



## YEARLY STATUS REPORT - 2020-2021

| <b>Part A</b>  |  |
|--|--|
| <b>Data of the Institution</b>                       |  |
| <b>1.Name of the Institution</b>                     | SHRI SHIVAJI EDUCATION SOCIETY<br>AMRAVATI'S SCIENCE COLLEGE,<br>PAUNI, DIST- BHANDARA |
| • Name of the Head of the institution                | Dr. Vijay Vishwanath Lapse   |
| • Designation  | Principal  |
| • Does the institution function from its own campus? | Yes  |
| • Phone no./Alternate phone no.                      | 071852255310   |
| • Mobile No:   | 9423384804   |
| • Registered e-mail                                  | sciencecollegepauni@gmail.com  |
| • Alternate e-mail                                   | vijaylepse@gmail.com   |
| • Address  | Science College, Khapri Road   |
| • City/Town  | Pauni, Dist. Bhandara  |
| • State/UT   | Maharashtra  |
| • Pin Code   | 441910   |
| <b>2.Institutional status</b>                        |  |
| • Type of Institution                                | Co-education   |
| • Location   | Rural  |
| • Financial Status                                   | Grants-in aid  |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University   | Rashtrasant Tukadoji Maharaj Nagpur Univesrity, Nagpur  |                |                             |               |             |
| • Name of the IQAC Coordinator   | Dr. Avinash K. Aney   |                |                             |               |             |
| • Phone No.  | 07185255568   |                |                             |               |             |
| • Alternate phone No.  | 07185255310   |                |                             |               |             |
| • Mobile   | 9604020733  |                |                             |               |             |
| • IQAC e-mail address  | avianaaaney@gmail.com   |                |                             |               |             |
| • Alternate e-mail address   | aney_avinash10@rediffmail.com   |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>  | <a href="http://sscpauni.com/pdf/AQAR-2019-20.pdf">http://sscpauni.com/pdf/AQAR-2019-20.pdf</a>         |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="http://sscpauni.com/pdf/Ac-Calender20-21.pdf">http://sscpauni.com/pdf/Ac-Calender20-21.pdf</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | C   | Nil            | 2004                        | 05/05/2004    | 04/05/2009  |
| Cycle 2  | B   | 2.28           | 2012                        | 15/09/2012    | 14/09/2017  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 30/04/2009                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| Nil  | Nil   | Nil            | 00                          | 00            |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |

|   |                           |  |
|---|---------------------------|--|
| <b>9.No. of IQAC meetings held during the year</b>  | <b>04</b>                 |  |
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>    | <b>Yes</b>                |  |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | <a href="#">View File</a> |  |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | <b>No</b>                 |  |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>  |                           |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                           |  |
| ? Started preparation of data for AQAR and SSR  |                           |  |
| ? Teaching-learning process made more effective with the use of ICT based tools and techniques  |                           |  |
| ? Started teaching through online application (SSESA) developed by the parent organization.   |                           |  |
| ? Restructuring of the proposal with fulfillment of compliances of cluster development in bee keeping under SFURTI of MSME, with outlay of Rs. 4.68 crore submitted to KVIC |                           |  |
| ? Food served to needy people in Pauni town during severe pandemic situation due to Covid-19  |                           |  |
| <b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b> |                           |  |
|   |                           |  |

| Plan of Action   | Achievements/Outcomes   |
|--|---|
| <ul style="list-style-type: none"> <li>Preparation of AQAR and IIQA</li> </ul>   | Prepared and submitted all the AQAR and IIQA  |
| <ul style="list-style-type: none"> <li>Data collection and compilation for SSR</li> </ul>  | Collected data and submitted SSR  |
| <ul style="list-style-type: none"> <li>Organization of departmental visit by IQAC coordinator for review of the presentation and filing and other aspects</li> </ul> | IQAC organized departmental visits for review   |
| <ul style="list-style-type: none"> <li>Yearly submission of the data to All India Survey on Higher Education (AISHE)</li> </ul>                                      | Data to AISHE for the academic year 2020-21 was submitted in 2022 due to pandemic caused by Covid-19                            |
| <ul style="list-style-type: none"> <li>Extension of community and corporate activities</li> </ul>  | Various extension activities for farmers and the society have been organized through online and offline mode                    |
| <ul style="list-style-type: none"> <li>Construction of canteen for students and staff in the premises</li> </ul>   | Submitted the budget estimate for canteen and other student-centric facilities to the parent organization for financial support |
| <ul style="list-style-type: none"> <li>Addition of new titles of Text and Reference Books</li> </ul>   | New titles of text and reference books have been procured in the library  |
| <ul style="list-style-type: none"> <li>Organization of blood donation camps</li> </ul>   | Organized blood donation camps during pandemic period   |
| <ul style="list-style-type: none"> <li>Organization of health check-up camp for college students</li> </ul>  | Organized health check-up camps for students and the local people   |
| <ul style="list-style-type: none"> <li>Teaching-learning process to be made more effective by the integration of modern tools and techniques</li> </ul>              | Most of the academic activities completed through online mode using various applications  |
| <ul style="list-style-type: none"> <li>Home assignment to the students and its timely evaluation</li> </ul>  | Home assignments obtained through online mode   |
| <ul style="list-style-type: none"> <li>Organization of guest lectures</li> </ul>   | Organized guest lectures and  |

|   |  |
|---|--|
| on various topics from the curriculum   | webinars through online mode   |
| <ul style="list-style-type: none"> <li>• Reorganization of Botanical garden</li> </ul>  | Initiated the work of reorganization of Botanical garden                         |
| <ul style="list-style-type: none"> <li>• Extension of library and reading room</li> </ul>   | Infrastructure augmentation of library has been initiated                        |
| <ul style="list-style-type: none"> <li>• Submission of proposal for junior wing in science stream and post graduate courses in few of the subjects</li> </ul> | Proposal for junior wing in science stream has been submitted and is in pipeline |

|   |     |
|---|-----|
| <b>13. Whether the AQAR was placed before statutory body?</b> | Yes |
|---|-----|

|  |
|--|
| <ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul> |
|--|

| Name                                | Date of meeting(s) |
|-------------------------------------|--------------------|
| College Development Committee (CDC) | 15/05/2020         |

|  |
|--|
| <b>14. Whether institutional data submitted to AISHE</b> |
|--|

| Year | Date of Submission |
|------|--------------------|
| 2021 | 26/02/2022         |

## Extended Profile

### 1. Programme

1.1 06

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

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

### 2. Student

2.1 450

Number of students during the year

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

2.2 225

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

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

2.3 189

Number of outgoing/ final year students during the year

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

**3.Academic**

3.1 15

Number of full time teachers during the year

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

3.2 22

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

|  |    |
|--|----|
| 1.1  | 06 |
| Number of courses offered by the institution across all programs during the year |    |

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

### 2. Student

|                                    |     |
|------------------------------------|-----|
| 2.1                                | 450 |
| Number of students during the year |     |

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

|  |     |
|--|-----|
| 2.2  | 225 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |     |

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

|   |     |
|---|-----|
| 2.3   | 189 |
| Number of outgoing/ final year students during the year |     |

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

### 3. Academic

|  |    |
|--|----|
| 3.1  | 15 |
| Number of full time teachers during the year |    |

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

| 3.2   | 22                        |
|---|---------------------------|
| Number of Sanctioned posts during the year                        |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>4.Institution</b>  |                           |
| 4.1   | 06                        |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2   | 14.95948                  |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3   | 39                        |
| Total number of computers on campus for academic purposes         |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Science College Pauni is affiliated institution having recognized by RTM Nagpur University and UGC, New Delhi. Being affiliated institution, we have to follow the curriculum of the university mandatorily. However, the institution ensures timely preparation of the academic calendar and timetable, distribution of workload, commencement of the teaching schedule and periodic review of the curriculum. The institution regularly monitored the academic performance of the students through home assignments, seminars, group discussion, and unit tests in a time-bound manner. Various co-curricular activities are planned and held throughout the academic session for holistic development of the students. Feedbacks are sought from the stakeholders for further improvement in teaching-learning process. In order to ensure effective curriculum delivery, the institution has followed the methodology devised.

Information circulation:



- Prospectus containing detailed information regarding programs and curriculum was made available to the students in well advance in printed format and uploading on website
- Timetables are prepared in advance before the commencement of session and also placed on website as well as circulated through WhatsApp groups to make the students convenient to attend regular classes through online mode since the offline academic activities were highly disturbed due to pandemic caused by Covid-19.

#### Study material and curriculum design:

While focusing on the outcome-based education, in addition to the regular programs, the college offers five different skill-based certificate courses initiated earlier and continued. The schedule and duration of all the programs is as per university guidelines. The curriculum of the skill-based certificate courses was designed by the expert faculties in the departments. However, no students were enrolled for the certificate courses due to lockdown imposed at national level. Topic-wise self-prepared notes by the faculties were circulated to the students through WhatsApp application.

#### Effective curriculum delivery:

Most of the duration of the academic year was wasted in lockdown imposed due to pandemic caused by Covid-19. Hence, the academic calendar was disturbed and all academic activities were conducted through online mode as per the guidelines received from affiliating university and the parent organization. Faculties were asked to complete the maximum portion of the curriculum through online mode using various software applications. Faculties have prepared topic wise presentations and delivered the lectures as per the time table distributed. Students were motivated to appear for the online classes. Status of the curriculum was regularly monitored. Meanwhile, the faculties were engaged in organization of various webinars and the online seminars related with academic and co-curricular activities.

#### Periodic assessment and review of curriculum progress and effectiveness:

- Academic performance of students was monitored through home-assignments and unit tests.
- Slow learners were guided separately for improvement of their performance.
- Home-assignments and the unit tests were timely assessed

through online mode.

- Faculties were engaged in conducting all university practical and theory examinations through online mode as per the directions received from affiliating university.
- Problems of the students regarding university examinations were timely solved
- Feedback obtained from students through online mode were analyzed.
- Students were asked to prepare the presentation on the assigned topics

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://sscpauni.com/pdf/Prospectus-2021-22.pdf">http://sscpauni.com/pdf/Prospectus-2021-22.pdf</a> , <a href="http://sscpauni.com/pdf/Ac-Calender20-21.pdf">http://sscpauni.com/pdf/Ac-Calender20-21.pdf</a> , <a href="http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf">http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf</a> , |

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

Every year the institution reconstitutes different committees with reshuffling of the convenors and members. The Prospectus and Academic Calendar Committee were asked to prepare the prospectus and the academic calendar well in advance. The institution prepares academic calendar based on the academic calendar of affiliating university and the same was incorporated in the college prospectus and also uploaded on the institutional website. It includes various timelines such as beginning and end of the session, mid semester vacation, tentative schedule of internal and external evaluation, schedule of each academic and other activities. However, the academic calendar was drastically disturbed due to imposition of national level lockdown

- Priorities for academic activities: Academic activities were always given priority and all other co-curricular activities are performed without disturbing the classes. The academic activities during the academic session were disturbed at drastic level due to pandemic caused by Covid-19. Hence, most of the academic activities were conducted through online mode.
- Decentralization approach: Prepared time table, along with the notices, after workload distribution, for online

teaching was posted on student's WhatsApp groups. Every department prepared and display their departmental time table with the allotment of subject papers to the faculties. Status of the completion of syllabus through Online teaching was monitored regularly.

- **Continuous evaluation:** Due to pandemic, there was restriction in conducting the classroom seminars and group discussion of students, however, the academic performance of students is assessed continuously through home-assignments and unit tests. All the theory and practical examinations were conducted at the college level through online mode as per the directions received from the affiliating university. The departments hold regular online meetings to discuss about the execution of continuous assessment and on the completed portion of the curriculum.
- **Terminal examination:** Institution was unable to conduct the terminal examination on offline mode due to covid-19, however, the assessment of the students was carried out through unit tests and home-assignments only. All the faculties were involved in question paper setting and evaluation through online mode.
- **Abide to staff charter:** All the faculties meet at regular interval during the period of relaxation from lockdown and carried out their task of submission of the reports of various committee constituted for smooth functioning of all academic and other related works. The institution developed the charter for staff and students. IQAC made it mandatory to all the departments and the committees to submit their departmental and committee annual reports, attendance record, API-PBAS forms, feedback analysis report and other relevant information to the head of the institution and also to IQAC.
- **Mock practical:** The faculties were unable to conduct the mock practical due to covid-19, however, the students were given the tips for the university practical examination.
- **Timely submission:** Internal assessment and marks obtained in practical examinations were timely submitted to the university.
- **Efforts for improvement:** The results of university examination have been analyzed and uploaded on the institutional website. Same is also discussed in Staff Council meeting and positive steps taken for further improvement in the results.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="http://sscpauni.com/pdf/Ac-Calender20-21.pdf">http://sscpauni.com/pdf/Ac-Calender20-21.pdf</a> |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

01

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

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

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

00

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

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

00

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

00

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment**

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

The institute emphasizes Gender, Climate and Sustainability, Human Values and Professional Ethics in the curriculum of skill-based certificate courses. Institution always takes initiatives for organization of activities relating inculcation of human values, professional ethics and code of conduct, gender sensitization and also environment and biodiversity conservation. However, the institute was unable to organize various activities due to lockdown period.

Enrichment through curriculum:

The university curriculum contribute towards environment and

sustainability as follows:

- B. Sc. (CBZ): Both Botany and Zoology subjects accommodates environmental biology having topics on natural resources and its conservations, types of pollutions: causes and control measures, rain water harvesting, global warming, etc.
- Ability Enhancement Compulsory Course on Environmental science: In order to enhance the eco-literacy, the affiliating university made it mandatory to study the Environmental Science subject at B.Sc. Second year. It covers both theoretical and practical aspects by participatory learning through home-assignments. The course encompasses causes and control measures of environmental pollution, judicious utilization of natural resources, biodiversity conservation and environment protection laws.

Enrichment through various co-curricular activities:

The institution has taken various initiatives for addressing the cross-cutting issues of relevance through the organization of various online co-curricular activities.

Promotion of Professional ethics:

The institution always imparts professional ethics and human values. IQAC of the institution has published the handbook on professional ethics code of conduct and made it available in public domain by uploading on the institutional website and circulation to the staff. Students and the staff of the college abide to code of conduct and professional ethics set by the institution.

Gender sensitization:

The institution has enrolment of great number of girl students from diverse groups. The activities like gender sensitization, awareness program on women empowerment safety and respect, role of women in education, contribution of women in science, observance of international women day, essay competition on 'Empowered women makes empowered society', etc. organized through the dedicated Women Redressal Cell, helped in addressing the issue of gender equality.

