



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Principal Arunrao Kalode Mahavidyalaya
• Name of the Head of the institution	Dr. D. R. Satpute
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9028215820
• Mobile No:	9028215820
• Registered e-mail	prinakalode@gmail.com
• Alternate e-mail	umesh24.sarode@gmail.com
• Address	Behind Omkarnagar, Manewada Ring Road
• City/Town	Nagpur
• State/UT	Maharashtra
• Pin Code	440027
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Rashtrasant Tukdoji Maharaj Nagpur University				
• Name of the IQAC Coordinator	Dr. B. B. Swain				
• Phone No.	9511834615				
• Alternate phone No.	9860367586				
• Mobile	9511834615				
• IQAC e-mail address	bjswain09@gmail.com				
• Alternate e-mail address	umesh24.sarode@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://pakm.in/Academic-Calendar-2019-2020.pdf">http://pakm.in/Academic-Calendar-2019-2020.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://pakm.in/Academic-Calendar-2020-2021.pdf">http://pakm.in/Academic-Calendar-2020-2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	1.84	2012	10/03/2012	09/03/2017
Cycle 2	B++	2.96	2019	25/03/2019	24/03/2024
<b>6.Date of Establishment of IQAC</b>			16/02/2012		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>03</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p><b>*Online Classes/ Students and Faculty Exchange Programme due to Covid-19 Pandemic *Stress on research and Publication *Organisation of National Webinar *Imbibing Values and Ethics among Students through Community Service *Online meeting with Parents/Alumni to collect Feedback at the time of Pandemic for quality enhancement</b></p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Academic Calendar	Could not be fully executed due to Covid-19 Pandemic
Online Classes/ Students & Faculty Exchange Programme	Executed
Question Banks for Objective Tests to prepare the students for Online University Examinations	Executed
Online Meeting with Parents and Alumni	Executed
Online filling of Feedback by Students and Alumni	Executed
Stress on Research and Publication	Executed
Stress on Faculty Development Programmes: to attend & present paper in Seminar/Conference	Executed
To Organize Seminar/Conference	Partially Executed due to Pandemic
Stress on Certificate Courses and Projects for Students	Could not be executed due to Pandemic
Collection of Feedback from the retiring employees of the institution for quality enhancement	Executed
Community Service	Executed
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Management	05/08/2021

<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
YES	02/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

## Extended Profile

### 1. Programme

1.1 3

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

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

### 2. Student

2.1 211

Number of students during the year

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

2.2 200

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

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

2.3 65

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 10

Number of full time teachers during the year

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

3.2 13

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>3</b>
Number of courses offered by the institution across all programs during the year	

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

### 2. Student

2.1	<b>211</b>
Number of students during the year	

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

2.2	<b>200</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	<b>65</b>
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	<b>10</b>
Number of full time teachers during the year	

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

3.2	13
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	3.84678
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The institution follows the prescribed curriculum of Rashtrasant Tukadoji Maharaj Nagpur University as it is affiliated to it. In the very beginning of the Academic Session, the IQAC holds a meeting with the faculty members of the college, forms various committees for smooth working of academic, co-curricular and administrative activities, and guides the faculty members to prepare Academic Calendar. The timetables are prepared by the Committee meant for it and workload is distributed among faculty members. Apart from the regular teaching staff, eligible contractual and contributory teachers get appointed to carry out the workload. All the teachers prepare annual teaching plan and follow it to make teaching-learning effective. They also maintain daily diary to note down their day-to-day contribution in academic and co-curricular fields.



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

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

The institution follows the academic calendar of the University to execute curricular and extra-curricular activities. Apart from regular teaching and learning process, the faculty members organize guest lectures, institutional visits, visit to book exhibition, etc., to enrich the curriculum. For continuous internal evaluation, the teachers give home assignments, conduct surprise tests, class tests, college terminal tests and viva-voce for each semester to prepare the students for University examinations. However, the activities could not be held according to the framing of the academic calendar due to Covid-19 pandemic during this session.

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

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

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

**C. Any 2 of the above**

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

## 1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

The issues concerning contemporary times get incorporated into usually by the parent University. Therefore, all the important issues relevant to professional ethics, gender, human values, environment and sustainability are integrated into the curriculum by the University. The Board of Studies of various subjects frame the syllabus taking into consideration the above aspects. The NSS unit, environmental committee, cultural committee and women cell of the college also deal with all these issues to bring awareness and imbibe the values and ethics among the students.

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

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

0

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://pakm.in/1.4.2.pdf">http://pakm.in/1.4.2.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

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

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

840

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

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

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

200

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

## 2.2 - Catering to Student Diversity

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

Through continuous internal assessments the faculty members identify the standard of the students and categorize them into advanced and slow learners. The teachers adopt different strategies for both the categories for shaping their career and goal achievement. As the advanced learners are high achievers, the teachers guide them for higher education and placement. They also provide them with learning resources to motivate them for further academic enrichment. Such students with high achievement motivation are rewarded with prizes, appreciation and applaud by the teachers, principal and management. The slow learners are taken extra care in terms of remedial classes, mentoring and counselling by the teachers to improve their performance.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
211	15

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

## 2.3 - Teaching- Learning Process

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

The teachers try their best to make the classes as interactive as possible to encourage innovative ideas and novel interpretations.

Use of audio-visual aids, language lab, Google tests, institutional visits and projects helps students to have experiential and participative learning. Home assignments on curricular aspects are given, discussions and debates on contemporary issues are held to encourage the students to think and analyse. NSS unit and Physical education department with the support of faculty members organize many activities to make the students participate, integrate and learn.

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

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

Teaching-learning method adopted by the institution has become dynamic with constant demand for innovative methods. Besides conventional class-room method, the ICT is being increasingly implicated into the process of teaching and learning in order to make them more adaptable and effective. Smart class rooms, computer lab, wi-fi, smart phones, etc., also help teachers to make teaching-learning process effective. Social media especially WhatsApp, which has proved to be a boon to teaching-learning these days, is immensely helping our institution in terms of encouraging both faculty and students to get involved in it for academic interaction, any time and any day. This has revolutionized the system of education by pointing out limitations of the age-old and monotonous teaching-learning process. The well-trained teachers in ICT engaged their online classes effectively at the time of Pandemic.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://meet.google.com/hhv-pngb-qhk">https://meet.google.com/hhv-pngb-qhk</a>

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

**2.3.3.1 - Number of mentors**

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

10

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

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

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>



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

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

237

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

### 2.5 - Evaluation Process and Reforms

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

The test examinations for odd and even semesters are conducted by college twice in a year by following the same pattern of question papers as set for University examinations. The objective behind this is to well equip the students to face the University examination. The answer papers of test examinations are thoroughly scrutinized and shown to students to see comments on mistakes and accuracy of answers. The college examination committee declares the results. In addition, two surprise tests for each semester along with regular class tests, tutorial and open book tests are conducted by the faculty members to improve the results. However, only online tests were conducted during the current academic year due to the Pandemic.

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

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

The examination committee looks after the internal examinations of the college. After the examinations are held, the teachers of concerned subjects assess the answer papers and show them to the students to make sure that the process is transparent. While showing the papers, the teachers point out the mistakes and appreciate the good performances. However, if the students have

any issues relating to assessment and evaluation, the teachers immediately address them. It is done always promptly and effectively.

