



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	KRISHAK EDUCATION SOCIETIES ARTS, COMMERCE AND SCIENCE COLLEGE
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.	07157222070
Mobile no.	9423420625
Registered Email	principal_acscrv@rediffmail.com
Alternate Email	iqac.acscrv@gmail.com
Address	Talegaon Road, Arvi
City/Town	City/Town :Arvi, Dist -Wardha
State/UT	Maharashtra
Pincode	442201

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Mr. Vijay Madhukar Khadse
Phone no/Alternate Phone no.	07157222307
Mobile no.	9096081340
Registered Email	iqac.acscr@gmail.com
Alternate Email	principal_acscr@rediffmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://acscarvi.com/Links/AOAR%20Report%20For%202017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://acscarvi.com/images/team/Academic%20Calender.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70.95	2004	04-Nov-2004	04-Nov-2009
2	B	2.29	2011	27-Mar-2011	27-Mar-2016
3	B+	2.53	2017	12-Sep-2017	12-Sep-2022

6. Date of Establishment of IQAC	01-Jul-2005
---	-------------

7. Internal Quality Assurance System	
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
IQAC has called a meeting of its members	16-Jul-2018 1	15
IQAC has called a meeting of its members	10-Oct-2018 1	15
IQAC has called a meeting of its members	01-Mar-2019 1	15
Feedback is taken from the students	07-Feb-2019 1	200
Feedback is taken from the alumni	25-Apr-2019 1	30
Feedback is taken from the teachers	30-Apr-2019 1	26
Feedback is taken from the employers	30-Apr-2019 1	13
Feedback is taken from the parents	25-Apr-2019 1	20
View File		

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 and science college, Arvi	GOI scholarship	State Govt	2019 180	3900800
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

? Organized three day workshop in collaboration with Indian Red Cross Society branch Arvi on Disaster Management from 29/03 to 31/03/2019

? Organised one day workshop on 'Harmony in Teachers- students Relationship through the Art of Teaching' on 18/04/2019

? Organized One Day State level Workshop on NAAC'S Revised Accreditation Framework- An Overview & Intellectual Property Rights on 20/04/2019

? IQAC with the association of Career counselling and Placement cell has organised One Day Workshop on Skill Development and Self Employment on 1/02/2019.

? IQAC with the association of Career counselling and Placement cell has organised one day placement camp by BEISMER SOLUTIONS, Wardha

[View File](#)

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development committee	23-Dec-2019

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

Yes

Date of Visit

20-Jul-2017

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

06-Dec-2018

<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Yes, the college has the MIS. The institution participates and fills the information on MIS website as well as Central Government's AISHE site (All India Survey on Higher Education) C185. 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 aspects of the college. Office maintains the following record in computer system:</p> <ul style="list-style-type: none"> • Administrative procedures including finance • Student admission • Student records • Evaluation and examination procedures • Research administration • Others <p>List of modules currently operational</p> <ol style="list-style-type: none"> 1. College prospectus 2. College website 3. Images: a collection of pictures taken during departmental activities.

Part B

CRITERION I – CURRICULAR ASPECTS

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 Rashtrasant 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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Beauty Culture	NIL	01/12/2018	90	Employability	Yes
Certificate course in Vedik Mathematics	NIL	01/12/2018	90	Employability	Yes
Certificate course in Spoken English	NIL	01/12/2018	90	Employability	Yes
Certificate course in Tally ERP9 office automation	NIL	01/12/2018	90	Employability	Yes
Certificate course in Ve	NIL	01/12/2018	90	Employability	Yes

rmicomposting	NIL	01/12/2018	90	Employability	Yes
Certificate course in Journalism					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	165	Nil

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
Certificate course in Beauty Culture	01/12/2018	25
Certificate course in Vedik Mathematcs	01/12/2018	25
Certificate course in Spoken English	01/12/2018	54
Certificate course in Tally ERP9 office automation	01/12/2018	25
Certificate course in Vermicomposting	01/12/2018	25
Certificate course in Journalism	01/12/2018	11
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology	16
BSc	Botany	50
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	NIL	760	644	644
BCom	NIL	372	318	318
BSc	NIL	384	348	348
MA	Marathi	160	54	54
MA	Political Science	160	95	95
MA	Home Economics	160	19	19