Environmental consciousness:

The institution organizes various activities promoting the



environmental consciousness. Every year the students and the staff actively participate in activities related with wild-life week, guest lecture on biodiversity conservation, strict ban imposed on use of plastic in the campus, vermicomposting activity, biogas generation from decomposed waste, cleanliness drive through NSS, tree plantation, heighten awareness and sensitivity towards environment.

#### Human values:

Putting human values at the centre, various activities are regularly organized by the institution. The organization of guest lectures on the eve of birth and death anniversaries of the national heroes, Yoga and Meditation sessions, Swachh Bharat Abhiyan, student's involvement in distribution of fruits to the patients, food packets, sanitizers and masks to the underprivileged section of the society, during lockdown period, blood donation camps, special NSS camp during Dashera festival, etc. are the leading activities helping in inculcation of human values and contributing towards social accountability.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

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

11

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Programme / Curriculum/<br>Syllabus of the courses  | <a href="#">View File</a> |
| Minutes of the Boards of<br>Studies/ Academic Council<br>meetings with approvals for<br>these courses                       | No File Uploaded          |
| MoU's with relevant<br>organizations for these courses,<br>if any   | No File Uploaded          |
| Number of courses that include<br>experiential learning through<br>project work/field<br>work/internship (Data<br>Template) | <a href="#">View File</a> |

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

10

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of programmes and number<br>of students undertaking project<br>work/field work/ /internships<br>(Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

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

**A. All of the above**



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

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

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="http://sscpauni.com/pdf/studnt-Feedback-analysis-report.pdf">http://sscpauni.com/pdf/studnt-Feedback-analysis-report.pdf</a> |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

408

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

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

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

442

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

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

The institution used to assess the learning levels of the students and accordingly organizes the special programs for advanced and slow learners. At the beginning of the new academic session, the staff and senior students observe welcome day for newly admitted students and their parents. The students and the parents are made aware of various courses available, rules and regulations and different student-centric facilities and the schemes available in the institution. The students are also informed about the continuous internal evaluation system adopted by the institution through the well-established teaching-learning methodology, 'Pawan Pattern' devised by the institution. At the entry level, scores of qualifying examinations are considered as initial criteria for identifying student's learning ability. Based on the curriculum of class XII, the institution conducts MCQ based, student performance test, with a weightage of 60 marks. Further evaluation in subsequent days is based on academic performance through unit tests, seminars, level of alertness, participation in discussion and student's interaction in the classrooms. The students, expressing extra interests in studies are also identified as advanced learners. Similarly, the slow learners are also identified based on the above-mentioned parameters. The institute takes measures accordingly to address the needs of students with different level of competence and understanding.

Measures taken for slow learners: Due to nationwide lockdown implemented on account of the pandemic caused by Covid-19, most of the productive teaching period was wasted in ceasing the offline teaching-learning process. However, some of the measures were taken by the faculties towards the slow learners through online mode.

1. Efforts are made to know the cause of the problems by personal counseling.
2. Parents of the slow learner students were informed telephonically to look into the matter so that their needs

can be catered to.

3. Teachers are in regular contact with the students to resolve their personal issues through WhatsApp groups created for online teaching.
4. We were unable to schedule remedial classes, however, the slow learners were asked to contact the concerned faculty anytime for their problems.
5. Slow learners were asked to put in more efforts in slow but steady studies, improving the writing skills and the solving more questions of the university examination.
6. Attempts are also made to identify their interests and skills in other areas and they are encouraged to participate in different activities.

#### Measures taken for advanced learners:

1. Advanced learners are provided with extra study material and encouraged for competitive examinations
2. Toppers were felicitated at appropriate place
3. They were encouraged to set high goals
4. They are also encouraged to write the articles in magazines/newspapers, etc.
5. They are provided with extra library facilities
6. The needy but advanced learners were supported financially for their further studies.

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 450                | 15                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

### 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

In order to heighten the learning experience of the students, the institution adopted various student-centric methods, such as experimental learning, participative learning and problem-solving methods, both inside and outside the classrooms. Institution provides required infrastructural facility like Internet, central library for reference books, text books, magazines, laboratories for improving and increasing technical knowledge of students.

- Every year, student's societies of different subjects are constituted and given the responsibility of organization of various academic and co-curricular activities organized at departmental level under the banner of student's societies.
- One day field visits, study tours, plant excursion tours, which are the part of curriculum, are regularly organized.
- Final year students are guided for the survey-based projects, sponsored by the institution.
- Students are encouraged to participate in various co-curricular activities organized by the institution.
- Students are involved in decision making system by their appropriate placement in different committees constituted for the smooth and effective functioning.
- Students are guided for hosting the academic as well as various co-curricular activities.
- Students are also involved in awareness programs organized by IQAC and NSS unit.
- Students are involved in various committees for the organization of different cultural, games and sports events during social gathering.
- Students are encouraged to participate in seminars, workshops, industrial visits, science exhibition, guest lectures, group discussion, quiz competition, etc.
- Students are given sole responsibility for organization of various college level competitions.
- Institution organizes group discussion of the students on the problems associated with different subjects.
- Organization of poster/drawing competitions with the involvement of the students is a regular practice employed by the institution

However, during the academic year 2020-21. The institution was not able to achieve all the above-mentioned activities due to the nationwide implementation of lockdown owing to the pandemic caused by Covid-19. Most of the activities were conducted through online mode.

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

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

Today is the age of science and technology and huge flow of information is emerging in all fields throughout the world with the development in Information and Technology (IT). In modern science and technological societies, education demands more knowledge of teachers pertaining to ICT and skills to use modern tools in teaching-learning process. Traditional teacher-centric education system has been transformed into student-centric which demands the effective and qualitative outcome. Information and communication technologies has opened new avenues in the field of education, which can be specifically used for support, enhancement and optimum delivery of information. It is not only used for heightening the learning experience of the students but also has greater impact of effectiveness of the teaching-learning process. It helps in improving student's learning and has become a viable alternative teaching method supporting to conventional blackboard teaching method. In order to cope with the demands of modern students, the institution also promote the use of ICT to enhance the conventional teaching-learning process and to make learning more interesting and students friendly.

- At present, the institution has around 38 computer and laptops used for administrative and academic activities.
- Classrooms and laboratories are equipped with LCD projectors.
- Use of modern teaching tolls through two ICT-enabled classrooms Printers and scanners are available to each department and also in the library.
- Internet connected xerox machines with xeroxing and printing facilities are available.
- Four Wi-Fi routers and different access points are installed to provide easy internet access to faculties and the students.
- Students are provided with free internet access through Wi-Fi-enabled campus.
- Major portion of the faculty is using ICT enabled tools for teaching-learning.

- Library has free access of ICT enabled library facilities to all the students.
- Faculties regularly consult and shares material from e-books, web pages and videos.
- Teachers made a swift transition from classrooms to online teaching during the lockdown imposed due to Covid-19 pandemic.
- Various platforms such as Zoom, Goggle classrooms, Google Duo, Cisco Webex are used to create virtual classrooms.
- Students are encouraged to prepare power point presentations, assignments, project and field reports using MS Word, MS Power Point, MS Excel and other ICT tools.
- During academic year 2020-21, all university theory and practical examinations are conducted at college level through online mode using Google Forms and other applications.
- Notes and other study materials are regularly shared with the students through social media WhatsApp groups.
- In capacity of resource persons, the faculties in the institution shared their views and delivered the lectures through online mode using various applications.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil                       |

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

#### 2.3.3.1 - Number of mentors

15

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



## 2.4 - Teacher Profile and Quality

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

15

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

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

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

14

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

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

#### 2.4.3.1 - Total experience of full-time teachers

229

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

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

The institution is affiliated to RTM Nagpur university, Nagpur and is following the norms and regulations laid down by the university in all matters pertaining to curriculum, examinations and evaluation. The institution is following its own devised methodology, popularly known as 'Pawan Pattern' for teaching learning and evaluation process. The well acknowledged and transparent methodology encompasses continuous internal evaluation through various performance evaluating parameters. Transparency and the robustness in terms of frequency and mode of the institutional mechanism of internal assessment is based on following working parameters:

- All students are made aware well in advance about tentative schedule of internal assessment, through academic calendar attached with the prospectus and also by uploading on the website.
- Students are informed about the mechanism of internal assessment employed by the institution at the beginning of the academic session during classroom interaction and by displaying on notice boards.
- Regular reporting and discussion of internal assessment in the staff meetings.
- Regular monitoring of IQAC on the entire mechanism of internal evaluation.
- Regular feedback sought from the stakeholders and incorporation of constructive suggestions for modification in the mechanism.
- Timely evaluation of the home-assignments in each subject and returned to the students with specific endorsement for improvement in writing skills.
- Regular organization of the student's seminar on the allotted topics from the curriculum and fair judgment of seminar activities.
- 20% marks in each paper are awarded through internal assessment, whereas, remaining 80% are awarded by the university based on the performance of the students in semester-end examination.
- Regular attendance, in both theory and practical hours, performance in seminars, unit tests, group discussion and timely submission of home-assignments, are the parameters used for allotting marks of internal assessment.



- Conduct of unit test after the completion of each unit is mandatory for all faculties.
- Tentative schedule of unit tests is incorporated in the teaching plans prepared by the faculties.
- Schedule of College terminal examination is before the semester-end examination.
- Evaluated answer sheets of the unit tests and the terminal examinations are returned to the students with specific remarks for further improvement.
- Marks obtained in internal evaluation process are communicated to the students.
- Academic performance related grievances of the students are timely resolved.
- Regular monitoring and submission of record of internal assessment to Principal, IQAC and Examination Committee is mandatory to all the Head of the departments.
- Marks obtained in university practical examinations and the marks on internal assessment is timely uploaded on the university portal.

However, all these activities in the institution were disturbed due to the nationwide lockdown implemented on account of the pandemic caused due to Covid-19. Till then the institution tried to maintain the robustness and regularity to avoid the academic loss of the students.

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

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

The institution has evolved a well-established and robust mechanism to ensure that the process of continuous assessment and redressal of assessment related grievances, is transparent, efficient in the best interest of students. The mechanism works on following aspects:

- The institution has examination committee, comprising of senior faculties, which undertakes necessary measures to ensure objectivity and transparency in the process.
- Entire process of internal/external assessment and examination related grievances is monitored by IQAC.

- Notifications related to internal assessment are prominently displayed on notice boards for timely communications to the students at least one week before.
- Abstract of the attendance record is submitted by all the faculties and the students are given ample time to point out any discrepancies.
- Answer sheets of all unit tests, terminal examination and home assignments are discussed with the students after evaluation and students are allowed to raise their grievances regarding the marks awarded to them with the concerned faculties.
- The fair evaluation of the all the internal examinations resulted in not having any grievances to be redressed by the IQAC or the Principal.
- Head of the institution is empowered to intervene the grievances in extraordinary cases.
- Answer sheets evaluation is carried out at the college level, in a time bound schedule and in a best possible efficient manner by the course handling faculty members.
- Properly evaluated answer sheets of all internal examinations are given back to the students for self-assessment.
- Students are given enough time to claim concessions in attendance on medical grounds and also for participation in other activities.
- Marks allotted by the teachers are submitted to head of the departments.
- Marks awarded for internal assessment and the practical examinations are timely uploaded to the university.
- Institution provides support to the students, if discrepancies are noticed between marks awarded to students by the teacher and those entered in the mark sheets prepared by the university.
- The institution assists the students in getting such errors rectified in due time.
- University prescribed guidelines of conducting the theory and practical examinations are strictly followed at the institutional level.
- Institution helps the students, if he/she fails to remain present on the due date of university practical examination, due to one or other reasons. The institution communicates with the other institutions in the nearby area and request them to allow such students to appear for the practical examination on the scheduled date. The same is also communicated to the concerned authority in the university.
- The problems/discrepancy associated with admit cards, errors

in paper allotments are timely resolved by the institution by communicating with university authorities.

- Institution helps the students in assessment of xerox copies of answer sheets obtained from the university for reassessment.

The institution tries to maintain the transparency in dealing with the internal examination related grievances in time-bound and efficient manner. However, the aforesaid mechanism was slightly disturbed due to the nationwide lockdown imposed on account of pandemic caused by Covid-19.

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

## 2.6 - Student Performance and Learning Outcomes

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

Program outcomes refers to the broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the tenure of their degree course. The institution offers three under graduate level degree courses in science stream. The affiliated courses are with well-defined outcomes. The specific course and program learning outcomes are available on the affiliating university website. The institution has also prepared the course and program specific outcomes and are kept open in public domain by uploading on the institutional website. Some of the common outcomes of the courses and programs run by the institution are enumerated below:

- Keeping student-centric objective at center, institution has created an ecosystem for learning beyond the classrooms and through various co-curricular and extracurricular activities.
- Faculties, during the classroom interactions, tires to inculcate among students a quest for knowledge that last for lifetime and guiding them the art of self-learning.
- Faculties tries to impart the attitude to keep learning, remain updated and to get acclimatize with the situation by adopting new developments in technology and in their subject matters.

- During mentoring sessions, students are taught to identify, formulate and analyze real life problems, design and develop solutions to reach to conclusions using basic principles of their subjects.
- Training in analytical and critical thinking in logical way helps them to understand the societal, environmental and cultural problems.
- Through various extracurricular activities, students are guided to respectfully interact with the mother planet, justified utilization of natural resources, attentive towards sustainable development, in order to create and maintain for future generations to meet their needs.
- Attempting to enhance student's communication skills in order to allow them to exchange their ideas, thoughts, opinions, knowledge and relevant information effectively in the language of their choice.
- Activities related with inculcation of professional ethics and code of conducts as well as society-oriented and departmental activities help in fostering team spirit and development of leadership qualities.
- Institution also instils among students' allegiance to constitutional and human values to transform them into an empathetic, responsible citizen.
- The motivational sessions organized by the institutions empowers the students to be a future teacher, entrepreneur, scientists, soldier and administrator.

Mechanism of communication of program and course outcomes:

- Institution provides the requisite information to the newly entered students from the institutional website and also through prospectus.
- Admission committee helps the students in selecting the course of their choices.
- The outcome of the courses is clearly outlined during the welcome day and Principal's address in each academic session.
- Course outcome is kept at the center while planning and designing the extra and co-curricular activities.
- Institution provides a platform to the current students to interact with the senior students and alumni to know and learn about their experiences and career path.
- Students are also made aware of the course and program outcomes through the mentor sessions organized by the IQAC.