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

## 2.6 - Student Performance and Learning Outcomes

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

The teachers are aware of the programme and the course outcomes of the programmes offered by the college. The teachers, at the beginning of the session, make the students understand the aims and objectives of the programme-what are the skills which they are going to achieve and how they are going to build the foundation of their career. Apart from their subjective knowledge, they learn communications skills, reasoning, socio-cultural awareness, ethics and values, health awareness, computer literacy, etc. The teachers take utmost care of teaching the course content. They complete the syllabus, go for assessment and evaluation at the end of the completion of the course of study and expect the students to perform well in their subjects.

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

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

Attainment of programme outcomes and course outcomes are evaluated by the institution through various ways. Especially on teachers' Day, the self governance which the students are encouraged to have, evaluates both the programme outcomes and course outcomes. The students plan the day long activities and exhibit their talent and skills through administrative and academic competencies:-making of timetable, working of the institution, administration, teaching, etc. It is also done through

organization of cultural activities, NSS programmes, debates, discussions and tests on subjects as well. However, due to pandemic situation only online tests were conducted during this session. Alumni's enrolment in higher education also measures the attainment of programme and course outcomes.

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

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

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

59

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

### 2.7 - Student Satisfaction Survey

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

<http://pakm.in/2.7.1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

6

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

## 3.2 - Research Publications and Awards

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

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

1

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

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

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

3

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

### 3.3 - Extension Activities

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

Extension activities are carried out in the neighbourhood community every year in order to sensitize the students to social, environmental and other issues. The institution carries out a plantation drive every year in its adjoining areas in order to keep them green and pollution free. Through Shram Daan, the students carry out cleanliness drive in the entire area surrounding the college. Rallies carrying play cards on social issues like communal violence, gender discrimination, child labour, aging issues, etc.; environmental problems like pollution, global warming, water and soil conservation; health awareness; and unity and integrity of the nation are organized. Programme is also organized to distribute clothes and eatables among the poor locals as well as to sensitize the students on the above issues. However,

due to the prevailing pandemic some of these activities could not be held.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

13

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

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

562

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

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

1

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

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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching and learning. It has sufficient number of well-furnished and well ventilated class-rooms. It also has two smart class-rooms. Beside class-rooms, it has a computer laboratory and laboratories for science faculty. The institution is also equipped with a language lab. It has also a seminar hall to organize curricular and extra-curricular activities.

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

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

The institution has adequate facilities for cultural activities. It has a big open stage to perform drama, dance and other cultural programmes. It is equipped with a big playground and parking area. The playground, gymnasium and the area for yoga and meditation are the proud possessions of the institution. The gymnasium is equipped with many modern fitness equipments. The institution is conducive for both indoor and outdoor games.



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

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

14

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

2

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

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

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

3.85

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

#### 4.2 - Library as a Learning Resource

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

The main library of the college already has several aspect of its work automated and computerised, while upgrading of these system and extending automation to more aspects is continuously going on. the library user the Libman software automated and computerized management of the library service. The acquisition and cataloguing of the library has been fully computerized with digital records integrated with other systems. Circulation of the library stock items, including issue and return of books by students and staff, which also entirely computerized. Cataloguing, catalogue assessing, search and location function and tracking movement of items are all computerized and automated. The library also has localized OPAC system, which can be accessed on the computer set up in the library. As a part of the over all computerization and automation the library is able to regularly create and access MIS reports, maintain serial control and keep a tab on uses, transactions and visit data. The library also has a large number of e-resources through its INFLIBNET membership. The staff and students are given free access to these e-resources on the campus, while the staff members can access even remotely through individual user credentials.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

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

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

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

0.38

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

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

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

60

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

#### 4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi

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

##### 4.3.2 - Number of Computers

25

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

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

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

1.8

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

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

The procedures and policies for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms, etc., are very simple. The maintenance and support facilities of the institution are looked after by the office administration under the direct supervision of principal of the college. The heads of the concerned teaching departments, the in-charge of sports (PET), gymnasium and sports

complex, librarian and the non-teaching staff are instructed by the office administration to communicate their requirements to the heads of various committees of the college to be finally placed before principal for his perusal and action on priority basis.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

48

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="http://pakm.in/5.1.3.pdf">http://pakm.in/5.1.3.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

**A. All of the above**

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

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

## 5.2 - Student Progression

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

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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

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

12

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

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

0

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



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

The student council of the college is constituted according to the directives of Rashtrasant Tukadoji Maharaj Nagpur University. The council consists of the principal as chairperson, two senior teachers and two students (one from Arts and one from Commerce Faculty). The teachers are nominated by the principal, and the students are selected by the chairperson and nominated teachers. By taking good academic performance and active participation in extra-curricular activities into consideration, the students are selected. The entire team works effortlessly to carry out the activities of the council. All the academic and administrative committees consist of faculty members, selected students (two for each committee) and other required members. The students council and other committees take care of all activities of the college. However, owing to Covid-19 Pandemic, most of the activities could not be done this year.

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

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

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

149

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

## 5.4 - Alumni Engagement

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

The institution does not have a registered Alumni Association. However, it organizes two meetings every year with its alumni to get their feedback/suggestion and to make them interact with the continuing students. Owing to pandemic, an online meeting was organized with the alumni during 2020-2021 session and feedback was also obtained on virtual mode. The alumni are an asset to the institution. They play the role of mentor while interacting with the students on roll. They take part in various events organized by the college and stay in contact of the teachers and students of the college for any help any time.

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

### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The governance of the institution reflects both its vision and mission. The vision of the institution is to produce skilful humanbeings. Its mission is to educate the students; to gain their trustworthiness; to make them realize their indebtedness to the society, environment and nation, and to inculcate ethics and values among them. The institution works incessantly through curricular, extra-curricular and co-curricular activities to achieve its mission. It enables its products to hold the capability of addressing all the social, environmental, professional and national issues, and to live a healthy life. Its

mission is to inculcate values, discipline, hard work, team-spirit, rational thinking and generosity among the students.

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

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

The habit of decentralization and participative management encourages the stakeholders to put in efforts for the progress of the institution. The teachers and the students' representatives are at liberty to use their expertise for overall development of the institution. The faculty members enjoy autonomy to prepare their respective academic calendar and execute that accordingly. To accomplish the aims and objectives of the curriculum, and to enrich it (curriculum), the teachers frame academic calendar, plan academic activities and endeavour to materialize their plan. The students are also the significant stakeholders of the institution. Their representatives enjoy the freedom in executing the leadership role while taking part in the activities of the college. Though the faculty members guide them and monitor their activities, they get autonomy to design their strategy and work accordingly. They along with the other students participate in organizing the curricular and extra-curricular activities which help them to build up their skills and achieve leadership quality. Their success boosts self-confidence and disappointment leaves opportunity to learn. The practice of decentralization and participative management usually help both the teachers and students to develop their leadership quality and show managerial skills for the progress of the institution.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The prime aim of the institution is to produce educated humans to support the development of the society and nation. It is, therefore, needed to take care of all round development of the students through lively connectivity. Hence, it is one of the best practices of the institution that connects the students, alumni, faculty members, administrative staff and principal, always (24x7) through social networking site -WhatsApp groups. This strategic plan has been helping the faculty members and alumni to guide the students in their academic, social and personal life effectively. The administrative employees of the college are also connected with the students through WhatsApp groups to address the administrative requirements of the institution. This plan has proved as boon to the whole institution during the time of pandemic and thus proved to be a very effective means to all the stakeholders to discharge their duties without any hindrances.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organogram of the college shows the decentralized process of administration. The college administration runs through a concerted and cooperative efforts of the principal, teaching and non-teaching staffs, and students with wholehearted support from the other stakeholders (management, alumni, parents and community) in order to achieve the institutional vision. All the activities get organized to achieve the set goals. The principal, who is the head of the institution, supervises all aspects such as academic extra-curricular, co-curricular, and administrative, development, etc. Under the supervision of the principal, various committees and cells are formed which include IQAC, CDC, Magazine Committee, Library Committee, Committee for Prevention of Sexual Harassment, Anti Ragging/Grievance Cell, Women Cell, Timetable Committee, NSS Unit, Environmental Committee, Placement Cell, etc. Appointment and service rules are in compliance with the rules laid down by UGC/RTMNU. All the committees and cells are effective and efficient to look after the activities of the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

The college adopts effective welfare measures for both teaching and non-teaching staff of the college. The professional development is ensured through periodic training / conferences / seminars / workshops. The faculty members and the non-teaching staff are encouraged to develop academically and update their administrative skill, respectively. It also provides its employees with financial and health securities. The institution ensures the following welfare schemes.