MCom	NIL	160	136	136
MSc	Chemistry	40	30	30
MSc	Computer Science	40	5	5
View File				

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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1310	339	26	Nil	7

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
26	26	40	4	4	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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 201415 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 201415, twenty faculty members mentored about 105 students very well. As the scheme proved beneficial, it was continued for the next year. In session 201516, about 196 students were mentored by 20 faculty members. During session 201617, 21 faculty members mentored 200 newly admitted students. In session 201718, for 21 teachers there were 202 students to monitor. Now, In this session 201819, 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. 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 mention 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
602	26	22:1

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	26	11	Nil	19

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Anil S. Dahat	Assistant Professor	Dr. Babasaheb Ambedkar Samaj Ratna Puraskar
View File			

2.5 – Evaluation Process and Reforms

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

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
No Data Entered/Not Applicable !!!				
View File				

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 20122013, semester pattern is implemented for UG Science faculty and all PG courses. Since 20162017 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. A copy of academic calendar for session 201819 is attached (Annexure 1) for reference. 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. • Midterm 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

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0	BA	NIL	78	68	87.17
0	BCom	NIL	89	54	60.67
0	BSc	NIL	79	79	100
0	MA	Marathi	22	22	100
0	MA	Political Science	41	32	78.04
0	MA	Home Economics	11	11	100
0	MSc	Chemistry	20	Nil	0
0	MSc	Computer Science	5	Nil	0

[View File](#)

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)

<http://acscarvi.com/Links/sss2018-19.pdf>

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 year
Students Research Projects (Other than compulsory by the University)	180	ACSC, Arvi	0.05	0.05

[View File](#)

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
NAAC Revised Framework An Overview and Intellectual Property Rights	IQAC Library	20/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	2	5.5
National	Commerec	1	5.5

International	Economics	1	6.2
International	Physics	1	6.2
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	2
Marathi	1
Commerce	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	13	25	Nil
Presented papers	2	5	Nil	Nil
View File				

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 activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Three day workshop on Disaster Management	NSS and Red Cross Society	2	47
Superstitions Eradication Program	NSS PANI Foundation	2	137
Water	NSS PANI	2	137

Conservation Awareness Program	Foundation		
View File			

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	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 participated in such activities	Number of students participated in such activities
Gender Issue	Women Cell	Guest lecture on gender equity	2	200
Swachha Bharat Mission	NSS RED Cross	Cleaning College campus	2	252
Swachha Bharat Mission	NSS Subdistrict Hospital	Swachhta rally	2	158
Swachha Bharat Mission	NSS grampanchayat Wagda	Cleanliness Awareness at Village 'Wagda'	2	200
Aids Awareness Program	NSS, RED Cross Subdistrict Hospital	Rally for Aids Awareness	2	200
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

Others(s pecify)	18219	1460130	152	43027	18371	1503157
View File						

4.2.3 – 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	69	28	9	9	20	9	11	10	1
Added	0	0	0	0	0	0	0	0	0
Total	69	28	9	9	20	9	11	10	1

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
NIL	NIL

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
6.5	6.53	6.2	6.27

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)

<p>Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities 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</p>

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 timetotime. 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 timetotime.

<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	41	74985
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	00	Nil	0

[View File](#)

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 implemetation	Number of students enrolled	Agencies involved
Language Lab	01/07/2018	200	College Teachers
Mentor Scheme	10/09/2018	206	College Teachers
Bridge Course	09/07/2018	408	College Teachers

[View File](#)

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 for competitive examination	Number of benefited students by career counseling	Number of students who have passed in the comp. exam	Number of students placed

			activities		
2019	Career Counselling	Nil	150	Nil	10
View File					

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	Number of grievances redressed	Avg. 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	Dhatri Foundation Buttibori	30	10
View File					

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	71	BA., B.COM., B.SC.	Various	1. K.L. College, Amravati 2. Dr. Babasaheb Ambedkar College, Amravati 3. Bharatiy College, Amravati 4. New Arts College, Wardha 5. Open University, Amravati 6. Yashwant Mahavidyalaya Wardha 7. Lokmanya Mahavidyalaya Wardha	M.A., M.COM, M.SC.
View File					

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	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
Civil Services	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
kabaddi	College Level	65
Volleyball	College Level	42
Cricket	College Level	70
View File		

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	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	Nil	Nil	0	NIL
2019	NIL	International	Nil	Nil	0	NIL
No file uploaded.						