The institution follows the mechanism of creating awareness of the

course and program outcomes. However, during academic session 2020-21, the institution could not complete it due to impose of lockdown.

| File Description                                     | Documents                 |
|--|---------------------------|
| Upload any additional information                    | No File Uploaded          |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

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

The institution offers three science stream courses at undergraduate level. During the journey of three years, students acquire knowledge, skills and abilities that enables them to build prospective future. Following are direct and indirect indicators for evaluating attainment of PO/CO/PSO:

Internal assessment and semester-end examinations as direct assessment measures:

- Following guidelines of affiliating university of awarding 20% and remaining 75% marks through internal assessment and through university conducted semester-end examinations, respectively, internal assessment is based on attendance, unit test performance, terminal examination, home-assignment, group discussion, etc. Continuous evaluation of the students by the teachers provides opportunities to the students to improve their performance.
- Students are allotted topics from the curriculum for classroom seminars. It also helps in measuring the program and course outcome.
- Performance and the results obtained during regular practical in all science subjects.
- The affiliating university has kept 3/5 marks weightage for viva-voce and 5 marks for submission of completed practical records.
- University results are meticulously monitored, discussed and analyzed in staff council meetings.
- Result analysis is also uploaded on the institutional website.
- Slow learners are guided for improvement in academic performance through the remedial classes, tutorial sessions



and mentoring system.

- Toppers and university rank holders are felicitated during social gathering, that helps motivating the other students.

Student progression as indirect measures:

- Though the institution is working in remote area, for providing the cost-effective education to the students, the teaching-learning is the main strength of our institution.
- The effectiveness and outcome can be measured in terms of majority of the students opting for higher education.
- Sizable number of students have also cracked the national level competitive examinations like NET/SET/GATE/Banking, etc.
- The skill-based short-term courses run by the institution also provide an opportunity for students for self-employment.
- The outreach activity of providing training to the farmers and the students on apiculture and sericulture, associated with curriculum, has yielded in placement of few of the students in private limited companies.

Prominent positions occupied by the alumni:

- The institution has consistently produced great number of alumni, some of them have distinguished themselves in various fields, such as owner of NGOs, art, academics, administration, and entrepreneurship.
- Many of the alumni have obtained their Ph.D. degrees and are placed in academic positions.
- The institution, every year hosts the alumni meet and provide platform for the current students to interact with distinguished alumni for their career path. These prominent alumni can also be taken as an indicator of course/program outcomes and the level of teaching-learning in the institution.

As an institute of higher education, working in the remote area, we measure the success of POs/COs not only on the basis of academic performance and the positions occupied by the students but also in terms of building confidence and discipline as well as responsible citizen, we built in them.

The above-mentioned parameters were used by the institution in attainment of course and program outcome. However, the institution was unable to fulfill it in totality due to the during the

lockdown period imposed by the government.

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

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

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

183

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

### 2.7 - Student Satisfaction Survey

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

<http://sscpauni.com/pdf/studnt-Feedback-analysis-report.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

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

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

01

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

## 3.2 - Research Publications and Awards



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

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

12

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

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

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

05

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.3 - Extension Activities

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

Right from the onset, the institution has been serving for the benefits of the society by creating the conducive environment, aimed at the holistic development of the students. Apart from the classroom teaching, the students were sensitized to various social issues leading to the development of social responsibility, helping them to nurture as socially responsible citizens. The NSS unit and the Women Redressal Cell, under the direction of IQAC have planned and organized outreach and extension activities through offline and online mode. It was also aimed to facilitate the students with the concept and practice of social responsibility. The institution always collaborates with various government and non-government organization for hosting different activities in and out of the campus.

The implementation of nationwide lockdown due to pandemic caused by covid-19, there was restricted scope for the extension and outreach activities for the institution during the academic session 2020-21. However, the institution tried to overcome the adverse condition and extended its support and help towards the neighbourhood community. The faculties were engaged in organization of workshops and webinars through online mode and various activities during relaxation of lockdown period. The institution was unable to organize residential NSS camp, however, the activities were organized at interval periods as per the need. Some of the important extension activities organized by the institution leading to sensitize the students are as follows:

- Cleanliness drive through Swachch Bharat Abhiyan
- Health check-up camp for the students and the local people during corona pandemic
- Blood donation camp
- Yoga and meditation camps
- Environment awareness drive
- Wildlife week celebration
- Voter's awareness program
- Organization of seminars and workshops for students and farmers through online mode
- Distribution of masks, sanitizers and food packets to the underprivileged people in the society and the patients admitted in the government hospital

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf">http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

00

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

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

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

11

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

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

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

225

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

### 3.4 - Collaboration

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

01

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

03

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution provides adequate infrastructure to contribute to academic growth of the students. The institution running all activities in building constructed on owned 1.5-acre land area. Infrastructure has been augmented with the start of the construction of canteen, and fencing with the financial help of parent organization.

Presently, the infrastructure has following facilities:

- 06 classrooms on ground and first floor.
- Two Wi-Fi enabled classrooms, each one on ground and first floor.
- 3 laboratories on ground floor, and two laboratories on first floor.
- All laboratories having separate cabin for head of the department.
- Administrative block with Principal's chamber, administrative staff, meeting room and examination section.
- Wi-Fi enabled seminar hall with 400 plus seating capacity on the ground floor.
- Well-equipped central library is situated upstairs.
- Separate meeting room, common room for girls attached, IQAC chamber, NSS section, Department of Mathematics and Physical Education, etc.
- Central library has equipped with two library-based software, with internet facility.
- Separate canteen facility with space for stationery and internet cafe and photocopy facility is made available to the students and faculties.
- Campus is secured with permanent compound wall and campus is under CCTV surveillance
- Campus is Wi-Fi enabled with 4 routers with 100 MBPS and access points.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://sscpauni.com/pdf/Infrastructure-facilities.pdf">http://sscpauni.com/pdf/Infrastructure-facilities.pdf</a> |

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

All academic and co-curricular activities of the institution run on the infrastructure and free space available on 1.5-acre land. Small playground is efficiently used by the institution for carrying out various cultural and games and sports activities. The institution offers following facilities for students for cultural and games activities.

Facilities for sports and games activities:

- Open space in the campus is used for practicing games and sports activities
- Playground is demarcated and prepared court for Volleyball, Kabaddi, and other athletics events
- The institution also provides exercising bench, exercising cycle, rods and dumbbell

Facilities for cultural activities:

In order to support holistic development of students, the institution focuses not only on academics, but also on all-round personality development.

- Most of the cultural events are organized in well-equipped seminar hall sound system and podium
- The institution has open stage for the organization of cultural events.
- Open stage is used for the organization of different cultural events during student's annual gathering and also for Yoga and Meditation camps
- NSS camp and the annual day functions are the best platforms for the students to exhibit their hidden assets, however, the institution was unable to organize NSS camp and annual day function due to covid-19.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://sscpauni.com/pdf/facilities-for-cultural-activities.pdf">http://sscpauni.com/pdf/facilities-for-cultural-activities.pdf</a> |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

05

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

06

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

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

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

3.39

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

## 4.2 - Library as a Learning Resource

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

The central library of the institution is equipped with good infrastructure and well-stocked with good collection of reference, text and other books.

- All the books in the central library are barcoded using OPAC software
- The library has procured latest version cloud based LIBMAN



**software**

- The library has diverse collection of 6425 books including reference books, text books, rare books and books donated by the faculties and well-wishers.
- The library subscribes 04 newspapers in Marathi, English and Hindi languages
- The library has also subscribed magazines for competitive examinations
- The library provides access of 4 printed journals in different subjects
- The library is equipped with computers and internet facility for students and the staff
- Data pertaining to library is automated and updated
- Central library is has free access of E-resource through registration with N-LIST INFLIBNET

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="http://sscpauni.com/pdf/Library-annual-reports-book-bills.pdf">http://sscpauni.com/pdf/Library-annual-reports-book-bills.pdf</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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

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

0.0950



| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

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

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

21

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

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

The institution witnessed exponential growth in terms of infrastructure and other affairs and tries to cope up with the demands of the students. It has procured various ICT[1]enabled tools and also ensures and extensive use of ICT resources by providing adequate access of computers and internet.

- Institution has 31 desktops and 8 laptops with updated Windows operating system
- Institution has authentic license for updating computers
- Computers are installed with Anti-virus software updated periodically
- All computers are with UPS backup and having internet connections
- Library has licensed updated version of cloud based LIBMAN software
- Campus is Wi-Fi enabled providing free internet access to students and faculties with accesses points
- Each department is provided with laptop with updated version of software
- The institution has signed MoU with the service provider for regular updating the IT facilities

- The institution has 4 LCD projectors used for academic purposes
- Departments are also provided with printers and scanners
- Entire examination work is carried through the available software in examination section
- The institutional website is regularly updated through the dedicated Website Updating Committee. It is under annual maintenance contract.
- The website accommodated different portals for uploading the relevant information
- Updating of the IT facilities are outsourced.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

39

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

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

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

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

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

## 11.62

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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

### PROCEDURE:

Financial budget for maintenance is approved by College Development Committee. Most of maintenance work carried out by trained in-house experts as well as outsourced. Purchasing is carried out by following proper procedure in the Purchase Committee.

### Physical and academic facilities:

- Appointed caretaker for general maintenance.
- Laboratory stock is maintained and stock verification carried towards the year end.
- Newly procured instruments are installed by technical experts.
- Instructions are displayed outside classrooms/laboratories.
- Consumable materials are purchased as per requirements
- Fire extinguishers are placed in laboratories

### Library:

- Library is marked as 'Silence Zone' and with fixed library hours and books are issued on production of membership cards
- Books are bar-coded and are properly catalogued.
- Library Advisory Committee meet at regular intervals.

### Computers:

- Repairing and maintenance of computers, Internet, is outsourced.
- Only authentic and certified software installed.

- Students are not allowed to attach their personal devices.
- Institutional website maintained and periodically updated.
- .

**Sports:**

- Playground cleaned regularly
- Sports materials, kits and uniforms are issued to enrolled students only

**Support facilities:**

- Campus is 'Smoke and Plastic free zone'.
- No-smoking and plastic free signs displayed at entry gate.
- Collected garbage is disposed of with the help of local government.
- Infrastructure is made termite free.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

409

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

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

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

00

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

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

D. 1 of the above

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

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

00

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

00

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

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

B. Any 3 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

02

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

20

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

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

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

02

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | <a href="#">View File</a> |

### 5.3 - Student Participation and Activities

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

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



00

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

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

**Students are involved in following activities:**

**Administrative responsibilities:**

- Student Council provides an opportunity to students to develop their leadership skills through participation in college administration and other activities. However, Student council was not constituted during academic year 2020-21 due to nationwide lockdown implemented due to pandemic caused by Covid-19.
- Members of the student's council provide assistance and guidance to the candidates and parents during the admission.
- Students are also involved in decision-making process and placed appropriately in various committees like College Development Committee (CDC), Academic and Administrative Committee, Cultural Committee, Games and Sports Committee, Public Relation and Publication Committee, Study Tour Committee, NSS Committee, Botanical Garden Committee, Competitive Examination and Career Guidance Committee, College Magazine Committee, Anti-ragging and Women Redressal Committee, etc.
- Students are effectively involved in arrangement of the academic and co-curricular events.

**Participation in co-curricular and extracurricular activities:**

- Institution provides an opportunity to the students for taking initiatives in organization of various academic, co-

**curricular and cultural activities**

- Students avail opportunities to hone and showcase their hidden assets in various extracurricular activities including.
- Students are engaged in programs like, cleanliness drives, health check-up camps, blood donation camps, plantation drives, Teachers' Day, AIDS, weed eradication, Swachh Bharat Abhiyan, etc.

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

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

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

00

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

**5.4 - Alumni Engagement**

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

Alumni association offers extensive support to the students and the institution in ways that multiply the opportunities and enhance the skill-sets of the students. Alumni association committee is in continuous touch with alumni through social media group.

**Alumni contribution in support services:**

- Alumni occupying different positions in various sectors guide the current students
- Alumni speakers shared their expertise on development like employment opportunities, career growth, management of stress and anxiety, etc.
- Alumni also rendered their support to the students for their career path
- Alumni contributed their support in organization of various activities for social cause
- Alumni putting their hands together by sharing their experiences through the social media

**Financial contribution of prominent alumni:**

- Institution is working in remote area and providing quality education to the wards of masses.
- Institution has huge contribution in developing overall personality of students making them put in position of earning money through the services.
- Alumni always ready to support the institution with financial help or donating the items necessary for strengthening the student support system
- Alumni of the institution has donated books to the library
- Few of the alumni rendered their financial support by donating ceiling fans in laboratories and the classrooms

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

**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

Governance of institution is aligned with the vision of providing quality education at affordable cost through teaching-learning efficiency. The governance is reflected through the nomination of representatives from different stakeholders in different committees. The institution focuses on nurturing to promote democratic values, inclusiveness of diverse peoples and cultures.

Efforts of the institution reflecting the attainment of the vision and mission:

- Providing quality education at affordable costs
- Inculcation of human values and science oriented ethical values, sense of justice and
- To nurture intellectually sound and self-reliant young human resource.
- Encouraging dynamic engagement between curricular and extracurricular activities
- To create intellectually stimulating environment for students to acquire skill-based knowledge and innovations to progress towards excellence.
- To emerge as premier higher education institute.
- Providing scope for employment generation through five skill-based courses

Perspective plans of institution towards accomplishing vision and mission:

- Strengthening skill-based courses.
- Introduction of more value added and add-on/short term courses
- Strengthening in teaching-learning methodology with the use of ICT enabled tools
- Identifying and availing opportunities offered by various funding agencies and promoting thriving culture of interdisciplinary and society-oriented research
- Establishment of the training centre for farmers and students on bee keeping and sericulture.
- Promoting research through recognition of research laboratories

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/mission.php">http://sscpauni.com/mission.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

Institution has mechanism for efficient decentralization for delegating responsibilities. Participative management is achieved through representation of different stakeholders. Staff Council is the main decision-making forum, and backbone of the institution that discuss about the development of institution. Participative management is exhibited from following mentioned strategies.

- The institution prepares strategic plans as per need, which are discussed in staff council
- Every year, the institution reconstitutes various committees.
- There are 35 different committees in the institution.
- All committees submit the reports to the principal and IQAC.
- Financial matters discussed in staff council meetings and purchasing is done through purchase committee having representation from executive body of parent organization and all HODs.
- Social responsibility is rendered through various NSS activities.
- Discipline Committee, Anti-ragging Committee, SC/ST Crime Prevention Committee, Women Redressal Cell helps in maintaining discipline in campus.
- Cultural Committee, Placement Committee, Student Welfare Committee, Career Counselling and Guidance Committee, Study Tour Committee, helps in promoting creative development, cultural enrichment, placement and entrepreneurial skills.
- IQAC has representation from all stakeholders and all are free to place their views in IQAC meetings.
- Participative management is achieved through student's representation in various committees.
- In sum, teachers and students are involved in supporting academic and administrative affairs

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf">http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

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

The institution prepares perspective plans based on the priorities and the availability of the funds. The institution has adequate infrastructure for running undergraduate level courses, however, the institution has planned to augment its infrastructure. As per the perspective plans, institution strengthened the extension activities by organizing various training workshops on bee keeping practices.