Opportunities for career development:-

- Incentives up to 1000/- for research publication in peer reviewed journal
- Encouragement to teachers for Faculty Development Programme
- Liberty to attend /organize seminars/workshops/conferences
- Financial support to attend conferences/seminars/workshops

- Free Wi-Fi and computer Lab
- Time-bound promotion

#### Medical/Health facilities:-

- Group insurance for all employees
- Financial help to 4th class employees for Covid treatment

#### Other Benefits:-

- Gymnasium
- Canteen facility for employees and students at subsidized rate
- Celebration of festival and events of national importance
- Felicitation programme for the superannuated employees

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

14

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**Institution has performance appraisal system for the assessment of teaching and non-teaching staff. To measure the standard of the**

faculty members, the performance based appraisal system is filled by them at the end of every academic session. The teachers provide all information regarding teaching, publication, research, FDP, co-curricular and extra-curricular activities, organization of and participation in seminars/conferences/workshops. The following measures are taken into account for assessment of the non-teaching staff.

- Technical contribution (knowledge/awareness)
- Willingness to learn new skill of work
- Hard work
- Behaviour
- Sincerity

Promotion is granted to the non-teaching staff depending on their work performance.

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

## 6.4 - Financial Management and Resource Mobilization

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

The institution conducts both internal and external financial audits regularly. The office of the institution maintains all the records of the expenditure incurred on various heads. The principal goes through the records every month and does the monthly internal audit himself by the help of his office. The external audit is done by the professional auditor hired by the Saibaba Lokseva Sanstha at the end of every financial year.

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

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



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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The institution makes strategies for mobilization of funds and utilizes its resources to a greater extent. The management plays a significant role in providing financial aid to the college along with various goods that are required for its smooth running. The alumni, faculty members and philanthropists also contribute to the institution either in cash or in the form of goods for meeting the exigency, if any.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC has significantly contributed to enhance the quality of the institution. One of the strategies covers the procedure of teaching-learning and evaluation. Along with effective teaching-learning process, it goes through continuous internal evaluation-class-room tests, open-book tests, surprise tests, question-answer method, group discussion, etc-to ensure quality assurance strategies and processes. The strategy of mentoring/counselling also abundantly contributes to the quality enhancement of the institution. By taking care of all the students-slow and advanced learners, and average students-through different strategies and

processes the faculty members try to uplift the standard of the institution.

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

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

Before first cycle of assessment, the teaching-learning was confined to traditional methods. However, before second cycle, the faculties started adopting innovative ideas (use of ICT) to make the teaching-learning process more effective. Teaching-learning method adopted by the institution has become dynamic with constant demand for innovative methods. Besides conventional class-room method, the ICT is being increasingly implicated into the process of teaching and learning in order to make them more adaptable and effective. Guest-lectures, faculty and student exchange programmes, workshops/seminars on themes of the syllabus are also being organized to upgrade the teaching-learning standard. The initiative of the IQAC to get connected with students 24x7 has been proved as a boon to the students as well as the faculties at the time of pandemic. Social media especially WhatsApp groups are immensely helping our institution in terms of encouraging both faculty and students to get involved in it for teaching-learning, counselling and mentoring. This has revolutionized the system of education by pointing out limitations of the age-old and monotonous teaching-learning process. The well-trained teachers in ICT engaged their online classes effectively at the time of Pandemic. The IQAC has taken two initiatives-use of ICT and curriculum enrichment programmes to enhance the quality of teaching-learning process.

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

**6.5.3 - Quality assurance initiatives of the** C. Any 2 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://pakm.in/6.5.3.pdf">http://pakm.in/6.5.3.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

Every year the college organizes many activities to promote gender equity. The cultural committee, NSS unity and women cell of the college organize these activities through drama, dance, debate, poster competition, essay competition, etc. However, due to pandemic, these activities could not be organized. The cultural committee commemorated Mahatma Jyotiba Phule Memorial Day and Savitrimaayee Phule Jayanti who devoted their lives for women education and gender equity. The women cell organized a guest lecture on women empowerment that too on International Women's Day.

File Description	Documents
Annual gender sensitization action plan	<a href="http://pakm.in/7.1.1.pdf">http://pakm.in/7.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://pakm.in/7.1.1.pdf">http://pakm.in/7.1.1.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

The institution adopts an innovative strategy to treat the bio-degradable solid waste. It is one of the best practices of the institution. The waste management helps it to keep the environment pollution free and the area clean and beautiful. The waste is segregated to degradable and non-degradable first. Then it (solid waste management) transforms the degradable waste of the campus to compost which is used for the nourishment of the plants and trees. The institution also manages its E-waste which cannot be reused any more. Its entry is done in dead stock and kept in the stock-room. The use of non-degradable material like plastic is not allowed inside the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://pakm.in/7.1.3.pdf">http://pakm.in/7.1.3.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

**7.1.5 - Green campus initiatives include**

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

**A. Any 4 or All of the above**

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

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

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

**D. Any 1 of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

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

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

**The institution has firm belief on the dictum "Unity in Diversity", hence promotes the inclusive environment. It takes**

initiatives to inculcate tolerance and universal acceptance among the students of the college. It also takes efforts to maintain harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities through extra-curricular activities. The institution organizes various competitions-debate, essay, fashion show, drama, dance, poster, etc.-to achieve the goal. To maintain peace and harmony among the diverse communities of the nation, the university has also taken initiatives to include value based lesson (Chicago speeches of Swami Vivekananda, Go, Kiss the World, etc.) to achieve the aim. The language teachers, especially, take efforts to create toleration and inclusiveness among the students. Through various cultural activities, NSS programmes, and annual gathering the institution tries its best to bring the students together and encourages them to live with human values. However, owing to Covid-9 Pandemic, most of the activities could not be done this year.

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

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

Sensitization of students and employees to the constitutional obligation is done by the institution through various activities. Reading of the preamble by the employees and the students on the constitution day (26th November) is an initiative of the institution to make them realize their rights, duties, and responsibilities as the citizens of the nation. The institution also celebrates National Voters' Day (25th January) to sensitize them to cast their vote honestly. Celebration of various programmes-NSS Day, Teachers' Day, Gandhi Jayanti, Independence Day, Republic Day, Founder's Day, etc.- inculcates values for being responsible citizens. Conduct of such programmes by the students and their active participation in them make the initiatives successful to achieve the end.

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

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

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

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

Institution imbibes tolerance, communal harmony, inclusiveness, ethics and values among the students and employees by celebrating the following national and international commemorative days, events and festivals.

