

Part – A

Data of the Institution

(data may be captured from IQA)

1. Name of the Institution : Arts,Commerce and Science College,Arvi, Dist-Wardha-442201

- Name of the Head of the institution : Dr. H.R. Verulkar
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: (07157) 222070 / 222307
- Mobile no.: 9423420625
- Registered e-mail: principal_acscriv@rediffmail.com
- Alternate e-mail : iqac.acscriv@gmail.com
- Address : Talegaon Road, Arvi
- City/Town : Arvi, Dist. Wardha.
- State/UT : Maharashtra
- Pin Code : 442201

2. Institutional status:

Affiliated / Constituent:	Affiliated to Rashtrasant Tukadoji Maharaj NagpurUniversity, Nagpur
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Grants-in aid/ UGC 2f and 12 (B)
Name of the Affiliating University	Rashtrasant Tukadoji Maharaj NagpurUniversity, Nagpur
Name of the IQAC Co-ordinator	Dr. Vijay Madhukar Khadse
Phone no.	(071257) 222070
Mobile	9096081340
IQAC e-mail address	iqac.acscriv@gmail.com
Alternate Email address	: principal_acscriv@rediffmail.com

3. Website address: www.acscarvi.com

Web-link of the AQAR: (Previous Academic Year):
<http://acscarvi.com/Links/AQAR%20Report%20For%202018-19.pdf>

4. Whether Academic Calendar prepared during the year? Yes

if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <http://acscarvi.com/images/team/Academic%20Calender%202019-20.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	70.95(old)	2004	From: 2004 to: 2009
2 nd	B	2.29	2011	from:2011 to: 2016
3 rd	B+	2.53	2017	from:2017 to: 2022

6. Date of Establishment of IQAC: : 01/07/2005

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1	2	3
1. IQAC has called three meetings of its members in this academic year.	1. 1July 2019 2. 31 Oct. 2019 3. 20 March2020	All members of IQAC
2. Timely submission of AQAR(Session 2018-19) to NAAC	1Jan .2020	-----
3. Feedback is taken from all the stakeholders		
1. Students	09-06-2020	200
2. Teachers	20-02-2020	29
3. Employers	15-02-2020	10
4 Alumni and Parents Association	18-08-19	34
4. ISO Certification	27-12-2919 to 26 -12-2022	

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Arts, Commerce & Science College, Arvi	GOI scholarship	State Govt.	2019-20	2204166/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of www.acscarvi.com/Links/notification.pdf

10. No. of IQAC meetings held during the year: 3

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website...

<http://acscarvi.com/Links/Meeting/Minutes%20of%20IQAC%20Proceedings.pdf>

Yes/No Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount:

Year:

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

- * Two Day Interdisciplinary National Conference on 'The Development of Indian Economy Towards Five Trillion Dollar Economy'. Organised by IQAC and the departments of Commerce and Economics collaboratively.

- * Workshop on ‘ Nutrition’ organized by IQAC in collaboration with Home-Economics department.
- * Observation of ‘ Lokshahi Pandharwada’ by IQAC with association of the Department of Political Science.
- * Extension activities like ‘ Say No to Plastic’, ‘ Water Pollution’, ‘ Water Harvesting’ ‘ Generating awareness about Net Banking among Local Merchants’ were collaboratively conducted by IQAC.
- * Field projects by the departments of English, Marathi, Commerce and Chemistry are completed under the supervision of IQAC.

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

Plan of Action	Achievements/Outcomes
Conference	
Two Day Interdisciplinary National Conference on ‘ The Development of Indian Economy Towards Five Trillion Dollar Economy’.	Two Day Interdisciplinary National Conference on ‘ The Development of Indian Economy Towards Five Trillion Dollar Economy’ was Jointly organised by the departments of Commerce and Economics on 14 th and 15 th Dec.2019. The conference was successful in bringing forth the pros and cons of Indian economy and the way it can march towards the target of Five Trillion Dollar Economy. The conference identified some best ways that will help our Economy to jump at its decided target. More than 186 participants benefited from this conference.
Workshops	
Workshop on Calligraphy organised by Marathi department	This workshop was organised by Marathi department on 13-09-2019 . By the end of this workshop students were able to apply analytical skill and learn different styles of letters. 70 students participated in this workshop.

Workshop on ‘ Nutrition’ organized by Home-Economics department	Workshop on ‘ Nutrition’ was organized by Home-Economics department on 12-10-2019. By attending the Workshop on Nutrition, students became aware about obesity epidemic and related health consequences. They learned about diseases and disorder prevention. 210 students participated in this workshop.
Guest lectures	
Guest lecture on enterprunership and skill development	This guest lecture was organised on 04/09/2019. The aim of this guest lecture was to motivate the students for self employment and be an enterpruner. 200 students were present at this guest lecture.
Guest lecture organised by placement cell	Guest lectures was organised by placement cell to acquaint students about Competitive exams and career on 04-10-2019. This lecture delivered by Atul Parshuramkar helped the students to get maximum exposure to competitive exams. 300 students benefited from this guest lecture.
Guest lecture organised by the Department of Physics	The Department of Physics organised guest lecture on ‘ Journey to Space’ on 21-09-2019. Mr. Vijay Girulkar delivered lecture which helped students to know mystery of universe, its constituents and scope in the field of Astronomy and to develop scientific attitude. More than 200 students were present at this event.
Guest lecture organised by Women Cell	Guest lecture on the topic ‘ Legal Awareness Among the Girl Students’ was organised by women cell on 13-03-2020. The speaker Adv.. Alka Kale guided the students about the various legal rights and laws regarding the protection of women. 50 girls and 22 boys students were present at this lecture.
Competitions and Exhibitions	

<p>Essay competition organised by English and Marathi Departments.</p>	<p>Essay competition was organized by English and Marathi department on various subjects regarding social issues like 1. Unemployment: Cause and Remedies 2. Students and the politics, 3. Women Empowerment on 21- 12- 2019 and 04-10-2019 respectively. This competition helped students to improve their knowledge about different topics and writing skills , inculcate the universal values and ethics and learn something new about the structure of different scientific texts. 34 students participated in this competition.</p>
<p>Book Review and poster Competition organised by library</p>	<p>The activities like Books Exhibition Of New Arrival, General Knowledge, Book Review and Poster Competitions were organised by library on 15 Oct. 2019. The day was celebrated as Reading Inspiration Day and birth anniversary of Dr. A.P.J. Abdul Kalam. The competitions helped the college in articulating and assessing students learning outcomes. 50 students participated in this competition.</p>
<p>Seminar competition organised by the Department of Zoology</p>	<p>Seminar Competition was organised by the department of Zoology on 25.Sept.2019. Students were allowed to choose any topic of their from the respective curriculaum. Students became competent in delivering the seminar and developed the skill of analysing critically the curriculum. 11 students delivered their seminar.</p>
<p>Self Governing Day and Teaching Competition</p>	<p>The birth anniverary of Dr. Sarvapalli Radhakrishnan i.e. 5 Sept. was observed as Self Governing Day in our college. This event shaped socially active personality with a highly-developed sense of duty and responsibility as a citizen of a socialist</p>