#### Effective strategy deployment at infrastructural level:

- Executing the perspective plan, the construction work for canteen and permanent fencing was undertaken after the approval and financial support from the management after following the standard procedure of inviting tenders
- The architectural design was prepared considering the availability of the space in the campus and without disturbing the surrounding ecosystem.

#### Strategy deployment at extension activities:

- Society-oriented initiative of providing training to farmers and youth on bee keeping has enhanced.
- Khadi and Village Industries Commission (KVIC) offered the institution for submission of proposal, with outlay of Rs. 5.62 crore, under SFURTI scheme of MSME for cluster development in bee keeping, which is at final stage of approval from MSME
- KVIC allotted Centre for Sericulture and Biological Pest Management Research (CSBR), RTM Nagpur University, Nagpur as technical agency for cluster development.
- Both the strategies help in strengthening of academic and extension activities.



| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf">http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

The organogram of parent organization and institution reflects democratic characters. Administration and daily functioning lie in the charge of Principal. Principal is supported by faculty and non-teaching staff, and is directly responsible to the Executive Body. Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the institution.

- Administrative work at the management level is carried through well-structured organogram consisting of President, Vice-Presidents, Treasurer, Executive Members, and four Co-opted Members.
- It has representatives from teaching and non-teaching and women category
- College Development Committee constituted as per the government direction that monitors all the activities.
- CDC comprises of representative from all the stakeholders.
- The principle supervises and manages the overall functioning of the institution and is also ex-officio chairperson of Staff Council, IQAC and other committees.
- Staff council has all the staff members with one of the senior teachers selected as secretary.
- Librarian supervises the library attendant in maintaining the library.
- Secretary of parent organization is first appellate officer, whereas, principal is information officer and senior faculty member as assistant information officer for RTI Act-2005.
- IQAC plays a key role in assuring quality in the teaching-learning and evaluation process.



| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="http://sscpauni.com/pdf/RTI-Letter.pdf">http://sscpauni.com/pdf/RTI-Letter.pdf</a>   |
| Link to Organogram of the Institution webpage | <a href="http://sscpauni.com/pdf/Organogram-Society-and-Institution.pdf">http://sscpauni.com/pdf/Organogram-Society-and-Institution.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

C. Any 2 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

Harmonious environment in the institution is maintained by proper coordination among all the employee. The institution take care of its all employee by implementing several policies that support the welfare of both the teaching and non-teaching staff.

- Institution appointed physician for medical services and addressing mental stress related issues
- Regular organization of free health check-up camps
- Facilitates effective delivery of finance-related matters.
- Medical and other bills of employee are immediately processed and forwarded to the disbursing authority without any delay
- Salaries are disbursed without delay
- Festive advance is available to Non-teaching staff
- Medical reimbursement, LTC and other allowances are provided

to the employee as per the government guidelines

- Life insurance in the form of Group Insurance Schemes that covers staff members at low premium
- Provision of admission to eligible wards of staff with fee concession
- Clean, healthy work environment conducive for enhancing productivity at work by maintaining the campus smoke, tobacco and plastic free.
- Facility for tea club to teaching faculties
- Construction of spacious canteen with space for stationary and internet services is in progress
- Organization seminars and workshops related to financial and other matters
- Provision of study leave to the teaching staff and earn leave to the non-teaching staff

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf">http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

00

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

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

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

00

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

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

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

04

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

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

**Performance appraisal system for teaching staff is as per the affiliating university. The basic focus of performance appraisal**

system is to benefit and derive maximum result on competencies and capabilities. It also aimed to gain advantage in meeting goals of the institution.

#### Appraisal for teaching staff:

- Appraisal for teaching staff is based on Performance Based Appraisal Scheme and related Academic Performance Indicators (API) proforma submitted by faculty seeking for promotion. IQAC scrutinizes submitted formats and recommends for promotion. Regular evaluation of performance helps in getting scope for further improvement of score to the concerned teaching faculty.

#### Appraisal for non-teaching staff:

- The institution is having limited number of non-teaching staff. Every year, performance of non-teaching staff is evaluated at the end of academic year. Evaluation is carried out based on skills, efficiency, timely completion of the assigned work, punctuality, relationship with other staff members, and involvement in social-oriented and other activities and number of professional training programs attended.
- Employee also submit the confidential report to parent organization. It is scrutinized by the principal and forwarded to the parent organization. Non-teaching staff with outstanding performance is felicitated at the annual day or on republic day and is entered in the service book.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.4 - Financial Management and Resource Mobilization

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

The institution prepares the financial budget of the next academic year. The institution receives only salary grants from state government. However, it receives other funds from sources like tuition fees of enrolled students, donations from alumni and

philanthropists, parent organization, development funds, registration fees, fines and penalties, UGC schemes, corpus funds, consultancy, grants for NSS, interest on deposits and other miscellaneous sources. The institution conducts financial audits on regular basis from external and internal agencies.

- Institution undertakes internal audit of all accounts at the end of financial year.
- Financial audits of all the accounts are done through the hired chartered accountant company having qualified chartered accountants
- Passbooks of all account regularly updated and account
- The institution provides all financial data pertaining to credit and expenditure to the company for getting done the financial audit.
- Objections of any kind are promptly addressed.
- Efforts is put in to maintain transparency in the financial records, and also to record the entries in the ledger book.
- Finalized signed audited statement is kept before the College Development Committee for final approval and suggested corrections are promptly rectified,
- To ensure proper and optimum utilization of the resources, strict budgetary control on expenditure is exercised.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

1.20

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

Financial management and resource mobilization is regularly monitored. Major sources of finances are salary and non-salary grants. Funds are also received from tuition fees, donation, management, development funds, registration fees, fines, UGC schemes, corpus funds, and grants for NSS, interest on deposits and also from Self-financed courses. Institution prepares financial budget for the next session and get approved from College Development Committee (CDC).

- Funds are mobilized from government and non-government organization for organizing society-oriented activities.
- Funds are also received from private donors, NGOs provide sponsorship for organizing activities. Donors are acknowledged in posters, brochures and other promotional notifications,
- Various workshops sponsored by KVIC on bee keeping was organized.
- Infrastructure was made available free of charge to government for establishment of isolation centre during pandemic caused by Covid-19.

#### Optimal utilization of funds:

Broadly resources are utilized for administrative, academic, infrastructure development and maintenance and other miscellaneous activities.

- Budget is approved in College Development Committee.
- Non-salary grants and the other funds are used for administrative and academic as well as for infrastructure development and maintenance.
- Requirements at departmental level obtained from HODs and Librarian and appropriate amount was disbursed.
- Transparency in finances is maintained by the office and



processed by in-charge clerk

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.5 - Internal Quality Assurance System

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

The practices institutionalized by IQAC are:

1. **Enhancement in academic performance of students:** Institution is recognized for effective teaching-learning methodology, 'Pawan Pattern'. It encompasses continuous evaluation of students through conduct of unit tests, home-assignments, and organization of seminars, terminal examination, remedial classes, personal counselling and supporting the advance learner.

2. **Student performance test:** Every year IQAC conduct student's performance test for identification of slow and advanced learners, however, the test was conducted during academic year 2020-21 due to corona pandemic.

3. **Inculcation of research aptitude:** In order to inculcate the research attitude, IQAC initiated the assignment of project to the group of students of final year, however, it was not possible for the institution to allot the topics for project submission due to corona pandemic.

4. **Feedback mechanism:** IQAC developed the comprehensive mechanism of obtaining, analysing and taking action on the feedback obtained from students, parents, alumni and employee.

5. **Social responsibility:** Initiatives taken for providing scientific information to the students and the farmers on bee keeping practices for enhancement in agricultural income. Submitted the project for cluster development project on beekeeping with outlay of Rs. 4.68 Cr. to MSME, which is at final stage of approval from MSME.



| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

The institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC are:

Academic review:

- Regular monitoring by IQAC on planning, execution and record keeping.
- Implemented uniformity in conceptualization of structure and methodology. It help in reviewing process by proper and speedy analysis of the data on various academic parameters.
- All the sections and the departments in the institution abide by the institutional norms, set by IQAC, etc.
- Prepared and displayed the staff and students charters for submission and procurement of documents and academic records.
- Mandatory submission of duly filled API-PBAS format.
- Regular review of learning outcomes by evaluating students' interaction in classrooms, participation in various academic and co-curricular activities and in internal assessment.
- IQAC reviewed the recommendations of peer team during first and second cycle and taken positive steps towards accomplishment of the objectives.
- Enhancement of ICT infrastructure made teaching-learning mechanism more effective.
- Faculties are asked to use both conventional and the modern methods of teaching. • Teaching-learning has been supported by various virtual platforms during the covid pandemic period. Various applications and social media platforms are used for virtual teaching and interaction, sharing of study materials, assessment of assignments and practical and theory examinations.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Inspite of coeducation institution, we have majority of girl students. The institution treat both the sexes equally and ahead in gender equity and sensitization of the students to gender-based challenges through the organization of various co-curricular and extracurricular activities. Both students are given equal opportunities in participation.

Gender sensitization through:

- Women Redressal Cell organized various programs on gender

sensitization under the guidance of IQAC on the occasion of International Women Day, birth anniversaries of great Indian women. We also made the students aware through seminars on Cybercrime and cyber security, save Girl Child, Women empowerment, sexual abuse, sexual harassment at workplace, civil and political rights and provision in laws about domestic violence against women.

**Facilities and provisions for safety of women:**

- Separate common room for girl students with all necessary facilities.
- Premises protected with permanent compound wall and with restricted entry
- Campus under CCTV surveillance
- Carrying identity card is mandatory and monitoring student's movement.
- Formation of various committees like Women Redressal Cell, Anti-ragging Committee, and Student Discipline Committee.
- Timely redressal of student's grievances.
- Display of information regarding maintenance of disciplines.
- Regular counseling of all students through personal counseling and mentor-mentee system.
- Providing medical support to the students on health issues.

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

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

**C. Any 2 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

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

Management of degradable and non-degradable wastes is done by implementing following measures and practices.

**Solid waste management:**

- Use of dustbins at appropriate places.
- Collected waste is segregated and disposed of with the help of garbage collecting vehicle of local government.
- Biodegradable and horticultural wastes are decomposed properly
- Use of non-biodegradable plastic in the premises is strictly banned.
- Instruction to the students and staff for the use of washable plates and cups.

**Liquid waste management:**

- Hazardous chemical waste disposed in a pit at a distant barren land.
- Appropriate consumption of chemicals
- Water taps, valves, water pipelines and drainage regularly checked.
- Installation of rain water system.

**Biomedical waste management:**

- No biomedical waste is generated in the institution.

**E-waste management:**

- E-waste generated is given to vendors
- Toner and cartridges of the printers are used after refilling.

**Waste recycling system:**

- Biodegradable wastes from the institution is collected separately and dumped in a pit for decomposition and preparation of manure.
- The institution has vermicomposting facility.

**Hazardous chemicals and radioactive waste management:**

- Minimal quantum of hazardous chemical waste, generally originated from chemistry laboratory, is collected separately and dumped in a pit of garbage.
- Till date, there was no use of any radioactive material in the institution.

| File Description  | Documents        |
|---|------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities  | Nil              |
| Any other relevant information  | No File Uploaded |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** A. Any 4 or all of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

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

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | <a href="#">View File</a> |

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

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

**D. Any 1 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

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

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

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

Inspite of limited resources available the institution offers quality education to the students by employing practices for inclusiveness to students from poor or low-income groups. Being the only grant-in aid institution in science stream in the area, we thriving for the holistic development of the students.

Measures for equal opportunities:

- All the regulations of state government and affiliating university are strictly followed for both admission and appointments of staff. Appointment of staff is under purview of the parent organization that also follows the reservation policies.
- Vacant posts for general category are filled on merit basis from the reserved category since receive very few applications for general category and large number of applications from reserved category.
- Fee concessions to students from poor families and payment in installments.
- Financial assistance to the needy but advanced learner by staff.
- Timely redressal of the issues and encouragement through mentor-mentee meetings.
- Bilingual teaching method due to difficulties of students in understanding English.

Institutional efforts for promotion of diversity and inclusivity:

- Organization of various activities through NSS for promotion of diversity and inclusivity.



- Encouraging students for participation in district, university and state level programs.
- Provided training to the farmers and the youth on bee keeping activities

| File Description   | Documents        |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information   | No File Uploaded |

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

Strengthening of constitutional values and responsibility towards nation, various activities were organized on constitutional values, rights, duties and responsibilities of citizen. IQAC commit to organized activities to inculcate constitutional obligations and patriotism

Institutional efforts in inculcating citizens' responsibility:

- Community responsibility was fostered by donating 50 units of blood by both students and staff during corona pandemic period.
- Institution organized special awareness camp during corona pandemic and distributed masks, sanitizer bottles and food packets to the patients and needy people.
- Environmental consciousness is nurtured through organization of cleanliness and tree plantation drives. Environmentally safe practices such as plastic ban, water conservation, is routinely practiced.
- The institution also promotes linguistic diversity and cultural plurality by organizing dramas, street plays and other cultural events.
- 

Promotion of democratic values:

- Enshrines the sovereign and democratic values by commemorating the Independent and Republic Day.
- National integrity and respect towards our constitution is promoted through the organization of Constitution Day annually.

- Students and the staff read the preamble of the constitution.
- Constitutional rights were promoted through the organization Voter's Day
- Observed the 'Kargil Day' to pay tribute to the Indian Army for their relentless services to the nation.

**Promotion of Citizens' right:**

- Organized programs on legal right.

| File Description   | Documents        |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information   | No File Uploaded |

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

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

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

Constitutional rights, patriotic spirit and civic responsibilities promoted through national and international commemorative days. Ethical values, human values, national values were promoted through various activities.

- Celebrated Independence Day, Republic Day and Maharashtra Day by flag hoisting.
- Felicitated students with outstanding performance.
- Celebrated birth anniversary of Savitribai Phule, the first women teacher and pioneer social worker in initiation of girl education in Maharashtra, observed on 3rd January. .
- Scientific temperament is promoted through organization of guest lectures, science quiz on National Science Day, 28th February.
- Organized guest lectures on women empowerment, contribution of women in science, issues of gender disparity and equity were addressed on International Women Day
- Organized workshop on International Yoga Day
- Promoted social and political responsibilities of the youth through organization of guest lectures on birth and death anniversaries of great social reformers like Mahatma Gandhi, Dr. Babasaheb Ambedkar, Pt. Jawaharlal Nehru and Mahatma Phule, etc.
- Teachers' day was celebrated on 5th September.
- Observed International Democracy Day, World Literacy Day, and Constitution day.
- Organization various activities on World Environment Day, Earth Day, etc.
- Participates in Swachh Bharat Abhiyan, in and off the campus
- Most of the activities were organized through online mode due to pandemic caused by Covid-19.

