



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA DIST BULDANA

**OLD MALKAPUR ROAD, BEHIND SAKSHI RESTRARANT, MOTALA DIST
BULDANA**

443103

www.sscmotala.ac.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shri Shivaji Education Society, Amravati was founded with the mission of helping the underprivileged group in the community. The same goals were stated when Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldhana was founded. Initiated in 1990, the Institute is dedicated to achieving excellence in the teaching profession. The institute at present provides undergraduate programmes in all three faculties—Arts, Commerce, and Science—as well as a Commerce Master's programme. The institute provides a number of certificate programmes in addition to the standard academic programmes for curriculum enrichment. By incorporating ICT technologies, the institute has improved its teaching and learning process. Collaborations and operational MoUs exist at the institute.

The institute sprawls across more than 3.98 acres of land and has all of the necessary amenities, such as classrooms, labs, libraries, playgrounds, and a green campus. The institute received a C+ in the first cycle and a C with a 1.86 CGPA in the second cycle of NAAC reaccreditation. The institution holds UGC, New Delhi, status 2(f) and 12(B). It also takes part in surveys conducted by national organisations like AISHE. It carries ISO 9001:2015 certification.

The institute's highly skilled and motivated staff members constitutes one of its key assets. The library is self-sustaining and has all the books required to cater for the needs of students. There are 883 students in the institute's NSS unit (75 boys and 75 girls) and NCC unit (50 boys and 20 girls). The institute maintains a botanical garden within its lush, verdant grounds. The institute is actively engaged in outreach and extension activities for societal development.

Vision

To develop the institute as a centre of higher learning ever abreast with the expanding horizon of knowledge in the field of Arts, Commerce & Science to facilitate the transformation of students into good human beings, responsible citizens & competent professionals.

Mission

Shri Shivaji Arts, Commerce & Science College, Motala is committed to the mission of the parent body “Tamsoma- Jyotirgamaya.” The college has full-faith in its mission which will be producing intelligent, noble, tolerant, confident, courageous, self-radiant students who may prove themselves to be better and courteous countrymen of prosperous India.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The academic climate at the institute is positive, and the faculty members are energetic, youthful, and

driven.

- An environmentally conscious campus that promotes conservation efforts and the teaching and learning process.
- The institute is connected well with highways.
- For each subject, the institute has well-equipped labs.
- Combining sophisticated ICT technologies with traditional teaching and learning methods.
- Strong encouragement and ongoing inspiration for creative endeavours.
- Focused on helping kids grow holistically through successful co-curricular and extracurricular activities.
- Introducing certificate programmes based on the competencies required.
- Through a variety of social improvement activities, the institute has strong ties to the neighbouring region.

Institutional Weakness

- Located in an impoverished, agrarian, non-industrial area.
- Due to their economic, social and parental backgrounds students proceed to higher education and business at a somewhat lower rate.
- Postgraduate programmes are limited.
- Constrained latitude in creating new course content and syllabi.
- Students' lack of communication abilities in English.

Institutional Opportunity

- Postgraduate programmes can be offered in the humanities, social sciences, sciences.
- Initiatives for faculty and student exchange with universities and institutions of high repute.
- Giving students access to more vocational training opportunities and apprenticeships will boost their job prospects and abilities to be entrepreneurs.

Institutional Challenge

- To lower the rate of student attrition.
- To establish business connections.
- To introduce programmes geared towards industry.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects

Institute is affiliated to Sant Gadge Baba Amravati University, Amravati and follows the curriculum prescribed by the university. The institute ensures that all the curricular and co-curricular activities are well planned. It prepares an academic calendar by following University's Academic Calendar.

Teachers are given choice to select the topics for teaching according to their interests and expertise. An excellent blend of teaching methods such as ICT based teaching, traditional chalk and board and field based experiential learning makes the teaching learning process more effective and joyous to both students as well as teachers.

Apart from University prescribed regular curriculum, the institute has introduced several certificate/add on courses which are helpful in enhancing skills and eventually the employability of students.

Classroom teaching is strengthening by experiential and participative learning through problem solving sessions, mini projects and internships. Students are given assignments, seminars as a part of regular academic activities. Internal assessment is done as per the guidelines of the affiliating university through practical, unit tests, home assignments and seminars. Continuous Internal Evaluation (CIE), is done through unit test, assignments, projects etc.

To address various crosscutting issues such as professional ethics, environment and sustainability, gender issues and human values, institute organizes various activities such as workshops, seminars and webinars along with extension and outreach activities.

Institute has well-structured feedback system. Feedbacks on curriculum, facilities and infrastructure are collected, analyzed and communicated with concerned.

Teaching-learning and Evaluation

Teaching Learning and Evaluation

The state government's eligibility requirements and reservation policy are followed during the admissions process for all students, ensuring complete openness and the criteria set by the affiliating university Sant Gadge Baba Amravati University, Amravati. The institute has a good number of full-time teachers for teaching and student counselling. About one-third of the teaching staff holds a doctorate degree while the remaining teaching employees are SET/NET/GATE qualified. The institute arranges a variety of events to gauge the students learning abilities. Slow and advanced learners are identified by the institution at the commencement of the session by assessing their learning levels. Teachers take proper steps to teach them. The institution continuously evaluates students internally through unit tests, seminars, projects, assignments, etc., while completing an external evaluation through university semester exams. The college also organises study tour for students of various faculties so that they gain practical knowledge.

For better understanding of the subject, the college focuses on laboratory work, industrial and field excursions.

To provide dynamic, collaborative, and immersive learning, the teaching and learning process incorporates student-centric methodologies. ICT resources are utilised in order to enhance the instructional process. All the laboratories of the college are well equipped connected and connected with the internet, have computers and the college campus is Wi-Fi enabled. The college offers a parents-teacher programme for student counselling. Each program's level of course outcomes attainment is defined. Academic evaluation of students is done according to the guidelines provided by the affiliating university. Programme and course outcomes are communicated to students at the beginning of the session and are displayed on the college website as well.

Seminars, professional speeches, workshops, and value-added courses are additionally organised by the institute to give students an applicable and useful experience.

Research, Innovations and Extension

Research, Innovations and Extension

In order to promote research, innovation and development activities at the Institute, a Research development and consultancy committee has been constituted. The committee has taken initiative to promote quality research, to disseminate information about research, to organize various IPR awareness and skill based programs.

Our faculty members have published Number of research papers in the Journals and conference proceedings, as well as book and book chapters were also published under well-known publishers.

One faculty member has national patent. Students and faculty members received awards in other events like Avishkar and One faculty member got young research award for her research contribution. Students also got prizes in Avishkar 2019 and fifth national level lonar science festival.

Institute has developed linkages and signed MOUs with nearby industries and organizations.

Only classroom teaching for students is not sufficient to make them a good citizen. The institute organizes blood donation camp as well as HIV-AIDS awareness programs, Rally's, Corona vaccination camp, cleanliness drive at care center of leprosy affected people to contribute towards social responsibility.