	country among students. As they participated in the administration of college affairs, students acquired organizational skills, and the ability to live and function in a collective. 22 students participated in this event.
Inter collegiate Rangoli , Poster and Elocution Competitions organised by the department of political Science under ‘ Lokshahi Pandharwada’ observation.	Inter collegiate Rangoli Poster and Elocution Competitions Competition organised by the department of political Science under ‘ Democracy week’ observation on 10- 02-2020. These competitions helped students to socialise themselves and understand the various aspects of our democracy. 200 students benefited from this activity.
Group Discussions	
Group Discussion on Voter awareness Campaign organised by the Department of political Science	Group Discussion on Voter awareness Campaign was organised by the Department of political Science on 07-11-19. This group discussion enhanced students awareness about the electoral process and lay the foundation for increased citizen participation in governance over the long term. This activity helped students to enhance the listening skill and understanding of the subject.
Group Discussion on Some Organic Name Reactions organised by the Department of Chemistry	The Department of Chemistry organised the group discussion on the topic ‘ Some organic Name Reactions’ on 17-09-2019. This activity helped students to know their shortcomings and weakness. It increased the understanding of subject and promoted the dialogue amongst students. 70 students participated in this group discussion.
Group Discussion organised by the Department of Marathi	The Department of Marathi organised the group discussion on the topic ‘ <i>Tukaramachi Kavita</i> ’ on 11-09-2019. This activity helped students to know their shortcomings and weakness. It increased the understanding of subject and self confidence of the students. 100 students participated in this group discussion.
Field Projects	

Field Project by the Department of English	A field project for “ Tourist Leaflets on Adjacent Places of Arvi” was conducted by the department of English. The students participated in this project collected the information and photographs of the religious and historical places around Arvi city. This information in the form of a leaflet is genuine and reliable document for the tourist.
Field Project by the Department of Commerce	Field project on “A Study of Changes occurred due to Water Conservation in Bazarwada Village” was organized by the department of commerce under the banner of Pani Foundation. This project propagates the technic and technology adopted for water conservation and the positive effects occurred in the village.
Field Project by the Department of Marathi	The department of Marathi conducted a project titled ‘The collection of Folk Songs from Arvi Region’. The group of 18 students under the supervision of teachers collected the numbers folk songs in the form of a booklet. This field project acquaints students with the folk culture and history of rural area.
Field Project by the Department of Chemistry	A project on ‘ Phyaico- chemical status of Farmland soil in Arvi Tahsil(Dist. Wardha) and to aware farmers for soil testing’ was conducted by the Department of Chemistry. The project points out the variations in soil properties and nutrients it contains which will help farmers to arrange the amount fertilizers and pesticides.
Extension Activities	
Say No to Plastic	‘Say No to Plastic’ drive was conducted by the college with the collaboration of Municipal Council, Arvi under the program Swachhata Abhiyan. The drive was conducted on 2 nd Oct. 2019 to celebrate the birth anniversary of Mahatma Gandhi. 120 students and 5 faculties actively participated in the drive. The all participants removed the plastic garbage from the residential and market area of the city and made aware the citizens about the dangers of use of plastic.

Water Pollution Awareness Program	Water Pollution awareness Program was conducted by the college with the collaboration of Municipal Council Arvi. 115 students and 5 faculties actively participated in the Program. The participants told the people the causes of water pollution. They also pointed out the ways to control water pollution. Some participants tried to measure water pollution in the locality by analysing water samples and testing for a range of physical, chemical and biological parameters.
Water Harvesting Awareness Program	Water Harvesting Awareness Program was conducted by the college with the collaboration of Krishak Kanya High School, Arvi . 109 students and 5 faculties actively participated in the Program. The participants motivated and helped people to arrange water harvesting pits in their compounds.
Net Banking Awareness Program.	Taking into account the importance of Net Banking and the indifference of citizens towards it, the college organized a Net Banking awareness Program. The motto behind this program was to generate awareness about Net Banking among Local Merchants. This program was conducted with the collaboration of Bank of Maharashtra, Arvi. 112 students and 6 faculties from the college actively participated in the program. They practically trained the local merchants for Net Banking and alert them about the risk associated with using internet banking.
Miscellaneous	
Alumni Association and parents-teacher meeting	The Alumni Association and parents-teacher meeting which was held on 18/08/2019 proved a strong means of communication for alumni and parent. We received good suggestions from both alumni and parents regarding development in infrastructure and teaching and learning process
Publications	Fulora and Physics Informer are two publications published annually by the college. Fulora which is the collection of literature by students boosted their interest in writing poems

	and articles and sharpened their analytical attitude while Physics Informer developed the scientific attitude of students and made them familiar with new inventions in the field of Physics.
Publication of a Marathi Novel by the Faculty	The head of the department of Marathi Dr. P.D. Malode published his autobiographical novel titled ‘ Circuit Parmatma’ which tells the stories of a struggling student.
Study Tour	A study tour at Khindsi was organized by the department of zoology on 14 Feb 2020. It was a good opportunity for students to analyze rare plants , vegetation, animals and birds.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: College Development Committee Date of meeting(s): -
07-08-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: YES

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year:2018-19

Date of Submission: 06/12/2018

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Yes, the college has the MIS. The institution participates and fills the information on MIS website as well as Central Governments AISHE site (All India Survey on Higher Education) C-185. IQAC collects information from all departments in the areas of academic programs, certificate courses, major activities, achievements of staff and students, extension, research, collaborative work, seminar and workshops organized for staff and students, financial assistance given to students, remedial coaching and road map. The various committees and departmental heads submit their annual activity report along with documentary evidences and photographs. A standard format of data collection is devised for systematic collection of information An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue. College Prospectus provides detailed information

about the proper functioning and governing of the college. Institute website has information about all the concerned aspect of the college. Office maintains the following record in computer system:

- Administrative procedures including finance
- Student admission
- Student records
- Evaluation and examination procedures
- Research administration
- Others