1. International Yoga Day (2st June)
2. Republic Day (26th January)
3. Dr. B.R. Ambedkar Jayanti (14th April)
4. Constitution Day (26th November)
5. Teachers' Day (5th September)



6. Gandhi Jayanti (2nd October)
7. Swachhata Abhiyan (From 2nd October for 15 days)
8. International Women's Day (8th March)
9. Independence Day (15th August)
10. National Girl Child Day (24th January)
11. National Voters' Day (25th January)
12. Health Check up Camp
13. Sports and Cultural Week
14. Sabitribai Phule Jayanti (3rd January)
15. Bal Gangadhar Tilak and Anna Bhau Sathé Jayanti
16. Birth Anniversary of APJ Abdul Kalam as World Students' Day

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

## 7.2 - Best Practices

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

### Best Practice: 1

#### 1. Title

Improving communication skills through teaching-learning process and ICT

#### 1. Goal of the Best Practice

- o To educate the students in true sense (to make them confident, fearless and independent) through the process of teaching and learning.
- o To improve the communication skills of the students.
- o To bring out the innovative quality in the students.
- o To imbibe reading habit in the students.
- o To encourage the students to take their own decision.
- o To make the students capable of using the modern gadgets.
- o To make the students employable.

## 1. The Context

- The students of the institution come from the underprivileged section of society.
- Their poor educational background makes them shy to express their difficulties before the teachers.
- They lack communication skills, hence fail to develop their personality.
- They show disinterestedness towards learning.
- They do not have self-confidence and decision-making power.
- The students lag behind academic progress owing to lack of modern gadgets which are the need of the day.
- They lack employability.

## 1. The Practice

The institution implements the practice of Improving Communication skills through Teaching Learning process, and Information and Communication Technologies to make this process effective. The practice is as given below:-

- The teachers adopt both traditional and modern (ICT) methods of teaching to resolve the issues of the students.
- While teaching, the teachers interact with the students. They (students) are encouraged to give answer and put questions. This process enhances their (students) level of confidence.
- After completion of a chapter, they (students) are asked to write the answers of the questions of the chapter. Subsequently, the answer sheets are assessed and returned with the remarks of the teachers. It improves their writing skill.
- To make teaching-learning enjoyable and effective, students and faculty exchange programmes are held through MOU with other colleges.
- Guest lectures are organized to improve their academic/non-academic skills for better professional/personal life.
- Group discussions (on their subjects) are held to make learning participative and develop leadership quality among students.
- Smart classrooms bring an end to monotonous teaching learning process.
- Computer lab with internet is made available to the students to upgrade their academic skill.
- Language lab has been installed to improve the communication skills (listening & speaking) of the students.

- What's App groups are formed to connect the faculty and students always. Interaction through the groups enhances their (students') communication skills and solves their issues.
- Skill based certificate courses and workshops are organized to make them employable.

**Limitations:-**

- All the classrooms are not smart classrooms.
- In students exchange programme, it is not feasible to give opportunity to all the students of a class.
- It is not possible to accommodate all the students of a class in the computer lab at a time.
- All the students do not possess smart phones.

**1. Evidence of Success**

- Initially, the students become unwilling to take part in the practices. However, they become interested to participate in the activities gradually.
- Their attendance in the classrooms rises.
- Due to the practice, they become bold and confident.
- They start taking their own decisions.
- They like to have interactive sessions in workshops and certificate courses.
- They confidently give answers and ask questions to their teachers in the classroom.
- They appear in the examination without fear.
- It helps them to perform well in the examination.
- The alumni of the college are going for higher education, job and self-employment.

**1. Problems Encountered and Resource Required:-**

- It is challenging to educate the students with weak educational background. They lack interest in studies.
- They do not have confidence to stand and speak.
- Completion of course content is a major issue because of semester pattern. The teachers are bound to complete the syllabus within the stipulated time. The teachers, therefore, get less time to organize skill-based activities.
- Efficient teachers are the resources to motivate the students and build their confidence.
- Because of the efforts of the teachers, the students become capable of improving their communication skills.

- The gadgets (computers with internet, LCD projector & Language lab) of the college help the students to achieve professional skills.

## 1. Notes

Healthy environment is needed to develop work culture in the faculty and students. Personality development programmes should be organized to enhance the communication skills of the students. Giving them small responsibilities under the supervision of the teachers would make them confident and responsible. Provide them with ample scope-books from college and personal library of the faculty, computer with internet facility, smart class room, language lab, other study material, proper guidance, skill based certificate courses, seminars/ workshops/guest lectures, counselling and cordial relationship between the faculty and students-to grow and develop. The students imitate their teachers most. Therefore, the activities of the teachers should encourage and inspire them in their lives. Faculty and student exchange programme with other nearby colleges, organizing study tours/visits, and giving stress on sports and games would bring an end to monotony in teaching-learning process.

Best Practice-II:-Title:-Contribution of Waste Management to Clean & Green Campus

\*Objective of the Practice:-To ensure the protection of the environment through effective Waste Management

\*To increase public awareness towards environmental issues

\*To get benefits from reducing and reusing the waste material which otherwise could be hazardous

\*To enhance the number of students and staff involvement in practice

\*To keep the Campus clean and green

\*To use the innovative idea to transform Waste of the Campus to Compost for the nourishment of the trees

\*To make the Campus beautiful

Context of the Practice:-The context of the practice is to handle the organic waste in and around the campus and reuse it for

creative purposes to have healthy environment.

**The Practice:-**The organic waste (dry leaves, grass, weed, paper, etc.) which is found in and around the campus could create health hazards. Therefore, the institute takes initiative to convert it to compost. The staff, students and NSS unit of the college work together for this creative and useful venture. They collect the waste, put it in the dug pit and leave it to be transformed into compost. After few months, it is taken out of the pit and used for the growth and nourishment of the trees. It does not need any financial resources. This practice keeps the campus clean. It brings awareness in the students and public. It also helps to control environmental pollution. When it is added to the soil, it increases the fertility of the soil.

**Evidence of Success:-**

\*The tilt of the students and staff towards the cleanliness of the campus

\*Pollution Free, Clean, Green & beautiful Campus

**Problems Encountered and Resources Required:-** Initially, some of the students became unwilling to contribute to this programme. Later, the unwilling students could be convinced with the help of the senior teachers and NSS unit of the college. During rainy and Summer season, it was difficult to carry out this programme. Later, we have started taking the advantage of fair weather in rainy and morning time in summer to achieve the goal.

**Notes:-**An institution needs a good ambience to encourage its stake holders to spend more time on the campus.

Therefore, a pollution-free, clean and green campus is definitely providing a healthy environment to the staff, students and community. It is also getting compost free of cost.