The active units of National Cadet Corps and National Service Scheme as well as other students and faculty involve actively in various extension activities.

The institution has received certificate of appreciation from Government recognized bodies like Civil Hospital.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

The Institution has a green, clean and spacious campus spread over 3.98 acres', adequate infrastructure and physical facilities for teaching-learning like classrooms, laboratories, library, play ground etc. with 03 ICT-enabled classrooms equipped with LCD projectors with internet facility and CCTV cameras, internet facility/Wi-Fi/LAN facilities. The college library is self content with adequate number of books and partially automated with SOUL 2.0 software. Computer terminals with OPAC facility. The institute has 25 KV Kirloskar generator. We have an open theatre and an auditorium of 400 seating arrangement with all audio- visual facility is under construction.

The institute has integrated the academic, administrative and admission processes with the latest IT facilities and updated periodically by increasing the number of computers, printers, scanners, LCD projectors, Xerox machines, etc. Website is regularly maintained. The college has upgraded the internet connection bandwidth 100 Mbps internet connectivity under broadband facility. As a part of Regular up gradation of Office

Administration, ERP Campus Net software is available. The optimal utilization of the physical infrastructure and the academic and support facilities in the college is properly planned by the head of institution in consultation with the IQAC and the other related college Committees. All the physical, academic, and support facilities are augmented and maintained through various institutional committees such as College Development Committee, Library Committee, Purchase Committee, Campus discipline and cleanliness committee, etc.

Student Support and Progression

Student Support and Progression

In order to achieve the holistic development of the students the institution strives hard to provide every possible support and facilitate their progression to higher education and placement in job or self-employment.

More than 50% students are from rural areas and economically weaker sections of the society and get scholarships, free-ships of the central and state governments.

The capacity building and enhancement of the students is done through career counselling, soft skill development and certificate courses. Students are motivated to participate in various training programmes, sports and cultural events. Many of students won awards and medals at university level competitions.

Institute publishes annual magazine- 'Shivarpan' to nourish the writing skill of the students.

The students have active representation on various committees such as Students Associations, Library Committee, Cultural Committee, Internal Complaint Committee, Anti-Ragging Committee, etc.

Student grievances regarding sexual harassment, ragging, caste-based discrimination are resolved through time bound mechanism.

The career guidance cell is active in providing training to the students. Career Counselling and Placement cell like Career Katta of government of Maharashtra have been established in the institute.

Alumni Association is actively involved in organizing alumni meet, guest lectures for the students. The feedback on the curriculum and academic practices are also obtained from the alumni and parents for further enrichment.

A good number of NCC cadets participated in state and national level camps like RDC & BLC while numbers of cadets got recruited in uniformed services and serving the nation at various places.

Governance, Leadership and Management

Governance, Leadership and Management

The Institute is committed for achieving its Vision and Mission under the visionary leadership. The perspective plan aligned with the Vision is made available on the institutional website. Institute has code of conduct manual which is also available on website.

The institute practices decentralization and participative management through the working of various committees and cells like, College Development Committee (CDC), Internal Quality Assurance Cell (IQAC), Internal Complaint Committee (ICC), Grievance redressal committee, etc.

All the service rules related to recruitment and promotion are followed as per the guidelines of the statutory bodies.

E-governance initiatives in the area of administration, finance, admission and examination are implemented through a customized ERP software.

The financial audit is done by an external auditor annually. The Institute has taken many welfare measures for the teaching and non-teaching staff.

IQAC remained instrumental in implementing reforms in teaching-learning processes and in reviewing the feedbacks from all the stakeholders.

Institutional Values and Best Practices

Institutional Values and Best Practices

Safety of staff and students is important priority of the institute. The institute organizes gender equity awareness programs regularly and ensures the safety of all the students and staff, equal rights and opportunities in the academic and administrative spheres.

The campus is enabled with CCTV cameras, complaint box, regular visit of patrolling team which ensures the safety and security.

The institute has made adequate provisions for differently abled persons like ramps, rails, wheel chair and wash room, etc.

Environment consciousness and tree plantation programs are regularly organized by the institute inside and outside the campus. Initiatives are taken for waste management, vermicomposting, rain water harvesting and green practices.

Institute has installed roof top solar electric generator of 05 KW capacity. RO water system is installed to provide clean drinking water.

To sensitize the students towards human values, constitutional rights and obligations institute organizes various programs like national festivals, birth/death anniversaries of great Indian personalities, tree plantation, cleanliness drive, blood donation, AIDS awareness programs etc.

To promote inclusiveness, universal values, national values, human values, national integration, communal harmony many programs are organized.

The institute has introduced some best practices such as rainwater harvesting and artificial recharge of

groundwater in the college campus and connect to environment through nature club.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA DIST BULDANA
Address	Old Malkapur Road, Behind Sakshi Restrarrant, Motala Dist Buldana
City	Motala Dist Buldhana
State	Maharashtra
Pin	443103
Website	www.sscmotala.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Gajanan Namdeo Jadhao	07267-295324	8805902112	-	ssacscm317@gmail.com
IQAC / CIQA coordinator	Avinash Suresh Meherkar	07267-295325	7972535538	-	avi.meherkar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

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

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	13-12-2005	View Document
12B of UGC	13-12-2005	View Document

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

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

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Old Malkapur Road, Behind Sakshi Restrarant, Motala Dist Buldana	Rural	3.98	2472.71

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	HSSC	English	120	120
UG	BA,Marathi	36	HSSC	Marathi	120	120
UG	BA,History	36	HSSC	Marathi	120	120
UG	BA,Economics	36	HSSC	Marathi	120	120
UG	BA,Political Science	36	HSSC	Marathi	120	120
UG	BCom,Commerce And Management	36	HSSC	Marathi	120	69
UG	BSc,Chemistry	36	HSSC	English	120	60
UG	BSc,Botany	36	HSSC	English	120	60
UG	BSc,Zoology	36	HSSC	English	120	60
UG	BSc,Physics	36	HSSC	English	120	60
UG	BSc,Mathematics	36	HSSC	English	120	60
UG	BSc,Computer Science	36	HSSC	English	120	60
PG	MCom,Commerce And Management	24	B.COM. Graduate	Marathi	80	40

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				31			
Recruited	1	0	0	1	1	1	0	2	13	2	0	15
Yet to Recruit	0				0				16			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						25
Recruited	9		0		0	9
Yet to Recruit						16
Sanctioned by the Management/Society or Other Authorized Bodies						9
Recruited	0		0		0	0
Yet to Recruit						9