List of modules currently operational

1. College prospectus
2. College website
3. Images: a collection of pictures taken during departmental activities.

Part-B

MM

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institute is affiliated to Rashtasant Tukadoji Maharaj Nagpur University, Nagpur and follows systematically the curriculum prescribed by the university. In the beginning of every academic session, IQAC along with the Heads of all the Departments confirms the Academic Calendar as per the university schedule. Time table for every semester is prepared by the Time Table coordinator in consultation with the HODs and the load distribution of the faculties. The university provides the syllabus with evaluation schemes and course objectives for every course. Faculty follows the evaluation scheme mentioned in the syllabus for each course. Course Objectives and Course outcomes of the subjects in accordance with the university prescribed syllabus are decided by the respective subject teacher in consultation with the IQAC. Teaching plan and the assignments for the semester are prepared by the respective subject teacher before the start of the new semester. Depending on the evaluation scheme, two class tests for 50% syllabus are conducted per semester taking in to consideration the COs defined for each course to evaluate the students. The result analysis of the internal assessment is done and proper measures are incorporated to improve the performance by arranging remedial classes for the weaker students and giving additional assignments/tasks to the brighter students. Performance of the students in laboratory experiments are timely assessed and graded according to the performance indicators. Course files are maintained by faculty members which contains Academic calendar, Individual timetable, Teaching plan, Assignments, Class test question papers, University question papers, question banks, Quiz, etc. Remedial classes are conducted for slow learners. Besides the use of conventional method, various other teaching methods like Quiz, Group Discussion, Demonstrations, Debates, PPT Presentations, Projects, Short Films, Industrial Visits, Open book tests, Assignments, Videos are used for effective curriculum implementation. Guest lectures are regularly arranged to bridge the gap in the prescribed curriculum. Academic review and feedback is taken regularly. Students are motivated to participate in NSS and other social activities so as to inculcate in them the social responsibilities. Seminars, Certificate courses and industrial visits are arranged to enrich the curriculum.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

1. Certificate course in Food Preservation 2. Certificate course in Vedic Mathematics 3. Certificate course in Spoken English 4. Certificate course in Tally ERP9 & office Automation 5. Certificate course in Vermicomposting 6. Certificate course in Financial Market 7. Certificate course in Programming Development skill		15.02.2020 And 2 Months of all courses	Employability Employability Employability Employability Employability Employability	Skill Development	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
No	No	No	No		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
M.Sc.	No	Yes	June 2016	No	No
M.A.	No	Yes	June 2016		
M.Com.	No	Yes	June 2016		
Already adopted (mention the year)					
B.A.	1963				
B.COM	1963				
B.Sc.	1992				
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	199				
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction	Number of students enrolled			
1. Certificate course in Food Preservation 2. Certificate course in Vedic Mathematics 3. Certificate course in Spoken English 4. Certificate course in Tally ERP9 & office automation 5. Certificate course in Vermicomposting 6. Certificate course in Financial Market 7. Certificate course in Programming Development skill	22.02.2020 And 3 Months of all courses	28 20 41 39 36 15 20			
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title	No. of students enrolled for Field Projects / Internships				
1. A field project for “ Tourist Leaflets on Adjacent Places of Arvi” was conducted by the department of English.	16				

2. Field project on “A Study of Changes occurred due to Water Conservation in Bazarwada Village” was organized by the department of commerce under the banner of Pani Foundation.	10
3. The department of Marathi conducted a project titled ‘The collection of Folk Songs from Arvi Region’.	18
4. A project on ‘Phyico- chemical status of Farmland soil in Arvi Tahsil(Dist. Wardha) and to aware farmers for soil testing’ was conducted by the Department of Chemistry.	18

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

To make the evaluation process smoother, IQAC has designed Feedback form the students, teachers, employers, parents and alumni.

- **Faculty feedback from the students**
Faculty feedback from the students for the respective course is taken once in an academic session on various teaching and learning aspects and it is analyzed by IQAC. Corrective measures if any are informed to the respective faculties for further improvements.
- **Feedback from the parents and alumni**
Feedback from the parents is taken by interacting with them during Parent Teacher Meet. Feedback is taken from alumni for suggestions or improvements in the curriculum and infrastructure.
- **Feedback from faculties**
Feedback from faculties is also taken for their suggestions in the improvement and innovations in teaching learning process. This feedback is discussed in the meetings of IQAC. IQAC has predesigned feedback forms which are available for every stakeholder.
- **The Procedure**
The collected data is entered in excel sheet and is presented in front of staff council for review and discussion. We have also installed a suggestion box which is accessible to all the stake holders so that they can give their feedback/ suggestions for improvements, if any. The committee constituted for feedback conducts the exercise of student feedback every year. We have a system of taking feedback from students on syllabus and also subject wise teachers. This is a feedback on 10 point scale, which measures parameters like Subject knowledge, Expression, Teaching aids, used methodology etc. which is analyzed by our management for taking appropriate decisions for improving the infrastructure and also quality of teachers. The alumni feedbacks are taken from all alumni at the Alumni Association Meet. From these forms we are able to make out whether the proper teaching learning process is in place. Also, this process enables the institute to improve in the areas where ever necessary.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year			
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.	960	686	636
B.COM.	384	340	310
B.SC.	384	419	389
M.A (Mar)	160	25	25
M.A (Pol.)	160	44	44
M.A (H.EC)	160	07	07
M.COM	160	54	54
M.SC.(che.)	40	22	22
M.SC. (comp.)	40	00	00

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019-20	1335	152	29	Nil	02

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
29	29	11	04	04	11

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Our college has been running the mentoring programme since the academic year 2014-15 to help the students to strengthen their varied capabilities and to build an interpersonal relationship between teacher and students. Each teacher in the college as a mentor was assigned with the task of mentoring about 10 newly admitted students. In session 2014-15, twenty faculty members mentored about 105 students very well. As the scheme proved beneficial, it was continued for the next year. In session 2015-16, about 196 students were mentored by 20 faculty members. During session 2016-17, 21 faculty members mentored 200 newly admitted students. In session 2017-18, for 21 teachers there were 202 students to monitor.

In the session 2018-19, 21 teachers monitored 206 newly admitted students. Due to the implementation of this scheme, the academic and overall performance of the student is improved better and also it reduces the drop out ratio. During the session 2019-20, 247 students were monitored

Aims and Objectives

- 1.To monitor the regular attendance of the students in college.
- 2.To help new students to feel free relationship with the other students, college environment and society.
- 3.To assist the student to plan work towards and meet goals.

4.To motivate the students to participate in various college and social activities and encourage them to develop communication skills as well as academic progress.

5.To resolve social, economic and academic problems of the students

Selection process

For this scheme 10 newly admitted first year students are selected as a mentees per mentor teacher. In Arts and commerce faculty, since the number of newly admitted students is high compared to the total number of teachers, these faculties select only economically poor and academically weaker students for mentoring. 10 such students are allotted to one teacher.

Working of the scheme

1.The selected students are advised to keep in regular contact with his/her mentor for seeking help and guidance as and when required.

2.The mentor is provided with a cluster diary to record the academic and overall development of their mentees.

3.The mentors then recognize the background, resources and need of the students they develop trusting relationship with them.

4.The cluster incharge meets regularly with their mentees so that the students can share their academic/personal difficulties with mentor as this helps to provide accountability for both mentee and mentor.

5.Mentor keeps the record of unit test marks of each subject of their mentees and helps them to improve the performance.

6.The teacher periodically remains in telephonic contact with the parents of the mentee.

7.Cluster incharge identifies slow learners and advance learners from his/her cluster group on the basis of their performance and ask them to join remedial course in the college.

