Education Society" is engaged in the propagation of quality.

The renowned 'Sitabai Arts College' was established by the society in the year 1938 and has produced many leading luminaries who are well known in their respective areas. A Commerce Department was added in the year 1958. Due to rapid growth, it became necessary to bifurcate it. It was the need of those times to make commerce an independent entity. Therefore, Commerce College was started in the year 1964, named after the great philanthropist of Akola. 'Smt. Laxmibai Radhakisan Toshniwal'. It is heartening to note that Smt. LRT College of Commerce has gained the distinction of being the biggest single faculty commerce college in the entire SGB Amravati University region. The college provides education in various branches of commerce up to Post-Graduation level. It runs M.Phil. course in Commerce. Under the aegis of the Department of Management Studies and Research, attached to the college, various Post-Graduate courses in management like PGDBM, PGDMM and MIRPM, D. Tax, DFM provide excellent opportunities to the youth of the region in the commerce field. Department of Computer Management and Cyber Commerce was started in the year 2000, which conducts the Post-Graduate course in Computer Management (MCM). College is awarded with CPE status. Our college is a lead college declared by the university for guiding other colleges for NAAC accreditation. Principal of the college is a NAAC Peer team member and is in Academic Body of Sant Gadge Baba Amravati University, Amravati.

We are leading single faculty commerce college in Western Vidharbha. Our all 7 quality circles are active and strive to work for quality enhancement in higher education institution.

Concluding Remarks :

The vision and mission of the institution is to grow through cooperative leadership into a centre of academic merit which is able to include and expressive global concerns and the wider stakeholder's imperatives. It seeks to achieve a synergy between academic practices, social understanding, cultural and co-curricular responsibilities so that all stakeholders may benefit and students particularly, develop to their potential.

B. Nature of Governance:

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body of our college delegates authority to the Secretary and Principal who in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same.

C. Perspective Plan:

The institution has a Perspective Plan to develop in a systematic and phased manner.

1. Mobilization of funds and projects through the alumnae and other stakeholders.
2. Renovations to revive the infrastructure of the institution.
6. Extension of available area to accommodate more classrooms, auditorium, staffrooms up gradation etc.
4. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT.
5. Application for more substantive posts from the State Government.

D. Participation of Teachers in Decision-Making Bodies.

- Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their academic duties.
- Teachers focus the polity through the Teachers' Council, through their representatives on the Governing Body, the Finance Sub-Committee, the Buildings Sub-Committee, and the Hostel Sub-Committee of the college.
- Besides, teachers are members and co-ordinators of the various committees instituted for the day-to-day functioning of the college. Teachers, through their interaction with committee are able to contribute in a significant way to the participatory ideals of the institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 6 Answer after DVV Verification: 6</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>17</td> <td>11</td> <td>11</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>17</td> <td>11</td> <td>11</td> <td>9</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	16	17	11	11	9	2020-21	2019-20	2018-19	2017-18	2016-17	16	17	11	11	9
2020-21	2019-20	2018-19	2017-18	2016-17																	
16	17	11	11	9																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
16	17	11	11	9																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>763</td> <td>840</td> <td>173</td> <td>229</td> <td>65</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>763</td> <td>840</td> <td>173</td> <td>229</td> <td>65</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	763	840	173	229	65	2020-21	2019-20	2018-19	2017-18	2016-17	763	840	173	229	65
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2020-21	2019-20	2018-19	2017-18	2016-17																	
763	840	173	229	65																	
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

4	4	4	4	4
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Answer After DVV Verification :

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

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

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

Answer before DVV Verification : 732

Answer after DVV Verification: 450

Remark : HEI has not provided the required documents, DVV is not able to verify the data.

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

1) ***Students***

2) ***Teachers***

3) ***Employers***

4) ***Alumni***

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

Options:

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

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

Answer After DVV Verification: C. Feedback collected and analysed

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

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

Answer before DVV Verification:

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

2626	2425	2702	2618	2411
------	------	------	------	------

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
963	979	1027	1039	979

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3228	3085	3218	3134	3064

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1156	1184	1200	1188	1184

Remark : In this meric First year admission and sanctioned intake to be considered excluding the Diploma programme

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1445	1372	1446	1340	1179

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
364	462	462	462	462

Remark : HEI must understand that Filled seats not to exceed earmarked one

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

2.3.3.1. Number of mentors

Answer before DVV Verification : 19

Answer after DVV Verification: 19

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality /

D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

Answer before DVV Verification : 286

Answer after DVV Verification: 274

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
901	786	780	622	568

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
833	688	706	584	543

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
928	824	991	874	776

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
859	721	879	772	721

Remark : DVV has updated the data after excluding Diploma students

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
44000	38232	16000	472000	921000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	5.03	5.03

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

3.1.2.1. Number of teachers recognized as research guides

Answer before DVV Verification : 14

Answer after DVV Verification: 13

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

3.1.3.2. Number of departments offering academic programmes

Answer before DVV Verification:

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	7	3	1	1

Answer After DVV Verification :

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

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 77

Answer after DVV Verification: 77

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

Answer before DVV Verification : 15

Answer after DVV Verification: 13

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
42	59	31	26	24

Answer After DVV Verification :

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

Remark : HEI has not provided the required documents i.e, link for the journal website, link landing to the paper/article and screenshots of research articles

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

Answer before DVV Verification:

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

21	20	19	11	21
----	----	----	----	----

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	18	14	18	12

Answer After DVV Verification :

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

Remark : DVV has updated the data as per documents provided by the HEI.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	9	12	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	9	12	13

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

3.4.4.1. Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1576	1342	1422	1372	1273

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
500	500	500	500	500

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : DVV has updated the data as per documents provided by the HEI

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 21

Answer after DVV Verification: 21

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.11	9.15782	3.78455	4.40413	2.92420

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.1	5	3	3	2

Remark : DVV is not able to verify the data, HEI has not provided the desired documents in consolidated form.