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	3	2	0	7
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	1	0	8	0	0	9
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	5	0	0	5
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	404	0	0	0	404
	Female	371	0	0	0	371
	Others	0	0	0	0	0
PG	Male	48	0	0	0	48
	Female	60	0	0	0	60
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	65	66	58	95
	Female	66	69	62	66
	Others	0	0	0	0
ST	Male	13	11	6	1
	Female	5	3	4	5
	Others	0	0	0	0
OBC	Male	151	153	139	141
	Female	170	179	155	255
	Others	0	0	0	0
General	Male	267	223	203	298
	Female	265	335	293	375
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1002	1039	920	1236

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>According to the National Educational Policy 2020, the institute is getting ready to add multidisciplinary subjects to its curriculum in order to help students develop their overall abilities, including their academic, ethical, physical, social, psychological, and spiritual ones, in an integrated manner. Because the institute is located in a rural area with a sparsely developed manufacturing sector and in consideration of the challenges and obstacles the students face, the institute plans to establish short-term and vocational courses to equip the students as well as prepare them for independent work. In order to describe the specific knowledge, abilities, and attitudes of learners, the institution is trying to specify the programme outcomes in addition to course outcomes as it gets ready to provide more multidisciplinary courses. The institute wishes to establish a network with the backing of the parent society to enhance the culture of research and development. Our college is run by Shri Shivaji Education Society, Amravati. Colleges providing education in medical, engineering, nursing and agriculture also come under the aegis of parent education society. Thus there exists a scope to establish a nexus with these institutes so that we proceed in the multidisciplinary/interdisciplinary approach.</p>
2. Academic bank of credits (ABC):	<p>According to NEP 2020, "Academic Bank of Credits shall deposit Credits awarded by Registered Higher Education Institutions, for Courses pursued therein, in the Academic Bank Account of the Student and the validity of such credits shall be as per norms and guidelines issued by the Commission from time to time." Regarding the implementation of Academic Bank of Credits (ABC), the institution has started the process of (ABC) for first-year students for enrolment of examinations in accordance with university guidelines. • The faculty's teaching techniques are supportive, thoughtful and interactive, and the institution's didactic strategy is focused on students. The affiliating university, Sant Gadge Baba University, Amravati, in the academic session 2022-23 implemented the Choice Based Credit System (CBCS) pattern. Accordingly students registered with other institutions learning different courses can transfer the obtained credits there to the courses they opt for in our college.</p>

3. Skill development:	In keeping with NEP's goals of promoting quality and outcome-based education, the affiliating university took the initiative to adopt NEP for the UG programme. The institute is working very hard to adapt different skill-based courses, activities, and learning styles, including distance and open learning methods and the use of MOOCs. The combination of projects, internships, and field visits are few of the steps taken to improve the students' professional capabilities. Undergraduate level certificate programmes in career-oriented programmes and skills, such as mushroom cultivation, organic farming, certificate course in laboratory safety, certificate course in digital electronics. To establish an institution of the highest standards providing training in highly demanding skills. The Institute will focus its attention on the courses that include Skill Developing, Employment Counselling, Career and competitive examination guidance and allied activities.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Teachers are encouraged to publish scientific articles in their community publications and give public science lectures in their native tongues, such as Marathi or Hindi. Local language proficiency will be promoted and improved through the courses' design.
5. Focus on Outcome based education (OBE):	The institute conducts various activities to instill competencies such as analysis, interpretation, assessment, and efficient administration, with a constant focus on learning based on outcomes. The institute provides mini projects and internships to students to further elevate their job potential and entrepreneurial endeavours.
6. Distance education/online education:	The institute is also getting ready to start providing vocational courses via ODL (Open Distance Learning) in due time. The college also runs an open university centre under Yashwantrao Chavan Maharashtra Open University (YCMOU). Particularly during the pandemic, faculty members used a variety of technological resources, including our parent society's online teaching platform ssesa.live, Google Classroom, Zoom, Google and using YouTube videos as teaching and learning tools. Some of the institutional efforts towards blended learning include group collaboration, interaction, assignments, revision, and assessments through Google Forms. Few colleges run by our parent

institute are single point of contact (SPOC) for NPTEL-SWAYAM courses. Students from our college can have access to the courses offered through this portal and gain certification. This shall promulgate skill in students that in turn shall increase their job/business prospects.

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, institute has Electoral Literacy Club.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Yes, ELC is functional and Mr. P. R. Chate is working as Nodal officer, Mr. N.D. Gattuwar as supporting faculty member and Mr. Tushar Shelekar ,Mr. Vaibhav Bavaskar and Miss. Mohini Jaware are working as Student Representative</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>An Electoral Literacy Club is a platform to engage college students through activities to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. ELC is established for New Voters who are above 18 years age. Institute has enormous faith in significance of electoral system in democracy. It always strives to contribute to enhance society's participation in electoral system. The ELC formed in institute conducts various programs and activities in this regard such as, voters' awareness rallies, celebration of voters' day etc. Institutional ELC organize activities for students to make them aware about election system and its importance. ELC conducts an awareness session for students during student induction program to encourage newly admitted students for registration in voter's lists. A voter's registration drive was organized for students by the ELC with the help of Tahsil office Motala. Students were encouraged to participate in awareness rallies and motivated them to assist handicapped voters at the polling booth during election . They volunteered in spreading the message of importance of electoral system among nearby communities. Faculty members performs various duties and roles in polling assigned by state as well as district election administration. During voters' awareness rallies and sessions the participants and coordinators motivate voters for</p>

	<p>ethical voting. ELC along with students take efforts to convey the message that voting is one of important constitutional right as well as duty of every citizen. Irrespective of caste, gender and creed everyone should participate and encourage others for voting.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>ELC carry awareness drive through awareness sessions, rallies and celebrating voters' day</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>20% of students were enrolled as voters in electoral roll at the voters registration drive conducted in the college with the help of Tehsil office Motala and rest of the students are motivated to enroll themselves and motivated to the others .</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1002	1039	920	1236	1208

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 33

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
24	26	25	09	12

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
23.71	20.14	54.21	29.04	25.93

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

As our college is affiliated to Sant Gadge Baba Amravati University, Amravati. We follow the curriculum designed by the said university. At the commencement of every academic session, the university notifies an academic calendar for all the programs, which contains the date of commencement, the last working day of the even & odd semesters and dates for semester-end examinations.

The institute organizes a meeting of heads to prepare the plan for the upcoming academic year. As per academic calendar published by university, our college-academic calendar committee prepares academic and activity calendar for effective implementation. At the beginning of every session, the time table committee prepares time table and displays it on notice board. Heads of departments distribute workload to faculty teachers as per the university norms. The teachers prepare teaching plan according to academic calendar and guidelines provided by the university. Every teacher maintains the academic diary and record of the engaged lectures, practical's, seminars and other activities/programs conducted throughout the year.

Institute organizes an induction program for first year admitted students of all the programs, where the students are made well acquainted with the COs, and POs. They are made well familiar with the teaching learning processes, university exam mechanisms, roles of library and its optimum utilization. This exercise helps students to become better receivers and adapt to the institutional culture. Institutional committees are constituted to distribute various responsibilities among the teachers.