8.Cluster incharge always motivates their cluster group to participate in various college activities **Record**

Maintenance

The cluster incharge maintains the general information of student and his/her parent. The teacher also reports the extracurricular activities, his/her attitude and other personal qualities of the student. Similarly, the monthly attendance and test performance of the student is also reported in the cluster diary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1487	29	1:9

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	29	08	04	20

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised

<i>bodies during the year)</i>			
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2019-20	Nil		

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2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

ODD SEMESTER

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.		I	30/10/2019	17/02/2020
		III	30/10/2019	17/02/2020
		V	30/10/2019	12/02/2020
B.COM		I	30-10-2019	31-01-2020
		III	30-10-2019	23-01-2020
		V	30-10-2019	21-01-2020
B.SC.		I	30/10/2019	14/02/2019
		III	30/10/2019	14/02/2019
		V	30/10/2019	27/01/2020
M.A. (MAR)		I	30/10/2019	20/12/2019
		III	30/10/2019	20/12/2019
M.A. (POL.)		I	30/10/2019	23/12/2019
		III	30/10/2019	20/12/2019
M.A. (HECO)		I	30/10/2019	NA
		III	30/10/2019	NA
M.COM.		I	30/10/2019	18/12/2019
		III	30/10/2019	18/12/2019
M.SC(CO MP)		I	30/10/2019	NA
		III	30/10/2019	NA
M.SC.(C HEM)		I	30/10/2019	07/01/2020
		III	30/10/2019	07/01/2020

EVEN SEMESTER				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.		II	30/04/2020	17/10/2020
		IV		17/10/2020
		VI	30/04/2020	23/10/2020
B.COM		II	30/04/2020	15/10/2020
		IV	30/04/2020	25/09/2020
		VI	30/04/2020	24/11/2020
B.SC.		II	30/04/2020	16/10/2020
		IV	30/04/2020	16/10/2020
		VI	30/04/2020	23/11/2020
M.A. (MAR)		II	-	-
		IV	30/04/2020	27/11/2020
M.A. (POL.)		II	30/04/2020	-
		IV	30/04/2020	28/11/2020
M.A. (HECO)		II	30/04/2020	-
		IV	30/04/2020	28/11/2020
M.COM.		II	30/04/2020	-
		IV	30/04/2020	28/11/2020
M.SC(CO MP)		II	30/04/2020	-
		IV	30/04/2020	-
M.SC.(C HEM)		II	30/04/2020	-
		IV	30/04/2020	28/11/2020

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

- The college adopts all the major changes brought by Rashtrasant Tukdoji Maharaj Nagpur University. Since the session 2012-2013, semester pattern is implemented for UG Science faculty and all PG courses. Since 2016-2017 for Arts and Commerce (UG) faculty semester pattern has been implemented. For UG classes 20% marks are allotted for internal assessment.
- Central manual valuation has been transformed into Central Onscreen valuation which is a radical change introduced by University.
- IQAC and the HOD's have established a mechanism for the internal valuation and its record is maintained by subject teachers.
- We have taken orientation classes to acknowledge the teachers about onscreen valuation.
- Internal assessment of the student is done on the basis of academic and overall performance, attendance, home assignments, class tests, projects and seminars.

- Examination committee monitors all the activities regarding evaluation process.
- Class test, Terminal Exams, Sessional exams are conducted by the college which ultimately clarify concept of new paper patterns and marking system. This also helps teacher to allot internal marks to the students.
- The IQAC also reviews the implementation of the evaluation process from time to time.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares the Academic Calendar according to the calendar provided by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. In the beginning of every session we prepare the academic calendar for the college and schedule of activities for every department. This ensures that the curriculum is enriched through related activities like guest lecture, extension series, essay competition, group discussion, organizing workshop, conference, annual gathering and sports week etc. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution.

Being an institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur we follow the academic schedule provided by the university. The Institute prepares their own academic calendar for various programmes which follow the guidelines and academic schedule of the affiliating University. Usually, we mention following schedule in the calendar.

- Beginning of the academic sessions.
- Last working day of the semester.
- Mid-term examination schedule.
- Sports Week
- Annual Gathering
- Practical examination schedule.
- Vacation schedule.

The same academic calendar is published on institute's website before the beginning of every academic year. It provides plan for the academic year to students, teachers and parents. Considering the academic calendar, each department functions according to the teaching plan prepared at the department level.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink) <http://acscarvi.com/Links/Program%20Outcome.pdf>

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A. SEM VI	97	95	94
	B.COM. SEM VI	75	75	100
	BS.C. SEM VI	125	125	100
	M.A.(Mar) SEM IV	25	25	100
	M.A.(Pol.Sc.) SEM IV	44	44	100
	M.A.(HECO) SEM IV	07	07	100
	M.COM SEM IV	54	54	100
	M.SC.(comp)SEM IV	NIL	NIL	NIL

	M.SC.(che.)SEM IV	21	21	100
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College	6 months	College	10000/-	10000/-
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other(Specify)				
Total	6 Months		10000/-	10000/-
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
Nil	Nil		Nil	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year : NIL				
Incubation Centre	Name		Sponsored by	
Name of the Start-up	Nature of Start-up		Date of commencement	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards: NIL				

State	National		International			
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)N.A.						
Name of the Department		No. of Ph. Ds Awarded				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	NIL	NIL	NIL			
International	Marathi	1	----			
	Botany	2	6.536			
	Zoology	1	6.134			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Marathi (Book)		1				
Hindi (Paper in Proceedings)		1				
Economics(Paper in Proceedings)		1				
Home Economics (Paper in Proceedings)		1				
English (Paper in Proceedings)		1				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL						
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) Nil						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
1.Electrical Conductance and thermokinetic parameters of newly synthesised terpoly	V. V. Hiwase	Journal of chemical and pharmaceutical research	2013	4	27	Arts, commerce and Science College, Arvi

meric ligands						
1. physicochemical characterization of molasses and its effects on the growth of <i>Abelmoschus esculentus</i>	Dr. P.B. Thakare	World applied sciences journal	2013	1	2	
Characterization of chemically synthesized polyani line-Zinc oxide nanocomposite	Prof. G. R. Yerawar	Der pharmaceutica	2012	1	2	

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	23	44	23	11
Presented papers	04	06	04	01
Resource Persons	NIL	NIL	NIL	NIL

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the	Organising unit/ agency/	Number of teachers co-	Number of students
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Activities	collaborating agency	ordinated such activities	participated in such activities
Voters Awareness Program	NSS & Dept. of Political Science	06	210
Swachha Bharat Mission (Camp)	NSS	10	126
Aids Awareness Program (Rally)	NSS & RED RIBBON	05	176
Say No to Plastic	Dept. of Chemistry and Municipal Council, Arvi	05	120