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 AntiRagging Committee have the representatives from the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

95

5.4.3 – Alumni contribution during the year (in Rupees) :

21000

5.4.4 – Meetings/activities organized by Alumni Association :

In the session 201819 Alumni Association helped the college in the social activities like tree plantation, cleanliness drive etc. The Alumni Association has helped the college to organize sport week and annual cultural function

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)

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) 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, extracurricular, Cocurricular 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. To make it more effective College Development Committee considers the suggestions received form 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. The college development 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 nonteaching staff representative and Principal as an exofficio secretary.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

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):

Strategy Type	Details
Curriculum Development	The curriculum of the University is mandatory to all affiliating colleges. (RTMNU). Some Teaching Faculties are members of Board of Studies.

Suggestions regarding curricular changes are taken from students, parents, alumni etc. and forwarded through BOS members. Apart from this, Six Certificate courses i.e. Certificate course in Spoken English, Tally, Beauty Culture, Vedic Mathematics, Vermicomposting, Journalism are designed by the BOS of respective department of college. Syllabus for Bridge Course is designed by the faculty for each subject of first year. This helps for the better functioning of the curriculum. To encourage students interaction study circles are formed for each stream.

Teaching and Learning

Faculties adopt following methods for effective teaching 1) Group Discussions 2) Class Seminars 3) Paper Presentation 4) Role play method of Teaching 5) Excursions 6) Educational Quiz. 7) Debate and viva 8) Teaching English in Language Laboratory. 9) Students Research Projects. The faculties are suggested to use interactive method for better learning • Audiovisual study material is used for 20 classroom teaching. • Encouraging students to read related articles on internet and ebooks. • Bridge Course facilitates the gap building of knowledge between 2 and first semester syllabi. • Short term courses provide professional skills about six different fields. • Cooperative learning is facilitated through field project.

Examination and Evaluation

College has the Internal Examination Committee which monitors the process of internal 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 incharge 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. Research projects are undertaken by students of Science Departments, and Commerce Dept.

Research cell comprising of faculty members of the college monitors the RD of teaching faculty with regard to minor/major research projects. Out of 25 teachers 19 have been awarded Ph.D., 8 teachers are Ph.D. supervisor and 9 have been pursuing. Research is a significant activity of the college. During this (201819) academic year 11 research papers were published in National and International Journals Conferences and Books.

Library, ICT and Physical Infrastructure / Instrumentation

A library advisory committee is formed which conducts annual meeting. The IQAC meets the library committee to discuss and give its suggestions. • Digital Database subscribed in library. • Staff and students have access to INFLIBNET (e journal) • College is a member of NLIST, 9700 ebooks and 6000 e-journals can be accessed through it. • Internet and OPAC facility is available. • Ranganathan Day and Books exhibition are held annually in the library. • For digital teaching-learning two well-equipped smart class rooms are set up in the College. • Construction indoor sports stadium is completed. • The other facilities provided are digital camera, true copier, advanced printer, Scanner .

Human Resource Management

The college has ample human resources to take care of various kinds of work and responsibilities. • The college tries to keep the human resources updated and competent. • The college makes sure that the 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 cocurricular and other activities. There are many welfare schemes for staff and students like free medical checkup and cooperative societies.

Industry Interaction / Collaboration

Placement and Career Counselling cell has made effort to collaborate with various industries for the placement of students. In the academic session 201819 in with the help of Dhatri Foundation 27 students had been sent for the training programme. Out of 27,

	19 students have been placed in various industries.
Admission of Students	The admission process is transparent, merit based and strictly within the norms of the university and state education department. However 1. Applications are invited, scrutinized and merit list is published. 2. All admission information is placed in prospectus and on notice board. 3. Concession in fees and instalment facilities are provided. 4. Reservations are strictly followed as per State and Central Government rules.