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

## 7.2 - Best Practices

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

I.

1. 'PAWAN PATTERN':

2. Objective:

- Improvement of students' performance and their holistic development

3. The Context:

Promotion of academic talents.

4. The Practice:

- Transparent admission procedure
- Circulation of study material
- Robustness in evaluation

5. Evidence of Success:

- Improvement in academic performance, enhancement in higher education progression

6. Problem Encountered and Resources Required:

- Students from low-income families, English as language barrier

Best Practice-II

1. Bee with the farmers

2. Objective of the Practice:

- Providing skill-based training to students and farmers on bee keeping, promoting organic farming, attempt to generate employment opportunities and enhancement in agriculture income of farmers.

3. The Context:

- In spite of rich natural resources in the area, agricultural income is very low and hence the area remained underdeveloped

#### 4. The Practice:

- Providing resource persons, institution is recognized as center of expertise in cluster development of farmers, organization of workshops, financial assistance to farmers from different organizations

#### 5. Evidence of Success:

1. Awareness of farmers and students, enhancement in bee keeping, enhancement in agricultural income, placement of students, opened scope for research, and transfer of knowledge from lab to land

#### 6. Problem Encountered and Resources Required:

- Backwardness of the area, traditional agricultural practices, financial inputs
- Important to Note (Optional):

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | No File Uploaded          |

### 7.3 - Institutional Distinctiveness

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

The practice institutionalized for holistic development of the students accommodates:

- The institution works on multiple dimensions for cultivating mentally strong and socially responsible students by providing adequate infrastructural and different support facilities to the students
- Transparent admission procedure as per the state government and affiliating university.
- Fee structure is as per university guidelines and maintained affordable to the students
- Vacant seats for general category are filled from reserved

category

- Blended teaching method, both conventional and ICT enabled, are used
- Bi-lingual teaching method is used for better understanding of students'
- Academic performance of students is continuously monitored through assessment process
- Learning outcomes are analysed directly and indirectly using various parameters
- Student's issues related with assessment are timely resolved
- Special focus on slow learners and due attention is given to make them catch the pace of the class and to enhance academic performance
- Learning experience of the students is heighten through participatory and experimental learning by organization of field tours, industry visits.
- Institution takes extra efforts to address the learning abilities of every student through group discussion and mentoring.
- Five skill-based courses are offered to the students during last years.
- Students are involved in decision-making system by their placement in appropriate bodies.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Science College Pauni is affiliated institution having recognized by RTM Nagpur University and UGC, New Delhi. Being affiliated institution, we have to follow the curriculum of the university mandatorily. However, the institution ensures timely preparation of the academic calendar and timetable, distribution of workload, commencement of the teaching schedule and periodic review of the curriculum. The institution regularly monitored the academic performance of the students through home assignments, seminars, group discussion, and unit tests in a time-bound manner. Various co-curricular activities are planned and held throughout the academic session for holistic development of the students. Feedbacks are sought from the stakeholders for further improvement in teaching-learning process. In order to ensure effective curriculum delivery, the institution has followed the methodology devised.

Information circulation:

- Prospectus containing detailed information regarding programs and curriculum was made available to the students in well advance in printed format and uploading on website
- Timetables are prepared in advance before the commencement of session and also placed on website as well as circulated through WhatsApp groups to make the students convenient to attend regular classes through online mode since the offline academic activities were highly disturbed due to pandemic caused by Covid-19.

Study material and curriculum design:

While focusing on the outcome-based education, in addition to the regular programs, the college offers five different skill-based certificate courses initiated earlier and continued. The schedule and duration of all the programs is as per university guidelines. The curriculum of the skill-based certificate courses was designed by the expert faculties in the departments. However, no students were enrolled for the



certificate courses due to lockdown imposed at national level. Topic-wise self-prepared notes by the faculties were circulated to the students through WhatsApp application.

**Effective curriculum delivery:**

Most of the duration of the academic year was wasted in lockdown imposed due to pandemic caused by Covid-19. Hence, the academic calendar was disturbed and all academic activities were conducted through online mode as per the guidelines received from affiliating university and the parent organization. Faculties were asked to complete the maximum portion of the curriculum through online mode using various software applications. Faculties have prepared topic wise presentations and delivered the lectures as per the time table distributed. Students were motivated to appear for the online classes. Status of the curriculum was regularly monitored. Meanwhile, the faculties were engaged in organization of various webinars and the online seminars related with academic and co-curricular activities.

**Periodic assessment and review of curriculum progress and effectiveness:**

- Academic performance of students was monitored through home-assignments and unit tests.
- Slow learners were guided separately for improvement of their performance.
- Home-assignments and the unit tests were timely assessed through online mode.
- Faculties were engaged in conducting all university practical and theory examinations through online mode as per the directions received from affiliating university.
- Problems of the students regarding university examinations were timely solved
- Feedback obtained from students through online mode were analyzed.
- Students were asked to prepare the presentation on the assigned topics

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://sscpauni.com/pdf/Prospectus-2021-22.pdf">http://sscpauni.com/pdf/Prospectus-2021-22.pdf</a> , <a href="http://sscpauni.com/pdf/Ac-Calendar20-21.pdf">http://sscpauni.com/pdf/Ac-Calendar20-21.pdf</a> , <a href="http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf">http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf</a> , |

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

Every year the institution reconstitutes different committees with reshuffling of the convenors and members. The Prospectus and Academic Calendar Committee were asked to prepare the prospectus and the academic calendar well in advance. The institution prepares academic calendar based on the academic calendar of affiliating university and the same was incorporated in the college prospectus and also uploaded on the institutional website. It includes various timelines such as beginning and end of the session, mid semester vacation, tentative schedule of internal and external evaluation, schedule of each academic and other activities. However, the academic calendar was drastically disturbed due to imposition of national level lockdown

- **Priorities for academic activities:** Academic activities were always given priority and all other co-curricular activities are performed without disturbing the classes. The academic activities during the academic session were disturbed at drastic level due to pandemic caused by Covid-19. Hence, most of the academic activities were conducted through online mode.
- **Decentralization approach:** Prepared time table, along with the notices, after workload distribution, for online teaching was posted on student's WhatsApp groups. Every department prepared and display their departmental time table with the allotment of subject papers to the faculties. Status of the completion of syllabus through Online teaching was monitored regularly.
- **Continuous evaluation:** Due to pandemic, there was restriction in conducting the classroom seminars and group discussion of students, however, the academic performance of students is assessed continuously through home-assignments and unit tests. All the theory and

practical examinations were conducted at the college level through online mode as per the directions received from the affiliating university. The departments hold regular online meetings to discuss about the execution of continuous assessment and on the completed portion of the curriculum.

- **Terminal examination:** Institution was unable to conduct the terminal examination on offline mode due to covid-19, however, the assessment of the students was carried out through unit tests and home-assignments only. All the faculties were involved in question paper setting and evaluation through online mode.
- **Abide to staff charter:** All the faculties meet at regular interval during the period of relaxation from lockdown and carried out their task of submission of the reports of various committee constituted for smooth functioning of all academic and other related works. The institution developed the charter for staff and students. IQAC made it mandatory to all the departments and the committees to submit their departmental and committee annual reports, attendance record, API-PBAS forms, feedback analysis report and other relevant information to the head of the institution and also to IQAC.
- **Mock practical:** The faculties were unable to conduct the mock practical due to covid-19, however, the students were given the tips for the university practical examination.
- **Timely submission:** Internal assessment and marks obtained in practical examinations were timely submitted to the university.
- **Efforts for improvement:** The results of university examination have been analyzed and uploaded on the institutional website. Same is also discussed in Staff Council meeting and positive steps taken for further improvement in the results.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="http://sscpauni.com/pdf/Ac-Calender20-21.pdf">http://sscpauni.com/pdf/Ac-Calender20-21.pdf</a> |

**1.1.3 - Teachers of the Institution participate in following activities related to**

**A. All of the above**

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

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

01

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

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

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

00

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

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

00

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

00

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

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

The institute emphasizes Gender, Climate and Sustainability, Human Values and Professional Ethics in the curriculum of skill-based certificate courses. Institution always takes initiatives for organization of activities relating inculcation of human values, professional ethics and code of conduct, gender sensitization and also environment and biodiversity conservation. However, the institute was unable to organize various activities due to lockdown period.

Enrichment through curriculum:

The university curriculum contribute towards environment and sustainability as follows:

- B. Sc. (CBZ): Both Botany and Zoology subjects accommodates environmental biology having topics on

natural resources and its conservations, types of pollutions: causes and control measures, rain water harvesting, global warming, etc.

- Ability Enhancement Compulsory Course on Environmental science: In order to enhance the eco-literacy, the affiliating university made it mandatory to study the Environmental Science subject at B.Sc. Second year. It covers both theoretical and practical aspects by participatory learning through home-assignments. The course encompasses causes and control measures of environmental pollution, judicial utilization of natural resources, biodiversity conservation and environment protection laws.

Enrichment through various co-curricular activities:

The institution has taken various initiatives for addressing the cross-cutting issues of relevance through the organization of various online co-curricular activities.

Promotion of Professional ethics:

The institution always imparts professional ethics and human values. IQAC of the institution has published the handbook on professional ethics code of conduct and made it available in public domain by uploading on the institutional website and circulation to the staff. Students and the staff of the college abide to code of conduct and professional ethics set by the institution.

Gender sensitization:

The institution has enrolment of great number of girl students from diverse groups. The activities like gender sensitization, awareness program on women empowerment safety and respect, role of women in education, contribution of women in science, observance of international women day, essay competition on 'Empowered women makes empowered society', etc. organized through the dedicated Women Redressal Cell, helped in addressing the issue of gender equality.

Environmental consciousness:

The institution organizes various activities promoting the environmental consciousness. Every year the students and the staff actively participate in activities related with wild-life



week, guest lecture on biodiversity conservation, strict ban imposed on use of plastic in the campus, vermicomposting activity, biogas generation from decomposed waste, cleanliness drive through NSS, tree plantation, heighten awareness and sensitivity towards environment.

**Human values:**

Putting human values at the centre, various activities are regularly organized by the institution. The organization of guest lectures on the eve of birth and death anniversaries of the national heroes, Yoga and Meditation sessions, Swachh Bharat Abhiyan, student's involvement in distribution of fruits to the patients, food packets, sanitizers and masks to the underprivileged section of the society, during lockdown period, blood donation camps, special NSS camp during Dashera festival, etc. are the leading activities helping in inculcation of human values and contributing towards social accountability.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

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

11



| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any   | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

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

10

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 1.4 - Feedback System

|   |                            |
|---|----------------------------|
| <b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders<br/>Students Teachers Employers Alumni</b> | <b>A. All of the above</b> |
|---|----------------------------|

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="http://sscpauni.com/pdf/studnt-Feedback-analysis-report.pdf">http://sscpauni.com/pdf/studnt-Feedback-analysis-report.pdf</a> |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

408

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

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

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

442

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

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

The institution used to assess the learning levels of the students and accordingly organizes the special programs for advanced and slow learners. At the beginning of the new academic session, the staff and senior students observe welcome day for newly admitted students and their parents. The students and the parents are made aware of various courses available, rules and regulations and different student-centric facilities and the schemes available in the institution. The students are also informed about the continuous internal evaluation system adopted by the institution through the well-established teaching-learning methodology, 'Pawan Pattern' devised by the institution. At the entry level, scores of qualifying examinations are considered as initial criteria for identifying student's learning ability. Based on the curriculum of class XII, the institution conducts MCQ based, student performance test, with a weightage of 60 marks. Further evaluation in subsequent days is based on academic performance through unit tests, seminars, level of alertness, participation in discussion and student's interaction in the classrooms. The students, expressing extra interests in studies are also identified as advanced learners. Similarly, the slow learners are also identified based on the above-mentioned parameters. The institute takes measures accordingly to address the needs of students with different level of competence and understanding.

Measures taken for slow learners: Due to nationwide lockdown implemented on account of the pandemic caused by Covid-19, most of the productive teaching period was wasted in ceasing the offline teaching-learning process. However, some of the measures were taken by the faculties towards the slow learners through online mode.

1. Efforts are made to know the cause of the problems by personal counseling.

2. Parents of the slow learner students were informed telephonically to look into the matter so that their needs can be catered to.
3. Teachers are in regular contact with the students to resolve their personal issues through WhatsApp groups created for online teaching.
4. We were unable to schedule remedial classes, however, the slow learners were asked to contact the concerned faculty anytime for their problems.
5. Slow learners were asked to put in more efforts in slow but steady studies, improving the writing skills and the solving more questions of the university examination.
6. Attempts are also made to identify their interests and skills in other areas and they are encouraged to participate in different activities.

**Measures taken for advanced learners:**

1. Advanced learners are provided with extra study material and encouraged for competitive examinations
2. Toppers were felicitated at appropriate place
3. They were encouraged to set high goals
4. They are also encouraged to write the articles in magazines/newspapers, etc.
5. They are provided with extra library facilities
6. The needy but advanced learners were supported financially for their further studies.

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 450                | 15                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

**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

In order to heighten the learning experience of the students, the institution adopted various student-centric methods, such as experimental learning, participative learning and problem-solving methods, both inside and outside the classrooms. Institution provides required infrastructural facility like Internet, central library for reference books, text books, magazines, laboratories for improving and increasing technical knowledge of students.

- Every year, student's societies of different subjects are constituted and given the responsibility of organization of various academic and co-curricular activities organized at departmental level under the banner of student's societies.
- One day field visits, study tours, plant excursion tours, which are the part of curriculum, are regularly organized.
- Final year students are guided for the survey-based projects, sponsored by the institution.
- Students are encouraged to participate in various co-curricular activities organized by the institution.
- Students are involved in decision making system by their appropriate placement in different committees constituted for the smooth and effective functioning.
- Students are guided for hosting the academic as well as various co-curricular activities.
- Students are also involved in awareness programs organized by IQAC and NSS unit.
- Students are involved in various committees for the organization of different cultural, games and sports events during social gathering.
- Students are encouraged to participate in seminars, workshops, industrial visits, science exhibition, guest lectures, group discussion, quiz competition, etc.
- Students are given sole responsibility for organization of various college level competitions.
- Institution organizes group discussion of the students on the problems associated with different subjects.
- Organization of poster/drawing competitions with the involvement of the students is a regular practice employed by the institution

However, during the academic year 2020-21. The institution was

not able to achieve all the above-mentioned activities due to the nationwide implementation of lockdown owing to the pandemic caused by Covid-19. Most of the activities were conducted through online mode.