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
Say No to Plastic	Certificate of participation	Municipal Council, Arvi	120	
Water Pollution Awareness Program	Certificate of participation	Municipal Council, Arvi	115	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
. Swachhata Abhiyan	Department of Chemistry & Municipal Council Arvi	1. "Say No to Plastic" - Plastic pollution awareness rally.	05	120
Rain water harvesting awareness program	Department of Physics & Krishak Kanya High School, Arvi	Rain water harvesting awareness program	05	109
Constitution awareness program	NSS and Red Ribbon Club	Constitution awareness	05	150

		program		
Aids Awareness Program	NSS and Rural Hospital Arvi.	Rally in City	5	176
Net Banking Awareness Program.	Department of Economics and Bank of Maharashtra	To generate awareness about Net Banking among Local Merchants	6	112

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year : Nil

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year : Nil

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year :

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
1. Atulya Shiksha Foundation	13 Feb. 2020	Career and Competitive exam counselling	50
2. New Arts, Commerce and Science College, Wardha	20 Dec.2019	Exchange of students/staff/ faculty	10

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
NIL			NIL			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities		Existing		Newly added		
Campus area		5Acres				
Class rooms		14				
Laboratories		07				
Seminar Halls		01				
Classrooms with LCD facilities		03				
Classrooms with Wi-Fi/ LAN		--				
Seminar halls with ICT facilities		00				
Video Centre		--		--		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		--		--		
Value of the equipment purchased during the year (Rs. in Lakhs)		--		--		
Others - IFSC		12274191		--		
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software		Nature of automation (fully or partially)		Version	Year of automation	
LIBMAN		Partially		4.1.1	2005	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14482	1832390	388	122764	14870	1955154
Reference Books	573	244659	-	-	573	244659
e-Books	300000	5700			300000	5700
Journals	09	16000			09	16000
e-Journals	6000	5700			6000	5700
Digital Database	01	20000			01	20000
CD & Video	121	5975	05	900	126	6875
Library automation(LIBMAN)	01	35000			01	35000
Weeding (Hard & Soft)	--	--	--	--	--	--
Others (specify) (Books)	18371	1503157	95	24549	18466	1527706

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	69	28	09	09	20	09	11	10 MBPS	01
Added	-	-	-	-	-	-	-	-	-
Total	69	28	09	09	20	09	11	10 MBPS	01

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

.....10..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video Recording You Tube Whats app	https://youtu.be/mOEOuT389cM https://youtu.be/toLYaM63CCs https://youtu.be/Em_w3Zmz18k https://youtu.be/vMSQ3J1jCuU https://youtu.be/GqTUZmgMDZw https://youtu.be/vTnQW8S1Ruo https://youtu.be/yldz3IftSH0 https://youtu.be/SExVZ6e7vLE https://youtu.be/junIeJby7jE https://youtu.be/Vwc5sqZqkp0 https://youtu.be/kQWMz_DriEk https://youtu.be/9kPb66Kbqfs https://youtu.be/GqTUZmgMDZw https://slideplayer.com/slide/5995953/ https://youtu.be/RrXeDktoPO8 https://youtu.be/TvPScRrZPV0 https://youtu.be/l5rEjiV6g5Q https://youtu.be/vOvSGUb-n7Y https://youtu.be/lBm5Xi_2jLI https://youtu.be/hK2f8Z9t-a0 https://www.youtube.com/watch?v=xj8qHOFGBZk https://www.youtube.com/watch?v=YZL1CM46_Bg https://www.youtube.com/watch?v=kEIJgW8ZfjY https://www.youtube.com/watch?v=MCRVFt4CzIE https://www.youtube.com/watch?v=VGG4NheL_5o

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
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Nil	Nil	Nil	Nil
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4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
600000/.	599415/-	1000000/-	1052227/-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

Our College has well established system procedure for maintenance and utilization of available supporting facilities.

Available Academic facilities:

Language Lab, Library, ICT enabled Smart Classrooms and Browsing facility has boosted the teaching learning process. It has become more student Centric and interactive with the use of online access.

Available support facilities:

The support facilities including laboratories, classrooms and computers, indoor sport stadium, gymnasium, students store, huge playground, water filter etc. are made available for the students those who are admitted in the college.

Procedure for maintenance and utilization of available supporting facilities

- The review of all academic and support facilities is taken in monthly staff council meeting.
- Any issue regarding above academic and support facilities are discussed and resolved by handing it over to concerned committee.
- Review of the resolution is taken in next meeting of staff council.
- The maximum utilization of above facilities is ensured with the supervision by the head of institution.
- The computers are monitored and maintained time to time. All computers and peripherals are checked by respective technical assistant for any problem. The software updates and ICT tool and internet related problems are resolved from the respective service providers.
- The library has an advisory committee of 5 members and the coordinator, and Secretary. Library staff takes the feedback from students to make library a resource of learning with the innovative ideas of this committee and suggestions from various stakeholders
- The college administration always supports to give students the best sports facilities. So, we purchased some sports game kits, like for cricket, volleyball, badminton, Chess etc. Separate toilet and washroom is made available for boys and girls as well as male and female staff. Parking facility is available for students and staff. 24x7 water supply by the municipal council is available at college and also we have own water resource. Sufficient water storage facility is available. All laboratories are provided with standard equipment. Their maintenance requires specialized services, for which suitable experts are contracted time to time.

<http://acscarvi.com/Links/Procedures%20and%20Policies%20for%20Maintaining%20and%20Utilizing%20Physical.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees		
Financial support from institution	Pupil Guardian Scheme	54	180689/-		
Financial support from other sources					
a) National	GOI Scholarship	937	2192000		
b) International	0	0	0		
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
Language Lab		1-07-2019	220	College Teachers	
Mentor Scheme		10-09-2019	247	College Teachers	
Bridge Course		1-07-2019	471	College Teachers	
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019-20	Career Counselling	Nil	100	Nil	Nil
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed	Average number of days for grievance redressal		
Nil		Nil	Nil		
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