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

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

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
.67946	2.78839	5.07496	4.11049	.96857

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.27520	1.23693	1.18704	2.23080	.96553

4.2.4	<p>Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year</p> <p>4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 128 Answer after DVV Verification: 128</p>																				
4.3.3	<p>Bandwidth of internet connection in the Institution</p> <p>Answer before DVV Verification : C. 10 MBPS – 30 MBPS Answer After DVV Verification: D. 5 MBPS – 10 MBPS</p>																				
4.4.1	<p>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 949 1046 1081"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1.05653</td> <td>6.05608</td> <td>7.55091</td> <td>9.25341</td> <td>8.43606</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1162 1046 1294"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> </tbody> </table> <p>Remark : DVV is not able to verify the data, HEI has not provided the desired documents, document provided by the HEI are not consolidated form,</p>	2020-21	2019-20	2018-19	2017-18	2016-17	1.05653	6.05608	7.55091	9.25341	8.43606	2020-21	2019-20	2018-19	2017-18	2016-17	1	5	5	5	5
2020-21	2019-20	2018-19	2017-18	2016-17																	
1.05653	6.05608	7.55091	9.25341	8.43606																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	5	5	5	5																	
5.1.1	<p>Average percentage of students benefited by scholarships and freeships provided by the Government during last five years</p> <p>5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1774 1046 1906"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1112</td> <td>1024</td> <td>882</td> <td>894</td> <td>922</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1986 1046 2072"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1112	1024	882	894	922	2020-21	2019-20	2018-19	2017-18	2016-17					
2020-21	2019-20	2018-19	2017-18	2016-17																	
1112	1024	882	894	922																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

1112	1024	882	894	922
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5.1.2 **Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : HEI has not provided the desired supporting documents

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
157	57	61	60	54

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	6	5	5	5

Remark : Documents provided by the HEI are not acceptable, because it seems that all the documents are fabricated in single day. Every student has signed with same pen from first day to last day. DVV is not able to verify the data.

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has updated the data as per documents provided by the HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14	60	53	10	02

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	60	53	10	02

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

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

Answer before DVV Verification : 899

Answer after DVV Verification: 51

Remark : HEI has not provided the required supporting documents,

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

Answer before DVV Verification:

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
01	30	67	94	60

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	10	10	10	10

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	75	75	60	8

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	5	5	5

Remark : HEI has not provided the desired documents, Also HEI is considering the same event as different activity. DVV is not able to verify the data.

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

Answer before DVV Verification : D. 1 Lakhs - 3 Lakhs

Answer After DVV Verification: D. 1 Lakhs - 3 Lakhs

6.2.3 **Implementation of e-governance in areas of operation**

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	0	0	0	0

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	2	2	2

Answer After DVV Verification :

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

1	1	2	2	2
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Remark : DVV has updated the data as per HEI clarification response

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
07	6	1	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	1	4	4

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.33000	0.54111	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.3	0.5	0	0	0

6.5.3 **Quality assurance initiatives of the institution include:**

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

Answer before DVV Verification : B. 3 of the above

	Answer After DVV Verification: C. 2 of the above
7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above</p>
7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: A. Any 4 or All of the above</p>
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts

4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

Answer After DVV Verification: D.1 of the above

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>18</td> <td>18</td> <td>14</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>140</td> <td>140</td> <td>140</td> <td>140</td> <td>140</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	18	18	18	14	14	2020-21	2019-20	2018-19	2017-18	2016-17	140	140	140	140	140
2020-21	2019-20	2018-19	2017-18	2016-17																	
18	18	18	14	14																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
140	140	140	140	140																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>13</td> <td>13</td> <td>9</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	13	13	13	9	9	2020-21	2019-20	2018-19	2017-18	2016-17	11	11	10	10	10
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13	13	13	9	9																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
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2.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

2020-21	2019-20	2018-19	2017-18	2016-17
2626	2425	2702	2618	2411

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2621	2414	2664	2618	2411

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1523	1519	1537	1508	1508

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
489	462	462	462	462

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
921	843	1026	899	802

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
859	721	879	772	721

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

Answer before DVV Verification:

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

Answer After DVV Verification:

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
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26	26	26	26	26
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Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
25	25	25	25	25

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

Answer before DVV Verification : 24

Answer after DVV Verification : 24

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
483.87201	509.69122	550.94962	565.73829	587.15016

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
483	509.69122	550.94962	565.73829	587.15016

4.3 **Number of Computers**

Answer before DVV Verification : 92

Answer after DVV Verification : 50