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

### 7.3 - Institutional Distinctiveness

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

within 200 words

### 7.3 Institutional Distinctiveness:-

Although the prime aim of the institution is to enrich its teaching-learning process, its sagacious planning is to make students as responsible citizens of the nation. It organises the following participative activities for the students to make them realize and fulfil their social responsibilities:-

- \*Organizing rallies on various Social Issues during NSS Camp
- \*Visit to Slums to donate basic things for studies, clothes and eatables to the poor children
- \*Visit to Old-Age Home with food and clothes for the inmates to show concern, have interaction and to give emotional support
- \*Encouraging students to organize cultural events on gender sensitization in Annual Cultural Events
- \*National Anthem and University Song are sung at the beginning of the programmes to promote National Unity and Integrity, and Communal Harmony
- \*Celebrating the Birth Anniversaries of famous social reformers to imbibe values and ethics among students
- \* Encouraging students to understand their social responsibility through community service

#### 6.2.1 The Institutional Strategic/Perspective plan:-

- \*To encourage research, publication and other academic activities for the development of the faculty members
- \*To accomplish more ICT based teaching-learning method along with traditional form
- \*To organise seminars and workshops to enhance the working/communication skills of the students
- \*To organise co-curricular activities-visits, debates, essay competitions, group discussions, etc-to enrich the curriculum
- \*To organise extra-curricular activities to make the students

aware of their social, national and familial responsibilities

\*To make the students understand and address the crosscutting social issues through guest lectures and curricular aspects

\*To mentor, guide and counsel students to enhance their standard and improve their life

\*To encourage students to participate in sports and games

\*To create awareness of Yoga and Meditation among the staff and students to live healthy life

\*To get faculty and administrative staff connected with students 24X7 through social media for their professional and personal requirements

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The institution follows the prescribed curriculum of Rashtrasant Tukadoji Maharaj Nagpur University as it is affiliated to it. In the very beginning of the Academic Session, the IQAC holds a meeting with the faculty members of the college, forms various committees for smooth working of academic, co-curricular and administrative activities, and guides the faculty members to prepare Academic Calendar. The timetables are prepared by the Committee meant for it and workload is distributed among faculty members. Apart from the regular teaching staff, eligible contractual and contributory teachers get appointed to carry out the workload. All the teachers prepare annual teaching plan and follow it to make teaching-learning effective. They also maintain daily diary to note down their day-to-day contribution in academic and co-curricular fields.

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

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

The institution follows the academic calendar of the University to execute curricular and extra-curricular activities. Apart from regular teaching and learning process, the faculty members organize guest lectures, institutional visits, visit to book exhibition, etc., to enrich the curriculum. For continuous internal evaluation, the teachers give home assignments, conduct surprise tests, class tests, college terminal tests and viva-voce for each semester to prepare the students for University examinations. However, the activities could not be held according to the framing of the academic calendar due to Covid-19 pandemic during this session.



File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil
<b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b>	<b>C. Any 2 of the above</b>
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

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

The issues concerning contemporary times get incorporated into usually by the parent University. Therefore, all the important issues relevant to professional ethics, gender, human values, environment and sustainability are integrated into the curriculum by the University. The Board of Studies of various subjects frame the syllabus taking into consideration the above aspects. The NSS unit, environmental committee, cultural committee and women cell of the college also deal with all these issues to bring awareness and imbibe the values and ethics among the students.

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

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

0

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://pakm.in/1.4.2.pdf">http://pakm.in/1.4.2.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>840</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>	

**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

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

200

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

**2.2 - Catering to Student Diversity**

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

Through continuous internal assessments the faculty members identify the standard of the students and categorize them into advanced and slow learners. The teachers adopt different strategies for both the categories for shaping their career and goal achievement. As the advanced learners are high achievers, the teachers guide them for higher education and placement. They also provide them with learning resources to motivate them for further academic enrichment. Such students with high achievement motivation are rewarded with prizes, appreciation and applaud by the teachers, principal and management. The slow learners are taken extra care in terms of remedial classes, mentoring and counselling by the teachers to improve their performance.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
211	15

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

## 2.3 - Teaching- Learning Process

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

The teachers try their best to make the classes as interactive as possible to encourage innovative ideas and novel interpretations. Use of audio-visual aids, language lab, Google tests, institutional visits and projects helps students to have experiential and participative learning. Home assignments on curricular aspects are given, discussions and debates on contemporary issues are held to encourage the students to think and analyse. NSS unit and Physical education department with the support of faculty members organize many activities to make the students participate, integrate and learn.

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

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

Teaching-learning method adopted by the institution has become dynamic with constant demand for innovative methods. Besides conventional class-room method, the ICT is being increasingly implicated into the process of teaching and learning in order to make them more adaptable and effective. Smart class rooms, computer lab, wi-fi, smart phones, etc., also help teachers to make teaching-learning process effective. Social media especially WhatsApp, which has proved to be a boon to teaching-learning these days, is immensely helping our institution in terms of encouraging both faculty and students to get involved in it for academic interaction, any time and any day. This has revolutionized the system of education by pointing out limitations of the age-old and monotonous teaching-learning process. The well-trained teachers in ICT engaged their online classes effectively at the time of Pandemic.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://meet.google.com/hhv-pngb-qhk">https://meet.google.com/hhv-pngb-qhk</a>

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

#### 2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

10

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

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

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

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

237

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

### 2.5 - Evaluation Process and Reforms

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

The test examinations for odd and even semesters are conducted by college twice in a year by following the same pattern of question papers as set for University examinations. The objective behind this is to well equip the students to face the University examination. The answer papers of test examinations are thoroughly scrutinized and shown to students to see comments on mistakes and accuracy of answers. The college examination committee declares the results. In addition, two surprise tests for each semester along with regular class tests, tutorial and open book tests are conducted by the faculty members to improve the results. However, only online tests were conducted during the current academic year due to the Pandemic.



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

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

The examination committee looks after the internal examinations of the college. After the examinations are held, the teachers of concerned subjects assess the answer papers and show them to the students to make sure that the process is transparent. While showing the papers, the teachers point out the mistakes and appreciate the good performances. However, if the students have any issues relating to assessment and evaluation, the teachers immediately address them. It is done always promptly and effectively.

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

## 2.6 - Student Performance and Learning Outcomes

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

The teachers are aware of the programme and the course outcomes of the programmes offered by the college. The teachers, at the beginning of the session, make the students understand the aims and objectives of the programme-what are the skills which they are going to achieve and how they are going to build the foundation of their career. Apart from their subjective knowledge, they learn communications skills, reasoning, socio-cultural awareness, ethics and values, health awareness, computer literacy, etc. The teachers take utmost care of teaching the course content. They complete the syllabus, go for assessment and evaluation at the end of the completion of the course of study and expect the students to perform well in their subjects.

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

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

Attainment of programme outcomes and course outcomes are evaluated by the institution through various ways. Especially on teachers' Day, the self governance which the students are encouraged to have, evaluates both the programme outcomes and course outcomes. The students plan the day long activities and exhibit their talent and skills through administrative and academic competencies:-making of timetable, working of the institution, administration, teaching, etc. It is also done through organization of cultural activities, NSS programmes, debates, discussions and tests on subjects as well. However, due to pandemic situation only online tests were conducted during this session. Alumni's enrolment in higher education also measures the attainment of programme and course outcomes.

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

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

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

59

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

## 2.7 - Student Satisfaction Survey

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

<http://pakm.in/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

6

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

### 3.2 - Research Publications and Awards

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

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

1

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

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

3

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

**3.3 - Extension Activities**

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

Extension activities are carried out in the neighbourhood community every year in order to sensitize the students to social, environmental and other issues. The institution carries out a plantation drive every year in its adjoining areas in order to keep them green and pollution free. Through Shram Daan, the students carry out cleanliness drive in the entire area surrounding the college. Rallies carrying play cards on social issues like communal violence, gender discrimination, child labour, aging issues, etc.; environmental problems like pollution, global warming, water and soil conservation; health awareness; and unity and integrity of the nation are organized. Programme is also organized to distribute clothes and eatables among the poor locals as well as to sensitize the students on the above issues. However, due to the prevailing pandemic some of these activities could not be held.