2019-20	126	BA., B.COM., B.SC.	<p>1. Yashwant Mahavidyalaya Wardha</p> <p>2. Sant Gadge Maharaj Amravati University, Amravati</p> <p>3. Govt. Institute of Science and Humanity, Amravati</p> <p>4. New Arts, Commerce and Science, College, Wardha</p> <p>5. Yashwantrao Chavhan Open University.</p> <p>7. Nabira Mahavidyalay, Katol.</p> <p>8. Govt. Institute of Science</p> <p>9. RST Cancer Hospital Nagpur</p> <p>11. . PGDT, RTMNU, Nagpur</p> <p>12. P.R. Pote College, Talegaon</p> <p>13. VMV.Commerce, JMT Arts and JJP Sci.College, Nagpur</p> <p>14. Sipana College, Amravati</p> <p>15. Shantiniketan College, Nagpur</p> <p>16. Dr. Babasaheb Ambedkar Marathwada University, Aurangabad</p> <p>17. Smt. Narsamma Arts, Commerce and Science, College, Amravati</p> <p>18. Vidyabharati Mahavidyalay Amravati</p> <p>19. Ram Meghe Institute of Technology Amravti</p> <p>19. Institute of</p>	<p>M.A.</p> <p>M.A.</p> <p>M.A.</p> <p>M.SC., M.COM M.A. , MSW.</p> <p>M.COM.</p> <p>M.A.</p> <p>Forensic Science .</p> <p>ADRXT,PGDM LT</p> <p>M.SC.</p> <p>B.Ed.</p> <p>M.Sc.</p> <p>M.B.A.</p> <p>M.B.A.</p> <p>M.B.A.</p> <p>M.Sc.</p> <p>MCM</p> <p>MCA</p>
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				Science,Nagpur. 20. Shantiniketan College Kamathi Road, Nagpur. 21. RST Cancer Hospital Nagpur. 22. Sant Gadge Baba Amravati University, Amravati. 23. Prof. Ram Meghe Institute Technology and Research Badnera, Amravati. 24. . New Arts, Commerce & Science College, Wardha. 25. Sarswati Mahavidyalay, Pulgaon. 26. Mahila Mahavidyalay Chandur (Rly) 27. Education Frankfin Institute, Nagpur G.S.Commerce College wardha. K.L. College Amravati New Arts, Commerce and Science College Wardha. Shree Shivaji College Amravati. Shree Shivaji College Amravati. Raisoni College Amravati Open University Yashwantrao Chavan	M.Sc. (Math) MBA PGDMLT MCA MBA MSW ANA M. A. Airhostess M.Com. M.Com. M.Com. M.A. M.Com MBA M.Com.
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
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NET		
SET	02	
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Kabaddi	College Level	75
Volleyball	College Level	50
Cricket	College Level	80
Cultural	College Level	60

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019-20	Nil	Nil	Nil	Nil	Nil	Nil

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Since the government of Maharashtra and the affiliated university have proscribed the election for Student Council in the colleges, our college has not constituted the Student Council since last few years. Still, the college has a policy for the dynamic involvement of the students in the various academic bodies including cultural and sports activities. One of the parts of this policy is constitution of 'Students' Board of Study' at college level. We have separate 'Students' Board of Study' functioning for every faculty. Each 'Students' Board of Study' is consisted of 8 to 12 members from students. The selection of students is done on merit basis and integrity of student with other students. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Each Board of Study has representatives from First, Second and Final year Classes. There is a special provision for the representative from girl students. The student members bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. The Students' Board of Study helps students share ideas, interests, and concerns with lecturers and principal. They often also help raise funds for cultural activities, and educational tour. Various programs like paper presentations, workshops and seminars are organized by these Students' Board of Study every year. The IQAC has one

representative from students. The various committees like sport committee, Cultural Committee, Discipline & Anti-Ragging Committee have the representatives from the students.
5.3 Alumni Engagement
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No
5.3.2 No. of registered enrolled Alumni: 95
5.3.3 Alumni contribution during the year (in Rupees) : Nil
5.3.4 Meetings/activities organized by Alumni Association : 01
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) <p>At the beginning of academic session, the Principal and IQAC prepare academic calendar, time table and teaching plans. Heads of the departments and faculties share the responsibilities as per the direction of Principal. The executive committee, Principal, IQAC provides complete autonomy to the teachers while planning and implementation of academic, extension, extra-curricular, Co-curricular activities. Library Advisory committee collects books requisition lists from teachers and in accordance with the budget allocation final purchase list is submitted to librarian for further action. In the meeting of staff club, the annual budgetary provisions for each department, depending upon the number of admissions is worked out. Work is decentralized in 39 different committees.</p> <p>To make it more effective College Development Committee considers the suggestions received from teachers and non-teaching staff members to develop work culture, better infrastructure and teaching-learning process. Quality Assurance cell is constituted with Principal and IQAC Coordinator as members and in this way teaching staff is represented in parent management. IQAC is comprised of 15 members from College, Management Alumni, student representative and stakeholders etc.</p> <p>The executive committee is a best example of participative management. The executive committee includes two members from the parent management, three members from surrounding community, three representatives from teachers, one non-teaching staff representative and Principal as an ex-officio secretary.</p>
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: Yes
<ul style="list-style-type: none"> • Yes, The Management Information System is used in the functioning of the college for administrative process including Finances, admission process, student registration, fee structure, student records enrolment and exam forms. • The institution participates and fulfils the information on MIS website as well as Central Governments AISHE site (All India Survey on Higher Education) C-18454.

- An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.
- College Prospectus provides detailed information about the proper functioning and governing of the college.
- Institute website has information about all the concerned aspect of the college. Office maintains the following record in computer system:
 - Administrative procedures including finance
 - Student admission
 - Student records
 - Evaluation and examination procedures
 - Research administration
 - Others

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

- **Curriculum Development:-** The curriculum of the University is mandatory to all affiliating colleges. (RTMNU)
- Some Teaching Faculties are members of Board of Studies who actively participate in designing the curriculum of at university level.
- Suggestions regarding curricular changes are taken from students, parents, alumni ect. and forwarded through BOS members.
- Apart from this, the curriculum of seven short term courses are designed by the faculty of college.
- Syllabus for **Bridge Course** is designed by the faculty for each subject of the first year. This helps in the better functioning of the curriculum.
- To encouraging students interaction study circles are formed for each subject.

- **Teaching and Learning:-**
- Audio-visual study material is used in the institution.
- It is made compulsory to teach at least 30% syllabus through ICT.
- Educational Visit to Research Institute is organized.
- In the session 2019-20, almost all the faculty members had their recorded video lectures.
- College provides open access to students for internet and Library.
- Teaching English in the Language Laboratory
- Individual attention is given during Practical classes of the concerned subjects.
- Bridge Course facilitates the gap building of knowledge between +2 and first semester syllabi.
- Short term courses provide professional skills in seven different fields.
- Educational quiz and seminar competitions are organized.
- Co-operative learning is facilitated through field project.

- ❖ **Examination and Evaluation:-** College has the Internal Examination Committee which monitors the process of examination and evaluation.

- Regular unit tests are conducted at college level.
- As per the university direction, 10/15/20 marks are assigned for internal assessment for each paper of different subjects. Students are assessed on the basis of class test, attendance, projects, assignments, seminar and field work, practical.
- Mentor Scheme's cluster in-charge maintains the personal and academic record of the students

Research and Development:- Research Committee is established in the college to promote & monitor research culture, regularly posts information about forthcoming workshops, seminars and conferences.

- Four field projects are completed by students of English, Marathi, Commerce and Chemistry. Research cell comprising of faculty members of the college monitors the R&D of teaching faculty concerning minor/major research projects.
- Out of 29 teachers, **19** have been awarded PhD, 8 teachers are PhD supervisor and 04 have been pursuing.
- Research is a significant activity of the college. During this (2019-20) academic year 10 research papers were published in National and International Journals Conferences and Books.
- **One book** with ISBN is written and published by the faculty members.