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

E-governance area	Details
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 Egovernance 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 nonteaching staff. The college campus is equipped with CCTV Cameras at very place of need.
Finance and Accounts	The college uses the POWERPAC software for Egovernance 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 POWERPAC 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/	Name of the	Amount of support
------	-----------------	---------------------	-------------	-------------------

		workshop attended for which financial support provided	professional body for which membership fee is provided	
2019	NIL	NIL	NIL	Nil
No file uploaded.				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	From Date	To date	Duration
Refresher Course	4	16/06/2018	30/04/2019	270
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Cooperative society	Cooperative society	Pupil Guardian Scheme, Govt. Scholarship, Bus fare concession

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>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.</p>

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/ Grnats received in Rs.	Purpose
--	-------------------------------	---------

College Development Committee	5274191	construction of indoor stadium
View File		

6.4.3 – Total corpus fund generated

00

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	No	Null	Yes	Principal
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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 1.Tree Plantation 2.Supported the campus placement conducted by Dhatri Foundation 3. Supported cultural activities.

6.5.3 – Development programmes for support staff (at least three)

1. Duty leave is granted to the staff for attending professional development program 2. College administration support and help in organizing of development program 3.Technical facility is provided for organizing such development program

6.5.4 – Post Accreditation initiative(s) (mention at least three)

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. Organised One Day State level Workshop on NAAC'S Revised Accreditation Framework An Overview And Intellectual Property Rights

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
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 IQAC	Duration From	Duration To	Number of participants
2019	One Day State level Workshop on NAAC'S Revised Accr editation Framework An Overview And	20/04/2019	20/04/2019	20/04/2019	300

Intellectual
Property
Rights

[View File](#)

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	Period To	Number of Participants	
			Female	Male
Workshop Under Gender Equity on Obstacles Faced by Working Women	03/03/2019	03/03/2019	56	32

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University 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 cooperation 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 25

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number 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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	14/02/2019	1	Voter awareness Rally	Ignorance about voting Right	128
2019	1	1	29/03/2019	3	Three day workshop on Disaster Management	Providing Help in Natural Calamity	177
2019	1	1	09/03/2019	1	Workshop on Obstacles Faced by Working Women	Problems of Working Women	112
2019	1	1	19/09/2018	1	Blood Donation Camp	Decreasing number of blood Donor	26
2019	1	1	20/04/2019	1	State level one day workshop on NAAC'S Revised Accreditation Framework Intellectual Property Rights	Ignorance about Intellectual Property Rights	70

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook of Code of Conduct for Various Stakeholders	20/06/2018	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 misbehavior against the code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day	21/06/2018	21/06/2018	100
Blood Donation Camp	19/09/2019	19/09/2019	26
Observation of Birth anniversary of Mahatma Gandhi	02/10/2018	02/10/2018	100
Observation of Birth anniversary of Shivaji Maharaj	19/02/2019	19/02/2019	100
Observation of Birth anniversary of Dr. Babasaheb Ambedkar	14/04/2019	14/04/2019	100
No file uploaded.			

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 cooperation 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 and indoor stadium is run only on solar energy.
The college celebrated world environment Day by organizing college level seminars.
Tree plantation drive is conducted by college
Usage of LED bulb
Dustbins are made available in campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices Best practice I 1. Title of the practice Pupil Guardian Scheme (Dattak Palak Yojana) 2. Objectives of the Practice ? To identify economically