The academic calendar helps faculty members to plan their respective course delivery, academic and co-curricular activities. CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars, personal interviews are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The course teacher prepares IA question papers based on the revised Bloom's Taxonomy. The internal assessment test timetable prepared by the concerned department is published to stakeholders and conducted as per the schedule. Continuous evaluation and assessments are also done for laboratory courses, project work, and seminars. Conduction of laboratory experiments and viva, and submission of records are the major components of laboratory course evaluation. The principal, through the academic committee meetings, frequently reviews a semester's progress and provides suitable suggestions. In case of revision of the academic calendar by the university, the institute incorporates the necessary changes accordingly.

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

1.2 Academic Flexibility

File Description	Document
1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)	
Response: 25	
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1	View Document
---	-------------------------------

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 16.54

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
154	208	294	122	116

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

The institution runs the courses in Arts, Commerce and Science streams. The curriculum is designed by Sant Gadge Baba Amravati University, Amravati. The Institute believes that integrating cross cutting issues with the curriculum would create positive impact on the students, both in terms of their education and societal commitment. The institution takes care to inculcate values related to the environment and sustainability through various practices and programs under NSS, NCC and other departments. The institute also conducts several awareness related activities.

The faculty of college takes sincere efforts to make the students aware of these issues in all respect. Efforts are being taken to integrate the various cross cutting issues through the curriculum prescribed by university and supporting academic activities etc. Being an affiliated college, the institute meticulously follows the curriculum prescribed by the university. The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. Following are the details of the courses which integrate cross-cutting issues into the curriculum.

Environment and Sustainability

In curriculum Course environmental studies is compulsory for the second year UG students of all the programmes. The course introduces the students to its multidisciplinary nature and also emphasizes on the renewable and non-renewable resources and the problems associated with environment. Apart from this, institution conducts environmental awareness programmes like tree plantation and plants species preservation, rainwater harvesting, Tagging of plant species with name in college campus, plastic-free drives etc. No vehicle day on every thursday is practiced. Green audit is done by external agency.

Gender Sensitization: Gender sensitization and gender equity are of immense importance for a just society. In our curriculum number of courses offered by the Literature and Life Sciences departments deal with the issues of gender sensitization and gender equity. Programs on Women Empowerment are organized in the institution.

Human Values and professional Ethics in curriculum: The course in UG Political Science deals with Fundamental Right and Duties. The courses related to literature offer number of human values such as non-violence, for students in Commerce faculty the courses like Business Ethics, Business communication and Professional Values.

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

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

Response: 61.08

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

Response: 612

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 95.7

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
423	431	469	546	554

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
448	468	488	564	564

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list as published by the HEI and endorsed by the competent authority	View Document
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 75.4

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
184	177	187	213	229

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

2021-22	2020-21	2019-20	2018-19	2017-18
232	242	255	292	292

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio**2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)****Response:** 41.75**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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process****Response:**

The college has multiple faculties. The college's activities, instructional methods, and curriculum planning all support experimental and collaborative learning. The college has developed a multi-faceted strategy that combines traditional teaching techniques with pedagogy that involves using ICT-enabled tools and an efficient learning management system. Students can gain a comprehensive understanding of learning through activities including in-class seminars, programmes like poster presentations and rangoli

competitions, observing and commemorating days of national and social importance, rallies, and field trips.

We have specialised labs for the science faculty's courses in Physics, Computer Science, Chemistry, Botany and Zoology, where students conduct experiments in accordance with the university's established curriculum. All of the departments' equipment is kept up to date, and using the tools themselves helps students learn. This unquestionably improves the students' understanding of the idea as a whole. Understanding the experiment is aided by conversation with professors and colleagues. For their students to get real-world experience, arts and commerce faculties give projects or fieldwork. Students in the institution are encouraged to give presentations, take part in poster and seminar contests, and work on projects that imbibe a feeling of teamwork and improve presentation abilities.

Students are introduced to the lab and its equipment. When students conduct an experiment and their questions are answered, they get guided step-by-step. Assignments are given to students to encourage creativity and bolster the competition. Students approach the concerned teacher with any questions/doubts they may have about the course, and teachers leave no stone unturned to help them.

Majority of the faculty created and posted instructional videos on YouTube. Teachers of our institute made use of our parent education society's online teaching platform ssesa.live to give students access to teaching and learning resources during the COVID-19 period. Our faculty members frequently use Google Forms, Zoom, Google Meet, Google Classroom, WhatsApp groups, and other tools for online teaching, learning, and evaluation.

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

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 56.47

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
34	34	34	34	34

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 82.29

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
21	23	22	06	07

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Mechanism to deal with Internal Examination related grievances:

The methods used to perform internal evaluations include written tests on the syllabus taught, practical exams, multiple choice questions (MCQ), quiz competitions, assignment submissions, online

exams, project reports, seminar presentations, industrial visits, and field visits.

The departmental notice board is used to post students' marks and performance, which promotes openness regarding the internal review. Answer sheets are given to the students for general observation after the assessment of unit tests. Students should bring any complaints/grievances they have about their performance in the internal assignments and their grades to the subject lecturers for resolution. The students' issues with evaluation and mark distribution are handled by the subject teachers. The topic is brought before the concerned Head of the Department if the student is not pleased. Internal examination related grievances are immediately resolved.

Mechanism to deal with External Examination related grievances:

According to the university examination timetable, the institute administers semester university exams in the college. The affiliating university provides the question booklets and answer sheets. The university administration, specifically the Board of Examination, is informed of the student's complaint/grievances if it relates to the question papers. The topic is brought before the Board of Studies by the Board of Examination. The Board of Examination settles student complaints following the Board of Studies' ruling.

Students' main complaints about the question papers are:

- Questions being out of the syllabus.
- Errors in printing in question papers.
- Distribution of marks to questions in the question papers.
- Questions having incorrect choices in the MCQs

Answer sheets are forwarded to the university for official evaluation as soon as the exam is finished. Results must be announced by the university in 40 days. Students at the college level receive their marksheets following the announcement of the results. Few students raise grievances related to undervaluation of answer sheets. For this purpose, they are need to apply for the photocopies of the same to the university online along with fees and relevant documents. Students also have the following grievances regarding university results which must be clarified within stipulated time:

- Results being withheld.
- Marks not being put in the marksheets in spite of them being sent to the university by the college.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the

institution are stated and displayed on website

Response:

The institution works to provide students with outcome-based education that fosters critical thinking and problem-solving skills, participatory learning, and experiential learning. As a result, the institution is aware of the significance of learning outcomes (POs and COs). Affiliated to Sant Gadge Baba Amravati University Amravati, the college follows university syllabi for its teaching, learning, and evaluation processes. In order to promote the overall development of the students, the institution developed learning outcomes for the programmes and courses it offers at the undergraduate and post-graduate levels in accordance with the syllabi established for those programmes and courses by Sant Gadge Baba Amravati University, Amravati. By considering the course syllabi, the teachers of every faculty and department frame and finalise the learning outcomes.