- **Library, ICT and Physical Infrastructure / Instrumentation:-** A library advisory committee is formed which conducts the annual meeting. The IQAC meets the library committee to discuss and give its suggestions.
- Digital Database subscribed in the library.
- Staff and students have access to INFLIBNET (e-journal)
- College is a member of N-LIST, 5700 e-books and e-journals can be accessed through it.
- During the academic yearbooks, 5 CDs, DVDs are newly added.
- Internet and OPAC facility are provided in the library.
- Ranganathan Day and Books exhibition are held annually in the library.
- For digital teaching-learning, two well-equipped smart classrooms are set up in the College.

The other facilities provided are a digital camera, true copier, advanced printer, Scanner etc

- **Human Resource Management:-** The college has ample human resources to take care of various kinds of work and responsibilities.
- The college tries to keep human resources updated and competent.
- The college makes sure that human resources are well-qualified and follow ethical and eco-friendly ways of working on the campus.
- The administration is fully decentralized.
- Staff council regularly organise monthly meetings with teaching and non-teaching staff to monitor human resources.
- Apart from this various other committees are constituted to monitor the co-curricular and other activities. There are many welfare schemes for staff and students like a free medical check-up and cooperative societies.

❖ **Industry Interaction / Collaboration :-** Placement and Career Counselling cell has made effort to collaborate with various industries for the placement of students.

- **Admission of Students :-** The admission process is transparent, merit-based and strictly within the

norms of the university and state education department. However-

- Applications are invited, scrutinized and merit list is published.
- All admission information is placed in the prospectus and on notice board.
- Concession in fees and installment facilities are provided.
- Reservations are strictly followed as per State and Central Government rules.

6.2.2 : Implementation of e-governance in areas of operations:

Planning and Development :-The MIS modules of the Institute helps in planning academic activities which includes Timetable, Recording of Lectures and attendance, Feedback by students. This MIS helps in distributing students in batches through batch management, the faculty subject allocation, allotting subject wise infrastructure. It allows students to select Choice Based Electives. The Management Information System is used in the functioning of the college for administrative process including Finances, admission process, student registration, fee structure, student records enrolment and exam forms. Institute website has information about all the concerned aspect of the college. Office maintains the following record in computer system:

- Administrative procedures including finance
- Student admission
- Student records
- Evaluation and examination procedures
- Research administration

❖ Administration:- The Administration of the College is functions with E-governance system at Government, Society and College level. The college tries its best to keep in touch with latest tools of administration with available tools in hand. With the help of developed technological world college staff uses the same for administration purpose. Such as use of Smartphone with inbuilt social app like Gmail and Whats App they share the notes to students. It helps to provide the brief notice of any event to be happened on college Whats App Group for awareness and of smooth functioning of the same. The college have Biometric attendance for teaching and non-teaching staff. The college campus is equipped with CCTV Cameras at very place of need.

❖ Finance and Accounts:- The college uses the POWER-PAC software for E-governance for transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.

❖ Student Admission and Support:- The College has POWER-PAC software for the admission purpose. College has extended helping counter for the students which provides them several services as such Admission form Filling, Examination form filling as well as Scholarship Form filling at one place only. This service counter protects the students from outside service centre where they need pay fees for it. The Helping counter i.e. service centre provided at college is free of cost.

❖ Examination :- The College has the separate Examination department with equipped ITC tools necessary for examination purpose. As per the requirement of Examination department all the necessary equipment are provided by the college such as Separate Desktop and Internet Facility for online procedure of Paper Downloading and further activities for exam purpose. The examination

department has the separate Machine for printing the question papers downloaded from university portal. The unit tests and term Examinations of Arts, Commerce and Science are conducted at college level for which College has developed a separate mechanism for running the examination procedure smoothly.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
		Nil		

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2020	Workshop on SWAYAM		25-01-20 27-1-20	27	
2020		Workshop on Introduction to MIS	1-02-20 3-02-20		15

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Faculty Development Program on Managing Online Classes and Co- Creating Moocs	04	20-4-2020 to 6-5-2020
Faculty Development Program on Managing Online Classes and Co- Creating Moocs	02	18-5-2020 to 3-6-2020
Faculty Development Program on Managing Online Classes and Co- Creating Moocs	03	4-6-2020 to 1-7-2020
Refresher Course in Business Management	01	22-7- 2020 to 3-8-2019
ARPIT Online Refresher Course in Chemistry	01	1-9-2019 to 31-12-2019
ARPIT Online Refresher Course in English Language Teaching	01	1-9-2019 to 15-1-2020
Refresher Course in English Language	01	17-10-2019 to 30-10-2019
Faculty Development Program on Evolution from Offline to Online Teaching	01	30-5-2020 to 3-6-2020
Faculty Development Program on ICT Tools for Effective Teaching Learning	01	11-5-2020 to 16 -5-2020
Orientation Program	01	24-6-2019 to 13-7-2019

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil			
6.3.5 Welfare schemes for			
Teaching		Credit society	
Non teaching		Credit society	
Students		Pupil Guarding Scheme	
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) In every financial year the Internal Audit is carried out by Chartered Account firm B.J. Bajaj & Company, Nagpur hired by the parent management and is approved. External Audit is carried out by the State and Central Government agencies (viz. J.D. office Nagpur & A.G. office Nagpur). There are no major audit objections since the establishment of college. The needful compliance on objection is promptly done by the institution.			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)			
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.	Purpose
College teachers, individuals and philanthropies		180689	Pupil Guardian Scheme
6.4.2 Total corpus fund generated Nil			
6.5 Internal Quality Assurance System			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	Yes/No	Agency	Yes/No Authority
Academic			Yes Principal
Administrative	Nil	Nil	Nil Nil
6.5.2 Activities and support from the Parent – Teacher Association (at least three)			
<p>A strong Parent – Teacher Association is functioning in our college. It helps and cooperates with the institutions in the welfare of the students and provides support for the improvement in the infrastructural facilities. We have formed PTA executive committee and the principal acts as president of the PTA. The following activities are conducted by PTA</p> <ol style="list-style-type: none"> 1.Tree Plantation 2.Supported the Swachhata Abhiyan 3. Supported cultural activities. 			
6.5.3 Development programmes for support staff (at least three)			
1.College has organized Workshop on Introduction to MIS for support staff. 2. Easily available loan facility in Credit Society.			
6.5.4 Post Accreditation initiative(s) (mention at least three)			

1. Completion of construction of sport- indoor stadium
2. Two more ICT enabled classrooms are made available for teaching
3. Started seven university recognised certificate courses
4. Organised One Day State level Workshop on NAAC'S Revised Accreditation Framework- An Overview And Intellectual Property Rights
5. Organised Two Day Interdisciplinary National Conference on ' The Development of Indian Economy Towards Five Trillion Dollar Economy'.
6. Six field projects are completed.
7. Undertaken various extension activities.