weaker students and to encourage them for higher education. ? Financial assistance to economically weaker students for education. Studentteacher ratio is maintained 1:1 ? To develop sensitivity amongst teachers for economically weaker section of society. ? This scheme is open to all students irrespective of their gender, caste, creed and religion. ? Through this scheme teacher becomes a friend, mentor, philosopher and guide of the adopted students and hence, through this activity we fasten the StudentTeacher relationship which is really needed in present era. ? To encourage the NGO's and social organizations to participate in this scheme. 3. The Context The College is located in the vicinity of villages. Most of the students are the wards of farmers and labours. Some of them might be from the families of farmers / labours who committed suicide due to financial stringency. Some of them are orphans. They suffer financial crisis and hence after higher secondary education even though they wish to join higher education, they could not complete it. Unfortunately they are unable to join higher education. Hence, the principal and the teaching staff discussed the issue of poor students in staff council meeting in the year 2008 and decided to adopt financially weak students in the ratio 1:1. The various local NGOs also contributed the scheme by adopting numbers of needy students. 4. The Practice After completion of admission process, financially weak students were identified. For this applications were invited from the students expecting assistance in education. After scrutinizing the applications by the committee, students were shortlisted for personal visit. Members of Pupil Guardian Scheme Committee visited the families and interacted with the parents for better future of their pupils. Depending on the number of available teachers, the most genuine and needful applicants were selected for financial help. On the birth anniversary of Adv. D. N. Kale, Chairman of Krishak Education Society, adoption ceremony was organized. All teachers are involved in the scheme and they willingly provide financial assistance to the students. Moreover, the teachers mentor / guide their adopted students academically. Total teachers are equally distributed into three groups and these group are involved in scheme step by step in three years. Rotation continues after completion of third year. The financial help includes admission fees, universityexam fees, stationary, uniform, buspass fare etc. We feel that this scheme is unique in the country. The scheme was highly appreciated by the peer team of NAAC in 2nd cycle . The institution also promotes this scheme amongst local NGO's to contribute when number of needy students is more than teacher student ratio. Local Rotary club, Indian Red Cross Society, Lion's Club, Matruseva Sangh, member of executive committee and retired employee contribute the scheme till the graduation of students. The financial help of individual teacher is collected in a separate bank account in the name of staff club through salary statement. Contributions by social organizations, NGOs are also deposited in the same account. The coordination committee disburses the amount by cheque to the needy students. 5. Evidence of success The following table indicates number of beneficiaries and outcome of the scheme.

Sr. No.	Session	No. of Beneficiaries	Fund Disbursed (in Rs.)	Outcome (Pass)	Outcome (Fail)
1	201819	41	74985/	34	07

This scheme has solved most of the problems faced by poor and needy students. Since the beginning of this scheme, it is found that the attendance and passing percentage of student beneficiaries has increased. Even the number of NGOs and eminent people in the society showed interest in adopting the poor and needy students of our college. It is noteworthy that some of the students stood in the rank of merit list. Problems Encountered and Resources Required : In the beginning the institution faced some minor problems which are resolved in due course of time. Now the scheme is running smoothly since last ten years. The main resource required for this scheme is a sensible human resource . We feel that our teachers are committed to overall development of our students and are sensitive enough to cope with academic, financial, social, regional needs of our students. To conduct this scheme, consistent efforts on the part of coordination committee and guardian teacher is needed.

Notes : "Pupil Guardian Scheme" is a unique practice and other institutions can implement it with dedication. The scheme ensures the completion of the higher education of poor and needy students. It strengthens the relationship between the teacher and students where the teachers work beyond the boundaries of the classroom and staffroom and thus becomes a part of student's family. With this financial help, the struggle and energy of students for earning is saved and they can concentrate on academic performance. It is observed that as a result of closer relation between the teacher and students, academic performance is improved. BEST PRACTICE 2 1. Title : Short term certificate courses 2.