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

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

Today is the age of science and technology and huge flow of information is emerging in all fields throughout the world with the development in Information and Technology (IT). In modern science and technological societies, education demands more knowledge of teachers pertaining to ICT and skills to use modern tools in teaching-learning process. Traditional teacher-centric education system has been transformed into student-centric which demands the effective and qualitative outcome. Information and communication technologies has opened new avenues in the field of education, which can be specifically used for support, enhancement and optimum delivery of information. It is not only used for heightening the learning experience of the students but also has greater impact of effectiveness of the teaching-learning process. It helps in improving student's learning and has become a viable alternative teaching method supporting to conventional blackboard teaching method. In order to cope with the demands of modern students, the institution also promote the use of ICT to enhance the conventional teaching-learning process and to make learning more interesting and students friendly.

- At present, the institution has around 38 computer and laptops used for administrative and academic activities.
- Classrooms and laboratories are equipped with LCD projectors.
- Use of modern teaching tolls through two ICT-enabled classrooms Printers and scanners are available to each department and also in the library.
- Internet connected xerox machines with xeroxing and printing facilities are available.
- Four Wi-Fi routers and different access points are



installed to provide easy internet access to faculties and the students.

- Students are provided with free internet access through Wi-Fi-enabled campus.
- Major portion of the faculty is using ICT enabled tools for teaching-learning.
- Library has free access of ICT enabled library facilities to all the students.
- Faculties regularly consult and shares material from e-books, web pages and videos.
- Teachers made a swift transition from classrooms to online teaching during the lockdown imposed due to Covid-19 pandemic.
- Various platforms such as Zoom, Goggle classrooms, Google Duo, Cisco Webex are used to create virtual classrooms.
- Students are encouraged to prepare power point presentations, assignments, project and field reports using MS Word, MS Power Point, MS Excel and other ICT tools.
- During academic year 2020-21, all university theory and practical examinations are conducted at college level through online mode using Google Forms and other applications.
- Notes and other study materials are regularly shared with the students through social media WhatsApp groups.
- In capacity of resource persons, the faculties in the institution shared their views and delivered the lectures through online mode using various applications.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil                       |

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

#### 2.3.3.1 - Number of mentors

15



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

## 2.4 - Teacher Profile and Quality

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

15

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

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

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

14

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

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

#### 2.4.3.1 - Total experience of full-time teachers

229

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

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

The institution is affiliated to RTM Nagpur university, Nagpur and is following the norms and regulations laid down by the university in all matters pertaining to curriculum, examinations and evaluation. The institution is following its own devised methodology, popularly known as 'Pawan Pattern' for teaching learning and evaluation process. The well acknowledged and transparent methodology encompasses continuous internal evaluation through various performance evaluating parameters. Transparency and the robustness in terms of frequency and mode of the institutional mechanism of internal assessment is based on following working parameters:

- All students are made aware well in advance about tentative schedule of internal assessment, through academic calendar attached with the prospectus and also by uploading on the website.
- Students are informed about the mechanism of internal assessment employed by the institution at the beginning of the academic session during classroom interaction and by displaying on notice boards.
- Regular reporting and discussion of internal assessment in the staff meetings.
- Regular monitoring of IQAC on the entire mechanism of internal evaluation.
- Regular feedback sought from the stakeholders and incorporation of constructive suggestions for modification in the mechanism.
- Timely evaluation of the home-assignments in each subject and returned to the students with specific endorsement for improvement in writing skills.
- Regular organization of the student's seminar on the allotted topics from the curriculum and fair judgment of

seminar activities.

- 20% marks in each paper are awarded through internal assessment, whereas, remaining 80% are awarded by the university based on the performance of the students in semester-end examination.
- Regular attendance, in both theory and practical hours, performance in seminars, unit tests, group discussion and timely submission of home-assignments, are the parameters used for allotting marks of internal assessment.
- Conduct of unit test after the completion of each unit is mandatory for all faculties.
- Tentative schedule of unit tests is incorporated in the teaching plans prepared by the faculties.
- Schedule of College terminal examination is before the semester-end examination.
- Evaluated answer sheets of the unit tests and the terminal examinations are returned to the students with specific remarks for further improvement.
- Marks obtained in internal evaluation process are communicated to the students.
- Academic performance related grievances of the students are timely resolved.
- Regular monitoring and submission of record of internal assessment to Principal, IQAC and Examination Committee is mandatory to all the Head of the departments.
- Marks obtained in university practical examinations and the marks on internal assessment is timely uploaded on the university portal.

However, all these activities in the institution were disturbed due to the nationwide lockdown implemented on account of the pandemic caused due to Covid-19. Till then the institution tried to maintain the robustness and regularity to avoid the academic loss of the students.

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

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

The institution has evolved a well-established and robust mechanism to ensure that the process of continuous assessment

and redressal of assessment related grievances, is transparent, efficient in the best interest of students. The mechanism works on following aspects:

- The institution has examination committee, comprising of senior faculties, which undertakes necessary measures to ensure objectivity and transparency in the process.
- Entire process of internal/external assessment and examination related grievances is monitored by IQAC.
- Notifications related to internal assessment are prominently displayed on notice boards for timely communications to the students at least one week before.
- Abstract of the attendance record is submitted by all the faculties and the students are given ample time to point out any discrepancies.
- Answer sheets of all unit tests, terminal examination and home assignments are discussed with the students after evaluation and students are allowed to raise their grievances regarding the marks awarded to them with the concerned faculties.
- The fair evaluation of the all the internal examinations resulted in not having any grievances to be redressed by the IQAC or the Principal.
- Head of the institution is empowered to intervene the grievances in extraordinary cases.
- Answer sheets evaluation is carried out at the college level, in a time bound schedule and in a best possible efficient manner by the course handling faculty members.
- Properly evaluated answer sheets of all internal examinations are given back to the students for self-assessment.
- Students are given enough time to claim concessions in attendance on medical grounds and also for participation in other activities.
- Marks allotted by the teachers are submitted to head of the departments.
- Marks awarded for internal assessment and the practical examinations are timely uploaded to the university.
- Institution provides support to the students, if discrepancies are noticed between marks awarded to students by the teacher and those entered in the mark sheets prepared by the university.
- The institution assists the students in getting such errors rectified in due time.
- University prescribed guidelines of conducting the theory and practical examinations are strictly followed at the

institutional level.

- Institution helps the students, if he/she fails to remain present on the due date of university practical examination, due to one or other reasons. The institution communicates with the other institutions in the nearby area and request them to allow such students to appear for the practical examination on the scheduled date. The same is also communicated to the concerned authority in the university.
- The problems/discrepancy associated with admit cards, errors in paper allotments are timely resolved by the institution by communicating with university authorities.
- Institution helps the students in assessment of xerox copies of answer sheets obtained from the university for reassessment.

The institution tries to maintain the transparency in dealing with the internal examination related grievances in time-bound and efficient manner. However, the aforesaid mechanism was slightly disturbed due to the nationwide lockdown imposed on account of pandemic caused by Covid-19.

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

## 2.6 - Student Performance and Learning Outcomes

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

Program outcomes refers to the broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the tenure of their degree course. The institution offers three under graduate level degree courses in science stream. The affiliated courses are with well-defined outcomes. The specific course and program learning outcomes are available on the affiliating university website. The institution has also prepared the course and program specific outcomes and are kept open in public domain by uploading on the institutional website. Some of the common outcomes of the courses and programs run by the institution are enumerated below:

- Keeping student-centric objective at center, institution



has created an ecosystem for learning beyond the classrooms and through various co-curricular and extracurricular activities.

- Faculties, during the classroom interactions, tries to inculcate among students a quest for knowledge that last for lifetime and guiding them the art of self-learning.
- Faculties tries to impart the attitude to keep learning, remain updated and to get acclimatize with the situation by adopting new developments in technology and in their subject matters.
- During mentoring sessions, students are taught to identify, formulate and analyze real life problems, design and develop solutions to reach to conclusions using basic principles of their subjects.
- Training in analytical and critical thinking in logical way helps them to understand the societal, environmental and cultural problems.
- Through various extracurricular activities, students are guided to respectfully interact with the mother planet, justified utilization of natural resources, attentive towards sustainable development, in order to create and maintain for future generations to meet their needs.
- Attempting to enhance student's communication skills in order to allow them to exchange their ideas, thoughts, opinions, knowledge and relevant information effectively in the language of their choice.
- Activities related with inculcation of professional ethics and code of conducts as well as society-oriented and departmental activities help in fostering team spirit and development of leadership qualities.
- Institution also instils among students' allegiance to constitutional and human values to transform them into an empathetic, responsible citizen.
- The motivational sessions organized by the institutions empowers the students to be a future teacher, entrepreneur, scientists, soldier and administrator.

Mechanism of communication of program and course outcomes:

- Institution provides the requisite information to the newly entered students from the institutional website and also through prospectus.
- Admission committee helps the students in selecting the course of their choices.
- The outcome of the courses is clearly outlined during the welcome day and Principal's address in each academic

session.

- Course outcome is kept at the center while planning and designing the extra and co-curricular activities.
- Institution provides a platform to the current students to interact with the senior students and alumni to know and learn about their experiences and career path.
- Students are also made aware of the course and program outcomes through the mentor sessions organized by the IQAC.

The institution follows the mechanism of creating awareness of the course and program outcomes. However, during academic session 2020-21, the institution could not complete it due to impose of lockdown.

| File Description                                     | Documents                 |
|--|---------------------------|
| Upload any additional information                    | No File Uploaded          |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

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

The institution offers three science stream courses at undergraduate level. During the journey of three years, students acquire knowledge, skills and abilities that enables them to build prospective future. Following are direct and indirect indicators for evaluating attainment of PO/CO/PSO:

Internal assessment and semester-end examinations as direct assessment measures:

- Following guidelines of affiliating university of awarding 20% and remaining 75% marks through internal assessment and through university conducted semester-end examinations, respectively, internal assessment is based on attendance, unit test performance, terminal examination, home-assignment, group discussion, etc. Continuous evaluation of the students by the teachers provides opportunities to the students to improve their performance.
- Students are allotted topics from the curriculum for



classroom seminars. It also helps in measuring the program and course outcome.

- Performance and the results obtained during regular practical in all science subjects.
- The affiliating university has kept 3/5 marks weightage for viva-voce and 5 marks for submission of completed practical records.
- University results are meticulously monitored, discussed and analyzed in staff council meetings.
- Result analysis is also uploaded on the institutional website.
- Slow learners are guided for improvement in academic performance through the remedial classes, tutorial sessions and mentoring system.
- Toppers and university rank holders are felicitated during social gathering, that helps motivating the other students.

Student progression as indirect measures:

- Though the institution is working in remote area, for providing the cost-effective education to the students, the teaching-learning is the main strength of our institution.
- The effectiveness and outcome can be measured in terms of majority of the students opting for higher education.
- Sizable number of students have also cracked the national level competitive examinations like NET/SET/GATE/Banking, etc.
- The skill-based short-term courses run by the institution also provide an opportunity for students for self-employment.
- The outreach activity of providing training to the farmers and the students on apiculture and sericulture, associated with curriculum, has yielded in placement of few of the students in private limited companies.

Prominent positions occupied by the alumni:

- The institution has consistently produced great number of alumni, some of them have distinguished themselves in various fields, such as owner of NGOs, art, academics, administration, and entrepreneurship.
- Many of the alumni have obtained their Ph.D. degrees and are placed in academic positions.
- The institution, every year hosts the alumni meet and

provide platform for the current students to interact with distinguished alumni for their career path. These prominent alumni can also be taken as an indicator of course/program outcomes and the level of teaching-learning in the institution.

As an institute of higher education, working in the remote area, we measure the success of POs/COs not only on the basis of academic performance and the positions occupied by the students but also in terms of building confidence and discipline as well as responsible citizen, we built in them.

The above-mentioned parameters were used by the institution in attainment of course and program outcome. However, the institution was unable to fulfill it in totality due to the during the lockdown period imposed by the government.

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

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

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

183

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

### 2.7 - Student Satisfaction Survey

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

<http://sscpauni.com/pdf/studnt-Feedback-analysis-report.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

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

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

01

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

### 3.2 - Research Publications and Awards

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

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

12

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

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

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

05

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.3 - Extension Activities

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

Right from the onset, the institution has been serving for the benefits of the society by creating the conducive environment, aimed at the holistic development of the students. Apart from the classroom teaching, the students were sensitized to various social issues leading to the development of social responsibility, helping them to nurture as socially responsible citizens. The NSS unit and the Women Redressal Cell, under the direction of IQAC have planned and organized outreach and extension activities through offline and online mode. It was also aimed to facilitate the students with the concept and practice of social responsibility. The institution always collaborates with various government and non-government organization for hosting different activities in and out of the campus.

The implementation of nationwide lockdown due to pandemic caused by covid-19, there was restricted scope for the extension and outreach activities for the institution during the academic session 2020-21. However, the institution tried to overcome the adverse condition and extended its support and help towards the neighbourhood community. The faculties were engaged in organization of workshops and webinars through online mode and various activities during relaxation of lockdown period. The institution was unable to organize residential NSS camp, however, the activities were organized at interval periods as per the need. Some of the important extension activities organized by the institution leading to sensitize the students are as follows:

- Cleanliness drive through Swachch Bharat Abhiyan
- Health check-up camp for the students and the local people during corona pandemic
- Blood donation camp
- Yoga and meditation camps
- Environment awareness drive
- Wildlife week celebration
- Voter's awareness program
- Organization of seminars and workshops for students and farmers through online mode
- Distribution of masks, sanitizers and food packets to the underprivileged people in the society and the patients admitted in the government hospital

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf">http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

00

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

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

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

11

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

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**



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

225

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

**3.4 - Collaboration**

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

01

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

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

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

03

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution provides adequate infrastructure to contribute to academic growth of the students. The institution running all activities in building constructed on owned 1.5-acre land area. Infrastructure has been augmented with the start of the construction of canteen, and fencing with the financial help of parent organization.

Presently, the infrastructure has following facilities:

- 06 classrooms on ground and first floor.
- Two Wi-Fi enabled classrooms, each one on ground and first floor.
- 3 laboratories on ground floor, and two laboratories on first floor.
- All laboratories having separate cabin for head of the department.
- Administrative block with Principal's chamber, administrative staff, meeting room and examination section.
- Wi-Fi enabled seminar hall with 400 plus seating capacity on the ground floor.
- Well-equipped central library is situated upstairs.
- Separate meeting room, common room for girls attached, IQAC

chamber, NSS section, Department of Mathematics and Physical Education, etc.