The Programme and Course Outcomes (POs and COs) are posted on the departmental notice boards and the college website, <https://www.sscmotala.ac.in>. During the induction programme for first-year students, the Principal, the IQAC coordinator along with faculty members share the Programme and Course Outcomes (POs and COs) with the students. These learning objectives are shared in the classrooms by the subject teacher. All the departments of the college and library both have access to the Programme and Course Outcomes (POs and COs).

Recently, our affiliating university adopted the Choice Based Credit System (CBCS) pattern (Sem.1 & Sem.2) and implemented the same for first year of all faculties in the undergraduate and post-graduate programmes. Accordingly, they have also been displayed.

[https://sscmotala.ac.in/pdf/Programme%20Outcomes%20\(POs\).pdf](https://sscmotala.ac.in/pdf/Programme%20Outcomes%20(POs).pdf)

[https://sscmotala.ac.in/pdf/Course%20Outcomes%20\(COs\).pdf](https://sscmotala.ac.in/pdf/Course%20Outcomes%20(COs).pdf)

[https://sscmotala.ac.in/pdf/Course%20Outcomes%20\(COs\)\(CBCS\).pdf](https://sscmotala.ac.in/pdf/Course%20Outcomes%20(COs)(CBCS).pdf)

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

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:

Undergraduate programmes are offered by the institution in the faculties of Humanities, Commerce & Management and Science & Technology. The institution also offers post-graduate program in Commerce and Management. These courses for these programmes adhere to the curricula set forth by Sant Gadge Baba Amravati University, Amravati. Throughout the course of their selected programme, the students pick up knowledge and skills that bring out the best in them and help them build a brighter future

for themselves as well as contribute to the advancement of society and the nation.

Students' performance is evaluated and assessed to determine whether programme and course outcomes have been met through internal and external assessment, placement, advancement to higher education, and skill development.

Journal completion, on-time assignment submission, seminar presentations, unit exams, tutorials, and quizzes are all considered in the internal evaluation process. Faculty members constantly evaluate students based on these standards and give them the chance to perform better. The achievement of the above aims is aided by students' involvement in competitions, seminars, and other events. The methods for internal and external assessment undoubtedly form a method of evaluation. Academic performance is evaluated through an external assessment. Meritorious Students are honored at the college on Republic Day and are awarded with prizes for their achievements in various competitions organized by the college.

Academic audits of departments include a detailed assessment and analysis of university results, which are then analysed in staff meetings and by the College Development Committee.

Program and course outcomes are also evaluated by means of student feedback.

Number of students progressing to higher education i.e. UG to PG also forms the other parameter to gauge the student progression and attainment of POs. Few students also appear for various government-conducted examinations. Many of our pupils every year get selected into Police Service and Defence Forces, Maharashtra Security Force, Border Security Force. The number of students working in many private entities is also considerable. Few of them venture into self-employment and have set up small scale businesses.

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

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 49.33

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

2021-22	2020-21	2019-20	2018-19	2017-18
64	299	151	69	121

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

2021-22	2020-21	2019-20	2018-19	2017-18
319	300	193	358	257

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.86	
File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institute takes various innovative activities for students to transfer of knowledge. To promote and nurture research minds, students are motivated to participate in activities like Avishkar & Science festivals.

Research Development and Consultancy Committee has been established in the institute for creation of conducive atmosphere for research. The workshop on Intellectual Property Rights has organized in the institute in which the ideas patenting the innovations was explained. One of the faculty members Dr. A. B. Gaware got patent on his innovation created interest in students to develop the new ideas in research field.

On research front, research papers were published in conference proceedings, as well as book and book chapter were also published under well-known publishers. The institute has organized a one-day workshop on "Research Methodology" for the faculty members. One of the faculty member Dr. C. D. Morey got young research award for her research contribution. Students also bagged prizes in Avishkar 2019 and fifth national level lonar science festival.

As a part of innovative activities 99-days IGEN project was carried out by students in which posters,

videos and students implemented their ideas under the guidance of their respective teachers.

Activities like natural color preparation and ecofriendly rakhi competition are also initiates awareness about environment in innovative manner. By these activities students motivates others to celebrate festivals in a different way without changing traditional values of the festival.

The institute has organized a nine day's online workshop on the occasion of Navratri. In which talks of well-known women expertise in their respective field were arranged. The subjects like gender equality, competitive exam guidance, women empowerment, nutrition and health, yoga and pranayama, role of women in different professions were discussed.

Overall ecosystem of institute proves helpful for students to develop their research orientations and skills.

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

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

Response: 19

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	7	3	3	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.27

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	3	2	0	1

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.76**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
8	5	6	1	5

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college organizes various extension activities to sensitize the students towards social issues and to use the gained knowledge as a helping hand in neighbourhood community. Our college is one of the colleges in the rural area and therefore it is easier for the students of our college to approach the people in their villages or nearby communities.

- **Palash (Butea-monosperma) Tree Conservation**

To, contribute towards neighbourhood community an activity continues from last three years in which an article written by a faculty member Dr. P. A. Theng circulated in nearby community with the help of students. Importance and medicinal uses of palash tree were mentioned in the article. By circulating this article, a blind faith like cutting and uprooting these trees in the celebrations of some festivals reduces remarkably.

- **Distribution of Masks and Sanitizers**

For health awareness in the covid-19 situation, activity carried by college in which distribution of the masks and sanitizers to the people in nearby communities. This kind of prevention act has taken to fight with covid-19 at that time.

- **Webinar on “Women Safety and Role of Police”**

As a responsibility of college towards women empowerment college students, especially girls were aware about their safety. API Mrs. Prashali Kale who has given a very interesting talk on women safety measures. Also, she had a nice conversation with the students in the question-answer session. Given instructions are proved very useful to the students.

- **Webinar on “Personality Development”**

Mr. Sachin Burghate motivated to students to believe on themselves with the qualities which already they have. The talk was very useful in perspective towards students for facing different situations and challenges which arises in their day today life.

- **One Day Workshop on “Nursery Management and Vermicomposting”**

To develop the new ideas for entrepreneurship, a workshop on nursery management was conducted. A vermicomposting is essential part which assist the plant growth and therefore basics of vermicomposting was discussed in this workshop.

- **One Day Workshop On “Natural Color Preparation”**

Festivals in India use to play of colors mainly in “Holi”. For making these colors, chemicals are used which have hazardous effects. In order to avoid this, students were motivated to make colors from different herbs and plant leaves.

- **One Day Workshop on “Seed Ball Preparation”**

By involving students in preparing Seed Balls and distributing them among the students, teaching and non-teaching staff awareness was created about a better environment among the public, in an innovative manner.