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

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

**Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

13

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

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

562

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

### 3.4 - Collaboration

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

1

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

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

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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching and learning. It has sufficient number of well-furnished and well ventilated class-rooms. It also has two smart class-rooms. Beside class-rooms, it has a computer laboratory and laboratories for science faculty. The institution is also equipped with a language lab. It has also a seminar hall to organize curricular and extra-curricular activities.

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

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

The institution has adequate facilities for cultural activities. It has a big open stage to perform drama, dance and other cultural programmes. It is equipped with a big playground and parking area. The playground, gymnasium and the area for yoga and meditation are the proud possessions of the institution. The gymnasium is equipped with many modern fitness equipments. The institution is conducive for both indoor and outdoor games.

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

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

14

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

2



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

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

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

3.85

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

#### 4.2 - Library as a Learning Resource

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

The main library of the college already has several aspect of its work automated and computerised, while upgrading of these system and extending automation to more aspects is continuously going on. the library user the Libman software automated and computerized management of the library service. The acquisition and cataloguing of the library has been fully computerized with digital records integrated with other systems. Circulation of the library stock items, including issue and return of books by students and staff, which also entirely computerized. Cataloguing, catalogue assessing, search and location function and tracking movement of items are all computerized and automated. The library also has localized OPAC system, which can be accessed on the computer set up in the library. As a part of

the over all computerization and automation the library is able to regularly create and access MIS reports, maintain serial control and keep a tab on uses, transactions and visit data. The library also has a large number of e-resources through its INFLIBNET membership. The staff and students are given free access to these e-resources on the campus, while the staff members can access even remotely through individual user credentials.

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

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

C. Any 2 of the above

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

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

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

0.38

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

60

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

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Institution frequently updates its IT facilities including Wi-Fi

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

**4.3.2 - Number of Computers**

25

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

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

A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

1.8

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

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

The procedures and policies for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms, etc., are very simple. The maintenance and support facilities of the institution are looked after by the office administration under the direct supervision of principal of the college. The heads of the concerned teaching departments, the in-charge of sports (PET), gymnasium and sports complex, librarian and the non-teaching staff are instructed by the office administration to communicate their requirements to the heads of various committees of the college to be finally placed before principal for his perusal and action on priority basis.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

48

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<a href="http://pakm.in/5.1.3.pdf">http://pakm.in/5.1.3.pdf</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

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

## 5.2 - Student Progression

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

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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

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

12

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

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

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

**government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

The student council of the college is constituted according to the directives of Rashtrasant Tukadoji Maharaj Nagpur University. The council consists of the principal as chairperson, two senior teachers and two students (one from Arts and one from Commerce Faculty). The teachers are nominated by the principal, and the students are selected by the chairperson and nominated teachers. By taking good academic performance and active participation in extra-curricular activities into consideration, the students are selected. The entire team works effortlessly to carry out the activities of



the council. All the academic and administrative committees consist of faculty members, selected students (two for each committee) and other required members. The students council and other committees take care of all activities of the college. However, owing to Covid-19 Pandemic, most of the activities could not be done this year.

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

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

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

149

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

### 5.4 - Alumni Engagement

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

The institution does not have a registered Alumni Association. However, it organizes two meetings every year with its alumni to get their feedback/suggestion and to make them interact with the continuing students. Owing to pandemic, an online meeting was organized with the alumni during 2020-2021 session and feedback was also obtained on virtual mode. The alumni are an asset to the institution. They play the role of mentor while interacting with the students on roll. They take part in

various events organized by the college and stay in contact of the teachers and students of the college for any help any time.

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

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The governance of the institution reflects both its vision and mission. The vision of the institution is to produce skilful humanbeings. Its mission is to educate the students; to gain their trustworthiness; to make them realize their indebtedness to the society, environment and nation, and to inculcate ethics and values among them. The institution works incessantly through curricular, extra-curricular and co-curricular activities to achieve its mission. It enables its products to hold the capability of addressing all the social, environmental, professional and national issues, and to live a healthy life. Its mission is to inculcate values, discipline, hard work, team-spirit, rational thinking and generosity among the students.

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

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

The habit of decentralization and participative management encourages the stakeholders to put in efforts for the progress of the institution. The teachers and the students' representatives are at liberty to use their expertise for overall development of the institution. The faculty members enjoy autonomy to prepare their respective academic calendar and execute that accordingly. To accomplish the aims and objectives of the curriculum, and to enrich it (curriculum), the teachers frame academic calendar, plan academic activities and endeavour to materialize their plan. The students are also the significant stakeholders of the institution. Their representatives enjoy the freedom in executing the leadership role while taking part in the activities of the college. Though the faculty members guide them and monitor their activities, they get autonomy to design their strategy and work accordingly. They along with the other students participate in organizing the curricular and extra-curricular activities which help them to build up their skills and achieve leadership quality. Their success boosts self-confidence and disappointment leaves opportunity to learn. The practice of decentralization and participative management usually help both the teachers and students to develop their leadership quality and show managerial skills for the progress of the institution.

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

## 6.2 - Strategy Development and Deployment

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

The prime aim of the institution is to produce educated humans to support the development of the society and nation. It is, therefore, needed to take care of all round development of the students through lively connectivity. Hence, it is one of the best practices of the institution that connects the students, alumni, faculty members, administrative staff and principal, always (24x7) through social networking site -WhatsApp groups. This strategic plan has been helping the faculty members and alumni to guide the students in their academic, social and personal life effectively. The administrative employees of the college are also connected with the students through WhatsApp

groups to address the administrative requirements of the institution. This plan has proved as boon to the whole institution during the time of pandemic and thus proved to be a very effective means to all the stakeholders to discharge their duties without any hindrances.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organogram of the college shows the decentralized process of administration. The college administration runs through a concerted and cooperative efforts of the principal, teaching and non-teaching staffs, and students with wholehearted support from the other stakeholders (management, alumni, parents and community) in order to achieve the institutional vision. All the activities get organized to achieve the set goals. The principal, who is the head of the institution, supervises all aspects such as academic extra-curricular, co-curricular, and administrative, development, etc. Under the supervision of the principal, various committees and cells are formed which include IQAC, CDC, Magazine Committee, Library Committee, Committee for Prevention of Sexual Harassment, Anti Ragging/Grievance Cell, Women Cell, Timetable Committee, NSS Unit, Environmental Committee, Placement Cell, etc. Appointment and service rules are in compliance with the rules laid down by UGC/RTMNU. All the committees and cells are effective and efficient to look after the activities of the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<b>No File Uploaded</b>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The college adopts effective welfare measures for both teaching and non-teaching staff of the college. The professional development is ensured through periodic training / conferences / seminars / workshops. The faculty members and the non-teaching staff are encouraged to develop academically and update their administrative skill, respectively. It also provides its employees with financial and health securities. The institution ensures the following welfare schemes.</p> <p>Opportunities for career development:-</p> <ul style="list-style-type: none"> <li>• Incentives up to 1000/- for research publication in peer reviewed journal</li> <li>• Encouragement to teachers for Faculty Development Programme</li> <li>• Liberty to attend /organize seminars/workshops/conferences</li> <li>• Financial support to attend conferences/seminars/workshops</li> <li>• Free Wi-Fi and computer Lab</li> <li>• Time-bound promotion</li> </ul> <p>Medical/Health facilities:-</p> <ul style="list-style-type: none"> <li>• Group insurance for all employees</li> </ul>	

- Financial help to 4th class employees for Covid treatment

**Other Benefits:-**

- Gymnasium
- Canteen facility for employees and students at subsidized rate
- Celebration of festival and events of national importance
- Felicitation programme for the superannuated employees

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

14

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Institution has performance appraisal system for the assessment of teaching and non-teaching staff. To measure the standard of the faculty members, the performance based appraisal system is

filled by them at the end of every academic session. The teachers provide all information regarding teaching, publication, research, FDP, co-curricular and extra-curricular activities, organization of and participation in seminars/conferences/workshops. The following measures are taken into account for assessment of the non-teaching staff.