- Central library has equipped with two library-based software, with internet facility.
- Separate canteen facility with space for stationery and internet cafe and photocopy facility is made available to the students and faculties.
- Campus is secured with permanent compound wall and campus is under CCTV surveillance
- Campus is Wi-Fi enabled with 4 routers with 100 MBPS and access points.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://sscpauni.com/pdf/Infrastructure-facilities.pdf">http://sscpauni.com/pdf/Infrastructure-facilities.pdf</a> |

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

All academic and co-curricular activities of the institution run on the infrastructure and free space available on 1.5-acre land. Small playground is efficiently used by the institution for carrying out various cultural and games and sports activities. The institution offers following facilities for students for cultural and games activities.

Facilities for sports and games activities:

- Open space in the campus is used for practicing games and sports activities
- Playground is demarcated and prepared court for Volleyball, Kabaddi, and other athletics events
- The institution also provides exercising bench, exercising cycle, rods and dumbbell

Facilities for cultural activities:

In order to support holistic development of students, the

institution focuses not only on academics, but also on all-round personality development.

- Most of the cultural events are organized in well-equipped seminar hall sound system and podium
- The institution has open stage for the organization of cultural events.
- Open stage is used for the organization of different cultural events during student's annual gathering and also for Yoga and Meditation camps
- NSS camp and the annual day functions are the best platforms for the students to exhibit their hidden assets, however, the institution was unable to organize NSS camp and annual day function due to covid-19.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://sscpauni.com/pdf/facilities-for-cultural-activities.pdf">http://sscpauni.com/pdf/facilities-for-cultural-activities.pdf</a> |

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

05

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

06

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

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

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year

(INR in lakhs)

3.39

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

## 4.2 - Library as a Learning Resource

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

The central library of the institution is equipped with good infrastructure and well-stocked with good collection of reference, text and other books.

- All the books in the central library are barcoded using OPAC software
- The library has procured latest version cloud based LIBMAN software
- The library has diverse collection of 6425 books including reference books, text books, rare books and books donated by the faculties and well-wishers.
- The library subscribes 04 newspapers in Marathi, English and Hindi languages
- The library has also subscribed magazines for competitive examinations
- The library provides access of 4 printed journals in different subjects
- The library is equipped with computers and internet facility for students and the staff
- Data pertaining to library is automated and updated
- Central library is has free access of E-resource through registration with N-LIST INFLIBNET

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="http://sscpauni.com/pdf/Library-annual-reports-book-bills.pdf">http://sscpauni.com/pdf/Library-annual-reports-book-bills.pdf</a> |

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

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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

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

0.0950

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

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

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

21



| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

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

The institution witnessed exponential growth in terms of infrastructure and other affairs and tries to cope up with the demands of the students. It has procured various ICT[1]enabled tools and also ensures and extensive use of ICT resources by providing adequate access of computers and internet.

- Institution has 31 desktops and 8 laptops with updated Windows operating system
- Institution has authentic license for updating computers
- Computers are installed with Anti-virus software updated periodically
- All computers are with UPS backup and having internet connections
- Library has licensed updated version of cloud based LIBMAN software
- Campus is Wi-Fi enabled providing free internet access to students and faculties with accesses points
- Each department is provided with laptop with updated version of software
- The institution has signed MoU with the service provider for regular updating the IT facilities
- The institution has 4 LCD projectors used for academic purposes
- Departments are also provided with printers and scanners
- Entire examination work is carried through the available software in examination section
- The institutional website is regularly updated through the dedicated Website Updating Committee. It is under annual maintenance contract.
- The website accommodated different portals for uploading the relevant information
- Updating of the IT facilities are outsourced.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

39

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

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

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

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

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

11.62

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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

**PROCEDURE:**

Financial budget for maintenance is approved by College Development Committee. Most of maintenance work carried out by trained in-house experts as well as outsourced. Purchasing is carried out by following proper procedure in the Purchase Committee.

**Physical and academic facilities:**

- Appointed caretaker for general maintenance.
- Laboratory stock is maintained and stock verification carried towards the year end.
- Newly procured instruments are installed by technical experts.
- Instructions are displayed outside classrooms/laboratories.
- Consumable materials are purchased as per requirements
- Fire extinguishers are placed in laboratories

**Library:**

- Library is marked as 'Silence Zone' and with fixed library hours and books are issued on production of membership cards
- Books are bar-coded and are properly catalogued.
- Library Advisory Committee meet at regular intervals.

**Computers:**

- Repairing and maintenance of computers, Internet, is outsourced.
- Only authentic and certified software installed.
- Students are not allowed to attach their personal devices.
- Institutional website maintained and periodically updated.
- .

**Sports:**

- Playground cleaned regularly

- Sports materials, kits and uniforms are issued to enrolled students only

**Support facilities:**

- Campus is 'Smoke and Plastic free zone'.
- No-smoking and plastic free signs displayed at entry gate.
- Collected garbage is disposed of with the help of local government.
- Infrastructure is made termite free.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

409

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

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

**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by**

**the institution / non- government agencies during the year**

00

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

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

D. 1 of the above

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

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

00

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

00

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

|  |                                     |
|--|-------------------------------------|
| <p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p> | <p><b>B. Any 3 of the above</b></p> |
|--|-------------------------------------|

| File Description  | Documents                        |
|---|----------------------------------|
| <p>Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee</p> | <p><a href="#">View File</a></p> |
| <p>Upload any additional information</p>  | <p><a href="#">View File</a></p> |
| <p>Details of student grievances including sexual harassment and ragging cases</p>  | <p><a href="#">View File</a></p> |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

02

| File Description                             | Documents                        |
|--|----------------------------------|
| <p>Self-attested list of students placed</p> | <p><a href="#">View File</a></p> |
| <p>Upload any additional information</p>     | <p><a href="#">View File</a></p> |

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

**5.2.2.1 - Number of outgoing student progression to higher education**

20

|  |
|--|
|  |
|--|



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

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

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

02

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | <a href="#">View File</a> |

**5.3 - Student Participation and Activities**

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

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

00

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

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

Students are involved in following activities:

Administrative responsibilities:

- Student Council provides an opportunity to students to develop their leadership skills through participation in college administration and other activities. However, Student council was not constituted during academic year 2020-21 due to nationwide lockdown implemented due to pandemic caused by Covid-19.
- Members of the student's council provide assistance and guidance to the candidates and parents during the admission.
- Students are also involved in decision-making process and placed appropriately in various committees like College Development Committee (CDC), Academic and Administrative Committee, Cultural Committee, Games and Sports Committee, Public Relation and Publication Committee, Study Tour Committee, NSS Committee, Botanical Garden Committee, Competitive Examination and Career Guidance Committee, College Magazine Committee, Anti-ragging and Women Redressal Committee, etc.
- Students are effectively involved in arrangement of the academic and co-curricular events.

Participation in co-curricular and extracurricular activities:

- Institution provides an opportunity to the students for taking initiatives in organization of various academic, co-curricular and cultural activities
- Students avail opportunities to hone and showcase their hidden assets in various extracurricular activities including.
- Students are engaged in programs like, cleanliness drives, health check-up camps, blood donation camps, plantation drives, Teachers' Day, AIDS, weed eradication, Swachh Bharat Abhiyan, etc.

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

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

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

00

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

### 5.4 - Alumni Engagement

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

Alumni association offers extensive support to the students and the institution in ways that multiply the opportunities and enhance the skill-sets of the students. Alumni association committee is in continuous touch with alumni through social media group.

Alumni contribution in support services:

- Alumni occupying different positions in various sectors guide the current students
- Alumni speakers shared their expertise on development like employment opportunities, career growth, management of stress and anxiety, etc.
- Alumni also rendered their support to the students for

their career path

- Alumni contributed their support in organization of various activities for social cause
- Alumni putting their hands together by sharing their experiences through the social media

Financial contribution of prominent alumni:

- Institution is working in remote area and providing quality education to the wards of masses.
- Institution has huge contribution in developing overall personality of students making them put in position of earning money through the services.
- Alumni always ready to support the institution with financial help or donating the items necessary for strengthening the student support system
- Alumni of the institution has donated books to the library
- Few of the alumni rendered their financial support by donating ceiling fans in laboratories and the classrooms

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** D. 1 Lakhs - 3Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## 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

Governance of institution is aligned with the vision of providing quality education at affordable cost through teaching-learning efficiency. The governance is reflected through the nomination of representatives from different stakeholders in

different committees. The institution focuses on nurturing to promote democratic values, inclusiveness of diverse peoples and cultures.

Efforts of the institution reflecting the attainment of the vision and mission:

- Providing quality education at affordable costs
- Inculcation of human values and science oriented ethical values, sense of justice and
- To nurture intellectually sound and self-reliant young human resource.
- Encouraging dynamic engagement between curricular and extracurricular activities
- To create intellectually stimulating environment for students to acquire skill-based knowledge and innovations to progress towards excellence.
- To emerge as premier higher education institute.
- Providing scope for employment generation through five skill-based courses

Perspective plans of institution towards accomplishing vision and mission:

- Strengthening skill-based courses.
- Introduction of more value added and add-on/short term courses
- Strengthening in teaching-learning methodology with the use of ICT enabled tools
- Identifying and availing opportunities offered by various funding agencies and promoting thriving culture of interdisciplinary and society-oriented research
- Establishment of the training centre for farmers and students on bee keeping and sericulture.
- Promoting research through recognition of research laboratories

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/mission.php">http://sscpauni.com/mission.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

Institution has mechanism for efficient decentralization for delegating responsibilities. Participative management is achieved through representation of different stakeholders. Staff Council is the main decision-making forum, and backbone of the institution that discuss about the development of institution. Participative management is exhibited from following mentioned strategies.

- The institution prepares strategic plans as per need, which are discussed in staff council
- Every year, the institution reconstitutes various committees.
- There are 35 different committees in the institution.
- All committees submit the reports to the principal and IQAC.
- Financial matters discussed in staff council meetings and purchasing is done through purchase committee having representation from executive body of parent organization and all HODs.
- Social responsibility is rendered through various NSS activities.
- Discipline Committee, Anti-ragging Committee, SC/ST Crime Prevention Committee, Women Redressal Cell helps in maintaining discipline in campus.
- Cultural Committee, Placement Committee, Student Welfare Committee, Career Counselling and Guidance Committee, Study Tour Committee, helps in promoting creative development, cultural enrichment, placement and entrepreneurial skills.
- IQAC has representation from all stakeholders and all are free to place their views in IQAC meetings.
- Participative management is achieved through student's representation in various committees.
- In sum, teachers and students are involved in supporting academic and administrative affairs

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf">http://sscpauni.com/pdf/COLLEGE-COMMITTES-20-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |



## 6.2 - Strategy Development and Deployment

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

The institution prepares perspective plans based on the priorities and the availability of the funds. The institution has adequate infrastructure for running undergraduate level courses, however, the institution has planned to augment its infrastructure. As per the perspective plans, institution strengthened the extension activities by organizing various training workshops on bee keeping practices.

Effective strategy deployment at infrastructural level:

- Executing the perspective plan, the construction work for canteen and permanent fencing was undertaken after the approval and financial support from the management after following the standard procedure of inviting tenders
- The architectural design was prepared considering the availability of the space in the campus and without disturbing the surrounding ecosystem.

Strategy deployment at extension activities:

- Society-oriented initiative of providing training to farmers and youth on bee keeping has enhanced.
- Khadi and Village Industries Commission (KVIC) offered the institution for submission of proposal, with outlay of Rs. 5.62 crore, under SFURTI scheme of MSME for cluster development in bee keeping, which is at final stage of approval from MSME
- KVIC allotted Centre for Sericulture and Biological Pest Management Research (CSBR), RTM Nagpur University, Nagpur as technical agency for cluster development.
- Both the strategies help in strengthening of academic and extension activities.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf">http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

The organogram of parent organization and institution reflects democratic characters. Administration and daily functioning lie in the charge of Principal. Principal is supported by faculty and non-teaching staff, and is directly responsible to the Executive Body. Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the institution.

- Administrative work at the management level is carried through well-structured organogram consisting of President, Vice-Presidents, Treasurer, Executive Members, and four Co-opted Members.
- It has representatives from teaching and non-teaching and women category
- College Development Committee constituted as per the government direction that monitors all the activities.
- CDC comprises of representative from all the stakeholders.
- The principle supervises and manages the overall functioning of the institution and is also ex-officio chairperson of Staff Council, IQAC and other committees.
- Staff council has all the staff members with one of the senior teachers selected as secretary.
- Librarian supervises the library attendant in maintaining the library.
- Secretary of parent organization is first appellate officer, whereas, principal is information officer and senior faculty member as assistant information officer for RTI Act-2005.
- IQAC plays a key role in assuring quality in the teaching-learning and evaluation process.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="http://sscpauni.com/pdf/RTI-Letter.pdf">http://sscpauni.com/pdf/RTI-Letter.pdf</a>   |
| Link to Organogram of the Institution webpage | <a href="http://sscpauni.com/pdf/Organogram-Society-and-Institution.pdf">http://sscpauni.com/pdf/Organogram-Society-and-Institution.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

|   |                              |
|---|------------------------------|
| <b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b> | <b>C. Any 2 of the above</b> |
|---|------------------------------|

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

### 6.3 - Faculty Empowerment Strategies

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

Harmonious environment in the institution is maintained by proper coordination among all the employee. The institution take care of its all employee by implementing several policies that support the welfare of both the teaching and non-teaching staff.

- Institution appointed physician for medical services and addressing mental stress related issues
- Regular organization of free health check-up camps
- Facilitates effective delivery of finance-related matters.
- Medical and other bills of employee are immediately processed and forwarded to the disbursing authority without any delay
- Salaries are disbursed without delay
- Festive advance is available to Non-teaching staff
- Medical reimbursement, LTC and other allowances are provided to the employee as per the government guidelines
- Life insurance in the form of Group Insurance Schemes that covers staff members at low premium
- Provision of admission to eligible wards of staff with fee concession
- Clean, healthy work environment conducive for enhancing productivity at work by maintaining the campus smoke, tobacco and plastic free.

- Facility for tea club to teaching faculties
- Construction of spacious canteen with space for stationary and internet services is in progress
- Organization seminars and workshops related to financial and other matters
- Provision of study leave to the teaching staff and earn leave to the non-teaching staff

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf">http://sscpauni.com/pdf/Annual-Reports-2020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

00

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

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

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

00

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

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

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

04

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

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

Performance appraisal system for teaching staff is as per the affiliating university. The basic focus of performance appraisal system is to benefit and derive maximum result on

competencies and capabilities. It also aimed to gain advantage in meeting goals of the institution.

**Appraisal for teaching staff:**

- Appraisal for teaching staff is based on Performance Based Appraisal Scheme and related Academic Performance Indicators (API) proforma submitted by faculty seeking for promotion. IQAC scrutinizes submitted formats and recommends for promotion. Regular evaluation of performance helps in getting scope for further improvement of score to the concerned teaching faculty.