- **Webinar on “Cyber Crime”**

In the age digital revolution, android mobile is in everyone’s hands today. The monetary transactions are also made by these devices. Mr. Ravindra Sahare mentioned in his lecture that particularly girls should keep their information confidential while handling a social media.

- **A Nine Day’s Online Workshop on the occasion of Navratri**

The talks of popular lady expertise in their respective fields were arranged in the workshop. The subjects like gender equality, food and nutrition, Yoga and Pranayama, Competitive Exam Guidance and Role of women in different fields were discussed in the workshop.

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

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Only classroom teaching for students is not sufficient to make them a good citizen. A sense of social responsibilities and use of education for the development of community in general will add to their character. The institute organizes blood donation camp as well as HIV-AIDS awareness programs, Rally's, Corona vaccination camp, cleanliness drive at care center of leprosy affected people to contribute towards social responsibility. Organization of these kind of programs leads to holistic development of students.

Letters of appreciation and awards boosted the moral of students and faculty members as the activities like HIV-AIDS awareness program and blood donation camp.

- Letter of appreciation from Red Ribbon Club for HIV-AIDS awareness program
- Letter of appreciation from District General Hospital, Buldhana

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

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 66

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

2021-22	2020-21	2019-20	2018-19	2017-18
16	8	18	12	12

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

<p>3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.</p> <p>Response: 17</p>	
File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

There are adequate facilities available in institutions for teaching-learning. The institute has undergraduate programs in three faculties namely, Arts, Commerce, and Science, and a post-graduate program in commerce stream. There are 12 classrooms available in the institution which is sufficient to engage theory classes. All the classrooms are well equipped with the required furniture. Along with classrooms, the institute has two smart classrooms. Institute has dedicated laboratories for each of the science courses. Five laboratories are available on the campus. Free Wi-Fi facility is provided on campus. A power backup system along with a generator is installed on the campus. The whole campus is under CCTV surveillance (A total of 17 cameras). The Built-up area of the library is 83.26 Sq. m. The Library possesses 10893 books and 647 reference books including Dictionaries Encyclopaedias and books on literature. The library is enabled with SOUL 2.0 software. Computer terminals with OPAC facility are set for student cataloguing. A separate reading room for students and staff is available. To overcome the fluctuation in electricity supply, we have Kirloskar 25 KV Generator. An auditorium with audio-visual aids is under construction. The institute has an open theatre for cultural activities. Besides cultural activities, the institute also engages its students in different sports facilities. A playground is available for various sports. The students are provided with sports equipment such as Volleyball, shot-put, etc. Dedicated grounds for sports like Volleyball, kabaddi, kho-kho, and long jump-pit are available. Yoga sessions are conducted in the open space available on the campus.

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

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 22.82

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
6.67	7.16	18.63	1.53	0.93

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The Built-up area of the library is 128 Sq. m. The Library possesses 10893 text books and 647 reference books including Dictionaries and Encyclopaedias, books on literature and some rare books are also available. Library is automated partially by using Soul 2.0 ILMS Software of INFLIBNET. In addition to this the Library has OPAC. To meet the current and latest reading habits of student the library has subscribes Newspapers, in English, Marathi and Hindi languages. Books on Competitive Exams are available for students. Students are made aware about all the facilities and processes of library use during the student induction program. An entry book is maintained in the library for users so that the footfall can be monitored. Separate reading room is made available for users, where they can read newspapers or other reading material.

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet

connection Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The institute has 40 computers. An independent computer lab is available with internet facility. The institute has multiple numbers of LCD projectors. The computers are regularly maintained and upgraded with the advancements in technology. Hardware of computers like RAM, ROM are updated as per requirements. Software like antivirus, operating systems, Microsoft office etc are regularly updated. The campus has a wired as well as Wi-Fi internet facility. Students have access to free Wi-Fi. The internet facility is upgraded to 100mbps through optic fiber. The software like the operating system, antivirus, are regularly updated. An electricity backup system is available for uninterrupted use of IT facilities. The systems are upgraded as per the requirements through a third party. There are CCTV cameras installed across the campus. Library is partially automated with SOUL 2.0. Administrative office also regularly upgrades its IT facilities. Administrative office also regularly upgrades its IT facilities. ERP EMS system is upgraded. Institutional website is regularly updated and maintained. An UPS power backup and generator is installed for uninterrupted power supply of IT facilities.

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

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

Response: 25.05

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 40

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 28.55

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

2021-22	2020-21	2019-20	2018-19	2017-18
5.97	4.77	20.54	6.87	5.54

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 60.19

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
590	644	605	704	710

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	View Document
Upload policy document of the HEI for award of scholarship and freeships.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 58.28

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

2021-22	2020-21	2019-20	2018-19	2017-18
996	457	920	552	225

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 *The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

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

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 33.79

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	64	39	40	72

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
64	299	181	69	121

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 19

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

2021-22	2020-21	2019-20	2018-19	2017-18
08	00	02	01	08

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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

Response: 13.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
21	01	18	15	14

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services**Response:**

Alumni any institute are its ambassador to the outer world the institute believes in maintaining its bond with its Alumni. Alumni association fosters the relationship between the alumni and the present students. It bridges the widening gap between the former students and the institute to keep them in touch with the present growth, development and also the challenges before the institute. At the same time, its role in organising socio cultural, educational and some other kinds of events in the college premises strengthen its relation with the institute passing off each day. The institute has registered alumni association as “Shri Shivaji Art’s, Commerce and Science College Alumni Association Motala, Dist. Buldhana” and its registration number is MH/269/22. Some alumni are employed in government services. They play an important role in academic and institutional development. institute conduct alumni meet.

The objectives of establishment of the association are

1. To support and encourage mutually beneficial interactions between the alumni and the present students of the college and between themselves.
2. To encourage the development of students and Institute as a means to increase participation of alumni.
3. To provide the platform and to establish a bond between the alumni, staff and students of the college.
4. To enable the alumni to participate in activities, this would contribute to the general development of the institute.
5. To form a forum for the alumni for exchange of ideas on academic, cultural and social issues of the day.

Contribution of Alumni

- Some of our alumni have supported the institute by donating books. Another alumnus has contributed in the form of building materials.
- Some of the alumni who are in businesses, allowing students to visit their Industries / businesses.
- Some of the alumni help in conducting guidance or training sessions for current students.
- NCC cadets who are currently joined in armed forces are contributing in counselling the students of the college.

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

Vision:

To develop the institute as a centre of higher learning ever abreast with the expanding horizon of knowledge in the field of Arts, Commerce & Science to facilitate the transformation of students into good human beings, responsible citizens & competent professionals.

Mission:

Shri Shivaji Arts, Commerce & Science College, Motala is committed to the mission of the parent body "Tanso-ma-Jyotirgamaya." The college has full-faith in its mission which will be producing intelligent, noble, tolerant, confident, courageous, self-radiant students who may prove themselves to be better and courteous countrymen of prosperous India.