- Technical contribution (knowledge/awareness)
- Willingness to learn new skill of work
- Hard work
- Behaviour
- Sincerity

Promotion is granted to the non-teaching staff depending on their work performance.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The institution conducts both internal and external financial audits regularly. The office of the institution maintains all the records of the expenditure incurred on various heads. The principal goes through the records every month and does the monthly internal audit himself by the help of his office. The external audit is done by the professional auditor hired by the Saibaba Lokseva Sanstha at the end of every financial year.

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

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



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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The institution makes strategies for mobilization of funds and utilizes its resources to a greater extent. The management plays a significant role in providing financial aid to the college along with various goods that are required for its smooth running. The alumni, faculty members and philanthropists also contribute to the institution either in cash or in the form of goods for meeting the exigency, if any.

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

**6.5 - Internal Quality Assurance System**

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

The IQAC has significantly contributed to enhance the quality of the institution. One of the strategies covers the procedure of teaching-learning and evaluation. Along with effective teaching-learning process, it goes through continuous internal evaluation-class-room tests, open-book tests, surprise tests, question-answer method, group discussion, etc-to ensure quality assurance strategies and processes. The strategy of mentoring/counselling also abundantly contributes to the quality enhancement of the institution. By taking care of all

the students-slow and advanced learners, and average students-through different strategies and processes the faculty members try to uplift the standard of the institution.

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

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

Before first cycle of assessment, the teaching-learning was confined to traditional methods. However, before second cycle, the faculties started adopting innovative ideas (use of ICT) to make the teaching-learning process more effective. Teaching-learning method adopted by the institution has become dynamic with constant demand for innovative methods. Besides conventional class-room method, the ICT is being increasingly implicated into the process of teaching and learning in order to make them more adaptable and effective. Guest-lectures, faculty and student exchange programmes, workshops/seminars on themes of the syllabus are also being organized to upgrade the teaching-learning standard. The initiative of the IQAC to get connected with students 24x7 has been proved as a boon to the students as well as the faculties at the time of pandemic. Social media especially WhatsApp groups are immensely helping our institution in terms of encouraging both faculty and students to get involved in it for teaching-learning, counselling and mentoring. This has revolutionized the system of education by pointing out limitations of the age-old and monotonous teaching-learning process. The well-trained teachers in ICT engaged their online classes effectively at the time of Pandemic. The IQAC has taken two initiatives-use of ICT and curriculum enrichment programmes to enhance the quality of teaching-learning process.

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

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>C. Any 2 of the above</b></p>
--	-------------------------------------

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://pakm.in/6.5.3.pdf">http://pakm.in/6.5.3.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Every year the college organizes many activities to promote gender equity. The cultural committee, NSS unity and women cell of the college organize these activities through drama, dance, debate, poster competition, essay competition, etc. However, due to pandemic, these activities could not be organized. The cultural committee commemorated Mahatma Jyotiba Phule Memorial Day and Savitrimaayee Phule Jayanti who devoted their lives for women education and gender equity. The women cell organized a guest lecture on women empowerment that too on International Women's Day.

File Description	Documents
Annual gender sensitization action plan	<a href="http://pakm.in/7.1.1.pdf">http://pakm.in/7.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://pakm.in/7.1.1.pdf">http://pakm.in/7.1.1.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

**The institution adopts an innovative strategy to treat the bio-degradable solid waste. It is one of the best practices of the institution. The waste management helps it to keep the environment pollution free and the area clean and beautiful. The waste is segregated to degradable and non-degradable first. Then it (solid waste management) transforms the degradable waste of the campus to compost which is used for the nourishment of the plants and trees. The institution also manages its E-waste which cannot be reused any more. Its entry is done in dead stock and kept in the stock-room. The use of non-degradable material like plastic is not allowed inside the campus.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://pakm.in/7.1.3.pdf">http://pakm.in/7.1.3.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

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

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

**7.1.6.1 - The institutional environment and**

**D. Any 1 of the above**

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

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

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

C. Any 2 of the above

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

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

The institution has firm belief on the dictum "Unity in Diversity", hence promotes the inclusive environment. It takes initiatives to inculcate tolerance and universal acceptance among the students of the college. It also takes efforts to maintain harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities through extra-curricular activities. The institution organizes various competitions-debate, essay, fashion show, drama, dance, poster, etc.-to achieve the goal. To maintain peace and harmony among the diverse communities of the nation, the university has also taken initiatives to include value based lesson (Chicago speeches of Swami Vivekananda, Go, Kiss the World, etc.) to achieve the aim. The language teachers, especially, take efforts to create toleration and inclusiveness among the students. Through various cultural activities, NSS programmes, and annual gathering the institution tries its best to bring the students together and encourages them to live with human values. However, owing to Covid-9 Pandemic, most of the activities could not be done this year.

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

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

Sensitization of students and employees to the constitutional obligation is done by the institution through various activities. Reading of the preamble by the employees and the students on the constitution day (26th November) is an initiative of the institution to make them realize their rights, duties, and responsibilities as the citizens of the nation. The institution also celebrates National Voters' Day (25th January) to sensitize them to cast their vote honestly. Celebration of various programmes-NSS Day, Teachers' Day, Gandhi Jayanti, Independence Day, Republic Day, Founder's Day, etc.- inculcates values for being responsible citizens. Conduct of

such programmes by the students and their active participation in them make the initiatives successful to achieve the end.

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

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

D. Any 1 of the above

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

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

Institution imbibes tolerance, communal harmony, inclusiveness, ethics and values among the students and employees by celebrating the following national and international commemorative days, events and festivals.

1. International Yoga Day (2st June)
2. Republic Day (26th January)



3. Dr. B.R. Ambedkar Jayanti (14th April)
4. Constitution Day (26th November)
5. Teachers' Day (5th September)
6. Gandhi Jayanti (2nd October)
7. Swachhata Abhiyan (From 2nd October for 15 days)
8. International Women's Day (8th March)
9. Independence Day (15th August)
10. National Girl Child Day (24th January)
11. National Voters' Day (25th January)
12. Health Check up Camp
13. Sports and Cultural Week
14. Sabitribai Phule Jayanti (3rd January)
15. Bal Gangadhar Tilak and Anna Bhau Sathe Jayanti
16. Birth Anniversary of APJ Abdul Kalam as World Students' Day

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

## 7.2 - Best Practices

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

### Best Practice: 1

#### 1. Title

Improving communication skills through teaching-learning process and ICT

#### 1. Goal of the Best Practice

- o To educate the students in true sense (to make them confident, fearless and independent) through the process of teaching and learning.
- o To improve the communication skills of the students.
- o To bring out the innovative quality in the students.
- o To imbibe reading habit in the students.

- To encourage the students to take their own decision.
- To make the students capable of using the modern gadgets.
- To make the students employable.