**Appraisal for non-teaching staff:**

- The institution is having limited number of non-teaching staff. Every year, performance of non-teaching staff is evaluated at the end of academic year. Evaluation is carried out based on skills, efficiency, timely completion of the assigned work, punctuality, relationship with other staff members, and involvement in social-oriented and other activities and number of professional training programs attended.
- Employee also submit the confidential report to parent organization. It is scrutinized by the principal and forwarded to the parent organization. Non-teaching staff with outstanding performance is felicitated at the annual day or on republic day and is entered in the service book.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**6.4 - Financial Management and Resource Mobilization**

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

The institution prepares the financial budget of the next academic year. The institution receives only salary grants from state government. However, it receives other funds from sources like tuition fees of enrolled students, donations from alumni



and philanthropists, parent organization, development funds, registration fees, fines and penalties, UGC schemes, corpus funds, consultancy, grants for NSS, interest on deposits and other miscellaneous sources. The institution conducts financial audits on regular basis from external and internal agencies.

- Institution undertakes internal audit of all accounts at the end of financial year.
- Financial audits of all the accounts are done through the hired chartered accountant company having qualified chartered accountants
- Passbooks of all account regularly updated and account
- The institution provides all financial data pertaining to credit and expenditure to the company for getting done the financial audit.
- Objections of any kind are promptly addressed.
- Efforts is put in to maintain transparency in the financial records, and also to record the entries in the ledger book.
- Finalized signed audited statement is kept before the College Development Committee for final approval and suggested corrections are promptly rectified,
- To ensure proper and optimum utilization of the resources, strict budgetary control on expenditure is exercised.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

1.20

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

Financial management and resource mobilization is regularly monitored. Major sources of finances are salary and non-salary grants. Funds are also received from tuition fees, donation, management, development funds, registration fees, fines, UGC schemes, corpus funds, and grants for NSS, interest on deposits and also from Self-financed courses. Institution prepares financial budget for the next session and get approved from College Development Committee (CDC).

- Funds are mobilized from government and non-government organization for organizing society-oriented activities.
- Funds are also received from private donors, NGOs provide sponsorship for organizing activities. Donors are acknowledged in posters, brochures and other promotional notifications,
- Various workshops sponsored by KVIC on bee keeping was organized.
- Infrastructure was made available free of charge to government for establishment of isolation centre during pandemic caused by Covid-19.

Optimal utilization of funds:

Broadly resources are utilized for administrative, academic, infrastructure development and maintenance and other miscellaneous activities.

- Budget is approved in College Development Committee.
- Non-salary grants and the other funds are used for administrative and academic as well as for infrastructure development and maintenance.
- Requirements at departmental level obtained from HODs and Librarian and appropriate amount was disbursed.

- Transparency in finances is maintained by the office and processed by in-charge clerk

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.5 - Internal Quality Assurance System

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

The practices institutionalized by IQAC are:

1. **Enhancement in academic performance of students:** Institution is recognized for effective teaching-learning methodology, 'Pawan Pattern'. It encompasses continuous evaluation of students through conduct of unit tests, home-assignments, and organization of seminars, terminal examination, remedial classes, personal counselling and supporting the advance learner.

2. **Student performance test:** Every year IQAC conduct student's performance test for identification of slow and advanced learners, however, the test was conducted during academic year 2020-21 due to corona pandemic.

3. **Inculcation of research aptitude:** In order to inculcate the research attitude, IQAC initiated the assignment of project to the group of students of final year, however, it was not possible for the institution to allot the topics for project submission due to corona pandemic.

4. **Feedback mechanism:** IQAC developed the comprehensive mechanism of obtaining, analysing and taking action on the feedback obtained from students, parents, alumni and employee.

5. **Social responsibility:** Initiatives taken for providing scientific information to the students and the farmers on bee keeping practices for enhancement in agricultural income. Submitted the project for cluster development project on beekeeping with outlay of Rs. 4.68 Cr. to MSME, which is at final stage of approval from MSME.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

The institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC are:

**Academic review:**

- Regular monitoring by IQAC on planning, execution and record keeping.
- Implemented uniformity in conceptualization of structure and methodology. It help in reviewing process by proper and speedy analysis of the data on various academic parameters.
- All the sections and the departments in the institution abide by the institutional norms, set by IQAC, etc.
- Prepared and displayed the staff and students charters for submission and procurement of documents and academic records.
- Mandatory submission of duly filled API-PBAS format.
- Regular review of learning outcomes by evaluating students' interaction in classrooms, participation in various academic and co-curricular activities and in internal assessment.
- IQAC reviewed the recommendations of peer team during first and second cycle and taken positive steps towards accomplishment of the objectives.
- Enhancement of ICT infrastructure made teaching-learning mechanism more effective.
- Faculties are asked to use both conventional and the modern methods of teaching. • Teaching-learning has been supported by various virtual platforms during the covid pandemic period. Various applications and social media platforms are used for virtual teaching and interaction, sharing of study materials, assessment of assignments and practical and theory examinations.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

|  |                                     |
|--|-------------------------------------|
| <p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p> | <p><b>B. Any 3 of the above</b></p> |
|--|-------------------------------------|

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

Inspite of coeducation institution, we have majority of girl students. The institution treat both the sexes equally and ahead in gender equity and sensitization of the students to gender-based challenges through the organization of various co-curricular and extracurricular activities. Both students are given equal opportunities in participation.

Gender sensitization through:

- Women Redressal Cell organized various programs on gender sensitization under the guidance of IQAC on the occasion of International Women Day, birth anniversaries of great Indian women. We also made the students aware through seminars on Cybercrime and cyber security, save Girl Child, Women empowerment, sexual abuse, sexual harassment at workplace, civil and political rights and provision in laws about domestic violence against women.

**Facilities and provisions for safety of women:**

- Separate common room for girl students with all necessary facilities.
- Premises protected with permanent compound wall and with restricted entry
- Campus under CCTV surveillance
- Carrying identity card is mandatory and monitoring student's movement.
- Formation of various committees like Women Redressal Cell, Anti-ragging Committee, and Student Discipline Committee.
- Timely redressal of student's grievances.
- Display of information regarding maintenance of disciplines.
- Regular counseling of all students through personal counseling and mentor-mentee system.
- Providing medical support to the students on health issues.

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

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

**C. Any 2 of the above**



energy      **Biogas plant Wheeling to the Grid**  
**Sensor-based energy conservation**  
**Use of LED bulbs/ power efficient equipment**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

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

**Management of degradable and non-degradable wastes is done by implementing following measures and practices.**

**Solid waste management:**

- Use of dustbins at appropriate places.
- Collected waste is segregated and disposed of with the help of garbage collecting vehicle of local government.
- Biodegradable and horticultural wastes are decomposed properly
- Use of non-biodegradable plastic in the premises is strictly banned.
- Instruction to the students and staff for the use of washable plates and cups.

**Liquid waste management:**

- Hazardous chemical waste disposed in a pit at a distant barren land.
- Appropriate consumption of chemicals
- Water taps, valves, water pipelines and drainage regularly checked.
- Installation of rain water system.

**Biomedical waste management:**

- No biomedical waste is generated in the institution.

**E-waste management:**

- E-waste generated is given to vendors

- Toner and cartridges of the printers are used after refilling.

**Waste recycling system:**

- Biodegradable wastes from the institution is collected separately and dumped in a pit for decomposition and preparation of manure.
- The institution has vermicomposting facility.

**Hazardous chemicals and radioactive waste management:**

- Minimal quantum of hazardous chemical waste, generally originated from chemistry laboratory, is collected separately and dumped in a pit of garbage.
- Till date, there was no use of any radioactive material in the institution.

| File Description  | Documents        |
|---|------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities  | Nil              |
| Any other relevant information  | No File Uploaded |

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

A. Any 4 or all of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

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

A. Any 4 or All of the above

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

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | <a href="#">View File</a> |

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

|   |                                     |
|---|-------------------------------------|
| <p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p> | <p><b>D. Any 1 of the above</b></p> |
|---|-------------------------------------|

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <b>No File Uploaded</b>   |
| Certification by the auditing agency                                      | <b>No File Uploaded</b>   |
| Certificates of the awards received                                       | <b>No File Uploaded</b>   |
| Any other relevant information  | <a href="#">View File</a> |

|  |                                     |
|--|-------------------------------------|
| <p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human</b></p> | <p><b>B. Any 3 of the above</b></p> |
|--|-------------------------------------|

assistance, reader, scribe, soft copies of  
reading material, screen reading

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

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

Inspite of limited resources available the institution offers quality education to the students by employing practices for inclusiveness to students from poor or low-income groups. Being the only grant-in aid institution in science stream in the area, we thriving for the holistic development of the students.

Measures for equal opportunities:

- All the regulations of state government and affiliating university are strictly followed for both admission and appointments of staff. Appointment of staff is under purview of the parent organization that also follows the reservation policies.
- Vacant posts for general category are filled on merit basis from the reserved category since receive very few applications for general category and large number of applications from reserved category.
- Fee concessions to students from poor families and payment in installments.
- Financial assistance to the needy but advanced learner by staff.
- Timely redressal of the issues and encouragement through mentor-mentee meetings.
- Bilingual teaching method due to difficulties of students in understanding English.

Institutional efforts for promotion of diversity and

**inclusivity:**

- Organization of various activities through NSS for promotion of diversity and inclusivity.
- Encouraging students for participation in district, university and state level programs.
- Provided training to the farmers and the youth on bee keeping activities

| File Description   | Documents        |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information   | No File Uploaded |

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

Strengthening of constitutional values and responsibility towards nation, various activities were organized on constitutional values, rights, duties and responsibilities of citizen. IQAC commit to organized activities to inculcate constitutional obligations and patriotism

**Institutional efforts in inculcating citizens' responsibility:**

- Community responsibility was fostered by donating 50 units of blood by both students and staff during corona pandemic period.
- Institution organized special awareness camp during corona pandemic and distributed masks, sanitizer bottles and food packets to the patients and needy people.
- Environmental consciousness is nurtured through organization of cleanliness and tree plantation drives. Environmentally safe practices such as plastic ban, water conservation, is routinely practiced.
- The institution also promotes linguistic diversity and cultural plurality by organizing dramas, street plays and other cultural events.
- 

**Promotion of democratic values:**

- Enshrines the sovereign and democratic values by

commemorating the Independent and Republic Day.

- National integrity and respect towards our constitution is promoted through the organization of Constitution Day annually.
- Students and the staff read the preamble of the constitution.
- Constitutional rights were promoted through the organization Voter's Day
- Observed the 'Kargil Day' to pay tribute to the Indian Army for their relentless services to the nation.

Promotion of Citizens' right:

- Organized programs on legal right.

| File Description   | Documents        |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information   | No File Uploaded |

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

**B. Any 3 of the above**



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

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

Constitutional rights, patriotic spirit and civic responsibilities promoted through national and international commemorative days. Ethical values, human values, national values were promoted through various activities.

- Celebrated Independence Day, Republic Day and Maharashtra Day by flag hoisting.
- Felicitated students with outstanding performance.
- Celebrated birth anniversary of Savitribai Phule, the first women teacher and pioneer social worker in initiation of girl education in Maharashtra, observed on 3rd January. .
- Scientific temperament is promoted through organization of guest lectures, science quiz on National Science Day, 28th February.
- Organized guest lectures on women empowerment, contribution of women in science, issues of gender disparity and equity were addressed on International Women Day
- Organized workshop on International Yoga Day
- Promoted social and political responsibilities of the youth through organization of guest lectures on birth and death anniversaries of great social reformers like Mahatma Gandhi, Dr. Babasaheb Ambedkar, Pt. Jawaharlal Nehru and Mahatma Phule, etc.
- Teachers' day was celebrated on 5th September.
- Observed International Democracy Day, World Literacy Day, and Constitution day.
- Organization various activities on World Environment Day, Earth Day, etc.

- Participates in Swachch Bharat Abhiyan, in and off the campus
- Most of the activities were organized through online mode due to pandemic caused by Covid-19.

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

## 7.2 - Best Practices

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

- I.
1. 'PAWAN PATTERN':
  2. Objective:
    - Improvement of students' performance and their holistic development
  3. The Context:
 

Promotion of academic talents.
  4. The Practice:
    - Transparent admission procedure
    - Circulation of study material
    - Robustness in evaluation
  5. Evidence of Success:
    - Improvement in academic performance, enhancement in higher education progression
  6. Problem Encountered and Resources Required:

- Students from low-income families, English as language barrier

#### Best Practice-II

##### 1. Bee with the farmers

##### 2. Objective of the Practice:

- Providing skill-based training to students and farmers on bee keeping, promoting organic farming, attempt to generate employment opportunities and enhancement in agriculture income of farmers.

##### 3. The Context:

- In spite of rich natural resources in the area, agricultural income is very low and hence the area remained underdeveloped

##### 4. The Practice:

- Providing resource persons, institution is recognized as center of expertise in cluster development of farmers, organization of workshops, financial assistance to farmers from different organizations

##### 5. Evidence of Success:

1. Awareness of farmers and students, enhancement in bee keeping, enhancement in agricultural income, placement of students, opened scope for research, and transfer of knowledge from lab to land

##### 6. Problem Encountered and Resources Required:

- Backwardness of the area, traditional agricultural practices, financial inputs
- Important to Note (Optional):

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | No File Uploaded          |

### 7.3 - Institutional Distinctiveness

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

The practice institutionalized for holistic development of the students accommodates:

- The institution works on multiple dimensions for cultivating mentally strong and socially responsible students by providing adequate infrastructural and different support facilities to the students
- Transparent admission procedure as per the state government and affiliating university.
- Fee structure is as per university guidelines and maintained affordable to the students
- Vacant seats for general category are filled from reserved category
- Blended teaching method, both conventional and ICT enabled, are used
- Bi-lingual teaching method is used for better understanding of students'
- Academic performance of students is continuously monitored through assessment process
- Learning outcomes are analysed directly and indirectly using various parameters
- Student's issues related with assessment are timely resolved
- Special focus on slow learners and due attention is given to make them catch the pace of the class and to enhance academic performance
- Learning experience of the students is heighten through participatory and experimental learning by organization of field tours, industry visits.
- Institution takes extra efforts to address the learning abilities of every student through group discussion and mentoring.
- Five skill-based courses are offered to the students during last years.
- Students are involved in decision-making system by their placement in appropriate bodies.

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

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

1. Enhancement in the academic performance of the students
2. Infrastructural augmentation
3. strengthening of ICT facilities
4. Construction of canteen and permanent compound wall
5. Enhancement in research activities
6. Enhancement in outreach and extension activities
7. Submission of the project to MSME for cluster development on bee keeping
8. Submission of the proposal for junior wing in science stream
9. Submission of the proposal for post-graduation courses in few science subjects
10. Submission of the proposals for laboratory recognition for research activities
11. Developing linkages to the laboratories, institutions of national repute of the nearby area.