Goals:

- To provide educational opportunities to the socially & economically deprived sections particularly rural masses.
- To impart qualitative, value-based & Carrier-Oriented education for personality development of students.
- To develop physically, mentally & socially healthy students to enforce & build up healthy education.
- To create social awareness, health consciousness, civic responsibilities, leadership qualities & scientific attitude among the students to generate good citizens.
- To develop confidence, self-reliance, courage, sense of equity, equality & involvement in decision making process among the girl students.
- To enhance & conserve cultural, historical literal identity & heritage of Buldhana district the mother land of JIJAMATA

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

1. Decentralization of administrative responsibilities: Principal as the head of the administrative office executes duties, responsibilities through the office staff by consisting various committees such as Purchase Committee, NSS, NCC Advisory Committee, Admission Committee, Library advisory Committee, Infrastructure Committee, Student Welfare Committee etc. these various committees are empowered to

take active decision regarding initiative to making Quality in academic, administrative and Extension activities.

2. IQAC: The IQAC of the college is established as per NAAC guidelines as a representation and working mediator to various stakeholders like teaching, non-teaching staff, social workers, management, alumni entrepreneurs and students. The responsibility of seven criteria is entrusted to head of each criteria convener assisted with 1-2 actively participated staff member in implementation of decision making of quality initiatives reflected in respective criterion. Head of each criterion carries out the work which comes under their criteria and fulfills the work from the respective administrative committees.

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

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

Executive committee: The Executive committee of the Parent institution takes policy decisions regarding the academic and infrastructural development of the college. The Executive committee decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion, and transfer of the employees. The various committees working under the surveillance of the executive committee are Purchase, Finance and Accounting, Building Construction, Grievance, Academic Audit, etc.

College Development Committee: According to the Maharashtra Public Universities Act 2016, the CDC is formed. It prepared an overall comprehensive development plan for the college regarding academic, administrative, and infrastructural growth. It takes decisions regarding to introducing new academic courses and the creation of additional teaching and administrative posts, policies to encourage and strengthen research culture, consultancy, collaboration, and extension activities in the college.

Administrative Set-up: The Principal is the executive head of the institution. He is authorized to take decisions regarding academic, administrative, and financial matters in accordance with the policy matters as per the rule and regulations of the State Government and UGC. The Office Senior clerk is the head and custodian of the college office which includes three sections- Establishment, Accounts, and UGC, senior clerk, assistant, and peons assist him.

The Internal Quality Assurance Cell: IQAC plans for the development of quality parameters for the various academic and administrative activities. It monitors teaching, learning, evaluation, and research

promotion. It coordinates between the management, the principal, the staff, and the students.

Staff recruitment and service conditions: The institute is a grant in aid and affiliated to Sant Gadge Baba Amravati University and abides by recruitment and appointment procedures of UGC, the State Government, and the parent university. The parent society has also laid down certain conditions and codes of conduct for its employees.

Service and Promotion rules: The service rules decided by the UGC and the State Government for the appointments and Promotions of the Teachers, Director of Physical Education, Librarian, and non-teaching staff are followed.

Leaves: Leaves rule of the parent university are adhered to employees are granted leaves as per their entitlement.

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

6.2.2 Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Teaching:

- The parent institute Shri Shivaji Education Society, Amravati, and the college have initiated several welfare measures for the well-being of teaching and non-teaching staff.
- The parent institution offered the job to one of the family members after the sudden death of the staff member in service as per government rules on compassionate grounds.
- Teaching and nonteaching staff is covered by Group Life Insurance.
- The college conducts on socially relevant issues like AIDS, Drug & Voter awareness.
- Medical reimbursement: as per the guidelines of the university & UGC.
- Leaves rule of the university are adhered to employees are granted leaves as per their entitlement.

Non-Teaching:

- The parent institute Shri Shivaji Education Society, Amravati, and the college have initiated several welfare measures for the well-being of teaching and non-teaching staff.
- The parent institution offered the job to one of the family members after the sudden death of the staff member in service as per government rules on compassionate grounds.
- Teaching and nonteaching staff is covered by Group Life Insurance.
- Medical reimbursement: as per the guidelines of the university & UGC
- Leaves rule of the university are adhered to employees are granted leaves as per their entitlement.

The Institution evaluates all teaching & non-teaching staff every year. An appraisal system evaluates the faculty's academic performance against a list of set objectives and it identifies the SWOC of concerned faculty. Through this system, the institution fulfills the goals and aims of the parent society. The performance of each faculty member is assessed according to the Annual Self-Assessment by the Performance Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score which appears before the screening cum selection committee. The institution undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The Institute accords appropriate weightage for these contributions in their overall assessment. The faculty members are informed well in advance of their due promotion. The PBAS proforma filled by the Faculty Member is checked and verified by the HODs, followed by the Principal & IQAC office.

All non-teaching staff are also assessed through an annual confidential report. The various parameters for staff members are assessed under different categories i.e., character, habit, talent, departmental abilities, capacity to do hard work, discipline, reliability, relations & cooperation with superiors, subordinates, colleagues, students, and public.

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

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 0**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**Response:** 60**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	23	24	14	02

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
06	07	07	07	07

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institute has framed certain strategies for maintaining transparency in its audit process. It conducts internal and external financial audits regularly. The internal audit is conducted by the authorized Chartered Accountant, appointed by the management at the end of the financial year. The audited reports are submitted to the joint directors' office by the end of June every year. The external assessment is done by the competent government authority. The General Audit is also conducted by the Auditor General of the State, Nagpur region. The financial irregularities pointed out by the auditor general are settled as per financial provisions. Proper utilization of financial resources is planned at the beginning of every year. The expenses made for various heads are recorded properly and the income and expenditure statements of the Institute are subjected to regular internal and external audit.

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

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell has significantly contributed for institutionalizing the quality assurance strategies and processes by designing short term and long-term Perspective Plans and framing

and implementation of various quality policies.

Quality assurance strategies and processes:

- The CDC, IQAC and other Committees prepare Perspective Plans, guide and monitor all quality assurance and enhancement in academic & other activities.
- The IQAC carried out internal Academic Audits of the departments to review learning outcomes at periodic intervals with an objective to evaluate and appraise the functioning of departments in terms of learning, evaluation, research, co-curricular and extension activities.