Objectives of the practice: • To provide opportunity to the students to bring out their hidden talents and to enhance self learning skills. • To develop skills in the interested fields, confidence building and creativity. • To create employment opportunities for the students and to make them earn while learn. • To develop leadership quality among students in team work. • To get self help employment through these courses. • Students are encouraged to take full advantage of these opportunities to broaden horizons, excel in interested area. • To prepare students for careers across a broad range of science, journalism, mathematics, etc • To enhance student personal satisfaction. • To develop the students understanding of language and information specific to their discipline. • To enable students to effectively integrate concept and skill across functional areas. 3. The context There are various kinds of certificate courses available: from undergraduate to graduate. Certificate courses serve a multitude of purposes for different students: they are sometimes used to bridge the gap between different phases of academic study, or to provide additional professional training and qualifications. The certificate courses in our college have wide variety of subjects in Arts, Humanities, Business, Biological and Life Sciences. The variety of different certificate courses can be overwhelming. These courses provide indepth knowledge of the skill and job opportunities to rural students. These courses are job focused and provide a wide range of skills to an individual so that he can perform well when dealing with complex projects, vendors and multiplatform environment. Thus helps in enhancing the confidence level of an individual. Having a prior knowledge of the job responsibilities provided by these courses helps an individual to easily adapt to the work environment and quickly advance in his career. 4. The practice Our college conducts following short term certificate courses under Jeevan Shikshan Abhiyan of Department of lifelong learning and extension of RTM Nagpur University, Nagpur. Name of course Duration Coordinator

1 Certificate course in Vermicomposting	3 Months	Dr. V. Y. Muley
2 Certificate course in Beauty culture	3 Months	Dr. Neema Patil
3 Certificate course in Spoken English	3 Months	Prof. V.M. Kadase
4 Certificate course in Tally ERP 9 office Automation	3 Months	Dr. M. R. Patil
5 Certificate course in Journalism	3 Months	Dr. Shyamprakash Pande
6 Certificate course in Vedic Mathematics	3 Months	Prof. M. T. Kolhe

Each short term certificate course consists of coordinator among the faculty members from various departments. Board of study consisted of members from various departments is constituted at college level to designed the syllabus for these certificate course. The total seats available for students to each course are 30. Minimum fees of Rs. 300 is charged per student for each course. The coordinator of the course along with other faculty members of the concerned course has designed syllabus structure and time table of their respective course. Through these certificate courses the students are well trained and coached for their self help employment for their future. Coordinators from each course invite external expert from outside for coaching and training the students frequently. The classes and practical are conducted regularly according to the time tables of the respective courses. On completion of the course work, the examination of all the courses is conducted after 3 months. Each student who have successfully completed the course and passed the exam is awarded with a certificate from college duly signed by Director, Department of life long learning and extension. 5. Evidence

of success 1. The part time employment opportunities for learners are acquired skill for generating income. 2. The confidence level of the students is improved through these skill based courses. 3. Through these courses, the hidden talents, Skill creativity of the students is identified. 4. Many alumni are appreciating the students for their selfreliant and skill development. 5. The parents of the students admitted in these STCC are appreciating this practice for exhibiting the talents of their wards in vermicomposting, beauty parlor, journalism, vedic mathematics etc 6. Problems encountered and resource required Most of the faculty members of our college are important resource persons. The external experts are invited by the coordinators of the courses for providing coaching and training and remuneration of the expert is paid by college. Separate rooms are also made available by the college for each course. The infrastructural facilities and accessories are provided by the college to all courses.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://acscarvi.com/Links/Best%20Practice%202.pdf>

7.3 – Institutional Distinctiveness

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

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 institution has designed and developed curriculum for five short term certificate courses. The institution offers certificate course in Environmental Study to aware the students about human impact on the environment, living and nonliving 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. Ten programs offered by the institution are selffinance out of thirteen. In these selffinance courses some are traditional and some are professional. College also provides five 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 Labor 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. Language Lab, Smart Classroom, Computerize library, extension of reading room, internet facility in library etc. helps for effective implementation of curriculum.

Provide the weblink of the institution

<http://acscarvi.com/>

8.Future Plans of Actions for Next Academic Year

A) Academic Improvement •To organize State/National Level conferences/seminars
•To strengthen Academic Program through ICT •To introduce career oriented courses
B) Facilities improvement •To continue competitive examination guidance center.
•To publish annual magazine 'Fulora' •To continue studentguardian 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 for
the registration and submission of Ph.D. thesis E) Assessment of faculties •
Assessment and feedback by students • Confidential report • Self appraisal forms
• Assessment of faculties by IQAC • Quality Initiatives • To organise sport week
and annual gathering • To observe birth and death anniversaries of great
personalities of India • To organise blood donation camp, tree plantation and
cleanliness drive, reading inspiration Day,