6.5.5

- a. Submission of Data for AISHE portal : **Yes**
- b. Participation in NIRF : No
- c. ISO Certification : Yes
- d. NBA or any other quality audit : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
	Two Day Interdisciplinary National Conference on ' The Development of Indian Economy Towards Five Trillion Dollar Economy'. Organised by IQAC and the departments of Commerce and Economics collaboratively.	14-12-2019	14-12-2019 to 15-12-19	300
	Workshop on ' Nutrition' organized by IQAC in collaboration with Home-Economics department.	12-10-2019	12-10-2019 to 12-10-19	150
	Observation of ' Lokshahi Pandharwada' by IQAC with association of the Department of Political Science.	26-01-2020	26-01-2020 to 10-02-2020	250
	Extension activities like ' Say No to Plastic', ' Water Pollution', ' Water Harvesting' ' Generating awareness about Net Banking among Local	02-10-2019	02-10-2019 to 26-01-2020	456

	Merchants' were collaboratively conducted by IQAC.			
	Field projects by the departments of English, Marathi, Commerce and Chemistry are completed under the supervision of IQAC	01-08-2019	01-08-2019 to 01-01-2020	62

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Guest lecture on the topic ' Legal Awareness Among the Girl Students' was organised by women cell.	One Day- on 13/03/2020	50	22
Workshop on ' Nutrition' was organized by Home-Economics department.	12/10/2019	44	19

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

- Vermin Compost generation plant is running successfully in the college.
- To generate environmental awareness among the students, the university has introduced a subject on environmental studies which is taught in the college.
- Institute also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean, green and pollution free.
- The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
- Solar lights are installed in the premise of the college.
- The college celebrated world environment Day by organizing college level seminars.
- Tree plantation drive is conducted by college.
- Usage of LED bulb

Percentage of power requirement of the College met by the renewable energy sources - 12%

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil

Ramp/ Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019-20	1	1	01, 05 & 10/08/19 3 days	Swachh Bharat Mission	1. Ignorance about the environmental pollution.	250/10
2019	1	1	11,20 & 30/07/19 (3 days)	Anti-Tobacco Awareness program	Lack of information about dangers of using tobacco	108/11
2019	1	1	21/09/19	Blood donation camp	Decreasing numbers of blood donors	25/6
2019	1	1	14 & 16/10/19 2 days	Voter awareness program	Ignorance about voting Right	210/06
2020	1	1	13/03/20	Guest lecture on ' Legal Awareness Among the Girl Students'	Problems of Working Women	120/12

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Handbook of Code of Conduct for Various Stakeholders	20 June 2018	Handbook of Code of Conduct for Various Stakeholders was published and circulated among the stakeholders. The

		college Discipline Committee takes care to make students aware about this code of conduct. Various committees are constituted to maintain the decorum of the college. The surveillance camera proved more effective to detect any misbehaviour against the code of conduct.
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7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
1. Yoga Day	21. June 2019	90
2. Blood Donation Camp	21 Sept. 2019	25
3. Observation of Birth Anniversary of Mahatma Gandhi	2 oct.2019	120
4. Observation of Birth Anniversary of Shivaji Maharaj	19 Feb.2020	140
5. Observation of Birth Anniversary of Dr. Babasaheb Ambedkar	14. April 2020	5
6. Blood and Organ Donation Awareness Program	28 Feb. 2020	105

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Vermin Compost generation plant is running successfully in the college.
- To generate environmental awareness among the students, the university has introduced a subject on environmental studies which is taught in the college.
- Institute also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean, green and pollution free.
- The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
- Solar lights are installed in the premise of the college.
- The college celebrated world environment Day by organizing college level seminars.
- Tree plantation drive is conducted by college.
- Usage of LED bulb
- Dustbins made available in campus

7.2 Best Practices

Describe at least two institutional best practices

Best practice- I- Pupil Guardian Scheme (Dattak Palak Yojana)

Best practice- II- University Recognised Certificate Courses

See the link- <http://www.acscarvi.com/IQAC.html#meet-bestpr>

7.3 Institutional Distinctiveness

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

The institution has clearly stated its vision, mission and objectives. The curriculum opted by the institution is in accordance with the long term vision and mission of the institution. For effective translation of the curriculum annual and monthly plan of teaching is prepared and implemented by every faculty member. Strong support mechanism in terms of ICT facility, enriched library with online data base is offered. Invited Talks, Guest lectures, Student Seminar, Quiz Competition, Workshop, Industrial Visits are regularly organized. Two faculty members Dr. M. R. Patil and Dr. S.A. Pande being the member of BOS contributed in development and designing of curriculum. Moreover, the institute has designed and developed curriculum for seven short term certificate courses.

The institution offers certificate course in Environmental Study to aware the students about human impact on the environment, living and non-living things and their role in environment, protection and conservation of biodiversity in environment. As per the university norms in courses B.A. and B.Sc. range of core / elective options is available as per the university norms. The institution also ensures progression of students into higher studies by starting Post Graduate courses in Arts, Commerce and Science faculties and guiding research students by 08 research guides. Six PG programs offered by the institution are self-financed. College also provides seven Skill oriented Short Term programs relevant to regional need.

The efforts of the institution to integrate the cross cutting issues such as Gender Discrimination, Climate Change, Environment Education, Human Rights etc. are achieved through the activities of Woman's Cell, I.C.C., Nature and Science Club, NSS Unit, Tree Plantation, Invited Talks, Rallies etc. For the holistic development of the students institute celebrates national festivals, birth and death anniversary of national heroes, Yoga Day, Blood Donation Camp, Residential camp by NSS unit, Cleanliness Drive, Dignity of Labour etc. The institution has a mechanism to obtained feedback from students and stakeholder on curriculum. The feedback obtained on curriculum is communicated to the university through BOS members. It ensures the contribution of the institution to modify enrich and organize the curriculum. The college introduces seven new short term courses developed and design by our faculty members. Language Lab, Smart Classroom, Computerize library, extension of reading room, internet facility in library etc. helps for effective implementation of curriculum.

8. Future Plans of action for next academic year (500 words)

A) Academic Improvement

- To organize State/National Level conferences/seminars
- To strengthen Academic Program through ITC
- To introduce career oriented courses

B) Facilities improvement

- To continue competitive examination guidance center.
- To publish annual magazine 'Fulora'
- To continue student-guardian and Earn and Learn scheme
- To install solar lamp posts in the college premises

C) Infrastructure Improvements

- Construction of chemistry laboratory

D) Research Activities

- To undertake target oriented research programs
- To help teachers to for the registration and submission of Ph.D. thesis
- To sign MOU with other institutes for research activities and faculty exchange.

E) Assessment of faculties

- Assessment and feedback by students
- Confidential report
- Self- appraisal forms

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

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