#### 1. The Context

- The students of the institution come from the underprivileged section of society.
- Their poor educational background makes them shy to express their difficulties before the teachers.
- They lack communication skills, hence fail to develop their personality.
- They show disinterestedness towards learning.
- They do not have self-confidence and decision-making power.
- The students lag behind academic progress owing to lack of modern gadgets which are the need of the day.
- They lack employability.

#### 1. The Practice

The institution implements the practice of Improving Communication skills through Teaching Learning process, and Information and Communication Technologies to make this process effective. The practice is as given below:-

- The teachers adopt both traditional and modern (ICT) methods of teaching to resolve the issues of the students.
- While teaching, the teachers interact with the students. They (students) are encouraged to give answer and put questions. This process enhances their (students) level of confidence.
- After completion of a chapter, they (students) are asked to write the answers of the questions of the chapter. Subsequently, the answer sheets are assessed and returned with the remarks of the teachers. It improves their writing skill.
- To make teaching-learning enjoyable and effective, students and faculty exchange programmes are held through MOU with other colleges.
- Guest lectures are organized to improve their academic/non-academic skills for better professional/personal life.
- Group discussions (on their subjects) are held to make learning participative and develop leadership quality

among students.

- Smart classrooms bring an end to monotonous teaching learning process.
- Computer lab with internet is made available to the students to upgrade their academic skill.
- Language lab has been installed to improve the communication skills (listening & speaking) of the students.
- What's App groups are formed to connect the faculty and students always. Interaction through the groups enhances their (students') communication skills and solves their issues.
- Skill based certificate courses and workshops are organized to make them employable.

**Limitations:-**

- All the classrooms are not smart classrooms.
- In students exchange programme, it is not feasible to give opportunity to all the students of a class.
- It is not possible to accommodate all the students of a class in the computer lab at a time.
- All the students do not possess smart phones.

**1. Evidence of Success**

- Initially, the students become unwilling to take part in the practices. However, they become interested to participate in the activities gradually.
- Their attendance in the classrooms rises.
- Due to the practice, they become bold and confident.
- They start taking their own decisions.
- They like to have interactive sessions in workshops and certificate courses.
- They confidently give answers and ask questions to their teachers in the classroom.
- They appear in the examination without fear.
- It helps them to perform well in the examination.
- The alumni of the college are going for higher education, job and self-employment.

**1. Problems Encountered and Resource Required:-**

- It is challenging to educate the students with weak educational background. They lack interest in studies.
- They do not have confidence to stand and speak.

- Completion of course content is a major issue because of semester pattern. The teachers are bound to complete the syllabus within the stipulated time. The teachers, therefore, get less time to organize skill-based activities.
- Efficient teachers are the resources to motivate the students and build their confidence.
- Because of the efforts of the teachers, the students become capable of improving their communication skills.
- The gadgets (computers with internet, LCD projector & Language lab) of the college help the students to achieve professional skills.

#### 1. Notes

Healthy environment is needed to develop work culture in the faculty and students. Personality development programmes should be organized to enhance the communication skills of the students. Giving them small responsibilities under the supervision of the teachers would make them confident and responsible. Provide them with ample scope-books from college and personal library of the faculty, computer with internet facility, smart class room, language lab, other study material, proper guidance, skill based certificate courses, seminars/workshops/guest lectures, counselling and cordial relationship between the faculty and students-to grow and develop. The students imitate their teachers most. Therefore, the activities of the teachers should encourage and inspire them in their lives. Faculty and student exchange programme with other nearby colleges, organizing study tours/visits, and giving stress on sports and games would bring an end to monotony in teaching-learning process.

Best Practice-II:-Title:-Contribution of Waste Management to Clean & Green Campus

\*Objective of the Practice:-To ensure the protection of the environment through effective Waste Management

\*To increase public awareness towards environmental issues

\*To get benefits from reducing and reusing the waste material which otherwise could be hazardous

\*To enhance the number of students and staff involvement in practice

\*To keep the Campus clean and green

\*To use the innovative idea to transform Waste of the Campus to Compost for the nourishment of the trees

\*To make the Campus beautiful

Context of the Practice:-The context of the practice is to handle the organic waste in and around the campus and reuse it for creative purposes to have healthy environment.

The Practice:-The organic waste (dry leaves, grass, weed, paper, etc.) which is found in and around the campus could create health hazards. Therefore, the institute takes initiative to convert it to compost. The staff, students and NSS unit of the college work together for this creative and useful venture. They collect the waste, put it in the dug pit and leave it to be transformed into compost. After few months, it is taken out of the pit and used for the growth and nourishment of the trees. It does not need any financial resources. This practice keeps the campus clean. It brings awareness in the students and public. It also helps to control environmental pollution. When it is added to the soil, it increases the fertility of the soil.

Evidence of Success:-

\*The tilt of the students and staff towards the cleanliness of the campus

\*Pollution Free, Clean, Green & beautiful Campus

Problems Encountered and Resources Required:- Initially, some of the students became unwilling to contribute to this programme. Later, the unwilling students could be convinced with the help of the senior teachers and NSS unit of the college. During rainy and Summer season, it was difficult to carry out this programme. Later, we have started taking the advantage of fair weather in rainy and morning time in summer to achieve the goal.

Notes:-An institution needs a good ambience to encourage its stake holders to spend more time on the campus.

Therefore, a pollution-free, clean and green campus is definitely providing a healthy environment to the staff,

students and community. It is also getting compost free of cost.

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

### 7.3 - Institutional Distinctiveness

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

#### 7.3 Institutional Distinctiveness:-

Although the prime aim of the institution is to enrich its teaching-learning process, its sagacious planning is to make students as responsible citizens of the nation. It organises the following participative activities for the students to make them realize and fulfil their social responsibilities:-

\*Organizing rallies on various Social Issues during NSS Camp

\*Visit to Slums to donate basic things for studies, clothes and eatables to the poor children

\*Visit to Old-Age Home with food and clothes for the inmates to show concern, have interaction and to give emotional support

\*Encouraging students to organize cultural events on gender sensitization in Annual Cultural Events

\*National Anthem and University Song are sung at the beginning of the programmes to promote National Unity and Integrity, and Communal Harmony

\*Celebrating the Birth Anniversaries of famous social reformers to imbibe values and ethics among students

\* Encouraging students to understand their social responsibility through community service

#### 6.2.1 The Institutional Strategic/Perspective plan:-

\*To encourage research, publication and other academic activities for the development of the faculty members

\*To accomplish more ICT based teaching-learning method along with traditional form

\*To organise seminars and workshops to enhance the working/communication skills of the students

\*To organise co-curricular activities-visits, debates, essay competitions, group discussions, etc-to enrich the curriculum

\*To organise extra-curricular activities to make the students aware of their social, national and familial responsibilities

\*To make the students understand and address the crosscutting social issues through guest lectures and curricular aspects

\*To mentor, guide and counsel students to enhance their standard and improve their life

\*To encourage students to participate in sports and games

\*To create awareness of Yoga and Meditation among the staff and students to live healthy life

\*To get faculty and administrative staff connected with students 24X7 through social media for their professional and personal requirements

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The Future Plan of the institution is as follows:

\*To open PG Courses on Conventional Subjects

\*To organise Certificate Courses to develop Communication Skills of the Students

\*To engage extra classes for students to prepare them for Competitive Examination

\*To improve the standard of Teaching and Learning with the help

of Students' Feedback

\*To promote the Culture of Research and Publication among the Faculty and Students

\*To organise Seminar/Conference/Workshop for Faculty Development

\*To have more Smart Class Rooms

\*To increase the resources-new books, Journals, CDs and DVDs-of Library