Review of Teaching Learning Process:

- The IQAC monitors academic activities including regular teaching-learning processes and seeks feedbacks from stakeholders to assess the outcomes periodically.
- Academic Monitoring is done by proper implementation of academic planning, academic calendar and schedules for continuous internal assessment and university exams.
- Organization of Induction Programmes, Bridge Courses in different subjects for entry level students
- IQAC has promoted research activities during last five years with an output of 9 Books/Chapters published in research papers in journals and 01 patent
- 3 classrooms are ICT enabled and 100 mbps Internet connectivity, Wi Laboratory, Labs and Departments.
- The IQAC collaborated with various departments and organized National 02 webinars 17 workshops and 25 Add-on/ certificate courses during last five years and various online/offline competitions and events organized during last five years.
- The central library is upgraded with ILMS, SOUL 2.0, and OPAC facilities.
- The administrative office is automated and has Campus ERP.
- The institute has 17 Functional MoUs and established collaborations with other institutions, NGOs for mutual benefits and undertook various activities like hands-on training in skill enhancement, internships societies, and on-site vocational exposure to the students.
- The IQAC ensures proper career guidance through Career Counselling & Placements Cell by organizing guest lectures on competitive exams.
- The Alumni Association is registered and actively engaged in institutional development through donations & academic contribution.
- Energy, Green Audits of the institution are carried out.
- 5 KW Solar System is installed to make the institution energy independent.
- Divyangjan facilities are created on the campus to facilitate easy access and movement for them.
- Green initiative like reduced use of plastic and papers, saving electricity and water, environment conservation etc. are promoted on and off campus

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

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Gender equity is a right of human. **Gender equality is not only an ultimate human right, but an essential foundation for a peaceful, prosperous, and justifiable environment in the college campus. Women are entitled to live with dignity and with freedom. To provide equal opportunities to all students, college has Internal Complaints Committee (ICC) and Grievance Redressal Cell are constructed as per the norms of UGC.** The college has a functional internal complaint committee (ICC) which assures that there are no incidences of any kind of harassment of women.

College has conducted gender audit. Gender audit of college indicates girl students are gaining higher ranks. Gender audit also included gender ratio of teaching and non-teaching staff. The Suggestions given by Gender Audit Committee is fulfil by the college.

The college provides safety and security facilities for the staffs and students **are as follows,**

Safety and Security: The College has no compromise on security at the campus for students. CCTV Cameras at the entrance of the college, in corridors, staff rooms, laboratories library, etc. To ensure it the college has requested the Police department for patrol and Damini Pathak (Police Squad) visits regularly to the campus which helps to control eve teasing. A discipline committee is active in the college to ensure the enforcement of the code of conduct. Uniform and identity card is compulsory for students as well as staff. The complaint box is kept in front of the administrative office.

Counselling: For counselling of girl students, college utmost concern towards the student stress, career advice, and family concerns. They are encouraged to join NCC and NSS. Women's Counselling Cell has solved the different issues of women.

Girl's Common Room: There is a girls' common room made available for girls' students on campus. It is well furnished with necessary things like a first aid kit, drinking water, hand wash soap, and disposal dustbin. A sanitary napkin vending machine and incinerating machine are installed and maintained by the college.

The college has started several measures in gender equity & sensitization in curricular can be seen from the courses introduced by the University. In curriculum of university specially languages English and Marathi includes unit related to gender equity like Stri Purush Tulna.

Several co-curricular activities organised by the college to promote gender equity. To promote gender equity, the Internal Complain Committee (ICC) of the college conducts several activities such as awareness programs on Save Girl Child and Beti Bachav and Beti Padhav, Pre-Marriage Counselling, health check-up Legal Guidance Against Women Harassment, Women's Empowerment Programmes and Workshops etc. for welfare and overall personality development of students.

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

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Shri Shivaji Arts Commerce and Science College Motala committed to sensitization

constitutional values, rights, duties, and responsibilities.

i) On 26th November, our nation celebrated Constitution Day every year to commemorate the adoption of the **Constitution** of India. On this day, teachers give oaths to all students that help to inculcate values and rights among the students and stakeholders. Students will examine the importance of Constitution Day.

ii) On 25th January, National voters day was celebrated to aware all stakeholders about the importance of voting rights to strengthen democracy. To encourage more new voters to take part in the political process. On this day we motivate students who attain the age of 18 years as of January 1, such eligible voters would be enrolled on time.

iii) NSS and NCC units of college rise helping hands to the victims of affected society. We conducted rallies for flood victims by collecting money for the CM fund, which help society during Covid-19, and during the polling process, students helps senior citizen to reach the polling booth.

iv) NSS and NCC departments conducted blood donation camps, health check-up camps, and Covid-19 vaccination camps for students and society. NSS unit organizes cleaning drives not only on the College campus but also in Public places, where the teachers and students take part actively.

v) National festivals are observed in the college wherein the speakers stress constitutional values and obligations towards the nation. The struggle for Indian Independence and the development of the Constitution of India with important objectives including equality, fraternity, justice, secular values, rights,

and duties are always stressed in such programs. NCC wing participates every year on the 26 January and 15 August.

vi) Regional Diversity has been addressed by the NSS Unit which exclusively organizes Special Camps the rural areas. The student volunteers work on awareness and cleanliness programs in the villages impacting the lives of the community. They imbibe tolerance and harmony by working with the rural people.

vii) Linguistic diversity has been taken care of by the Department of English and Marathi by conducting seminars, guest lectures, debates, quizzes, and essay competitions. The certificate course, “Communication Skills in English and Writing Skills in English” fosters linguistic diversities.

viii) Universal Human Right Day is celebrated on 10th December every year *to raise awareness among students and stakeholders about people's rights to life, education, health, freedom of speech, and social, cultural, and physical rights and to ensure the welfare of everyone.*

ix)The institution organized various activities like World Environment Day, World pollution control Day, World Earth Day, HIV-AIDS awareness, World Wetland Day, etc.

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

7.2 Best Practices

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

Response:

Best Practice-1

1. Title of Practice:

“CONNECT TO ENVIRONMENT THROUGH NATURE CLUB”

2. Objectives of the Practice:

- To motivate and educate students and staff about Natural resources.
- To make curiosity of students in the conservation of nature and its resources.
- To motivate the students to keep their environments clean and green.
- To awareness of the consequences of human activity on natural resources.

3. Context:

Environmental conservation has become one of the burning issue that need to be addressed *to battle like climate change and global warming*. Students perform a very important role in environmental conservation. We established a Nature Club that is monitored by teachers.

“Connect to Environment through Nature Club” is a best practice adopted by the college. This activity is to be aware and motivate students about the economic value of nature and natural resources.

4. The Practice:

College has established a “Nature Club” which is monitored and mentored by the Biological Society. This Nature club comprises active students of Arts, Commerce, and Science faculty. Prior to the start new academic session, a plan is prepared for activities conducted throughout the session.

Department of Botany with Nature Club started Nursery which has an indigenous plant species. The plants developed in a nursery planted in the adopted village of Didola. The botany department in collaboration with the Nature Club conducted a campaign against *Butea* plant cutting on the occasion of the “Pola” Festival. Department of Zoology with Nature Club established the “Beekeeping Project”. The presence of Bees indicates healthy flora on the college campus. The botany department established an herbal garden which constitutes many rare and endangered species. An Eco-friendly Natural Color preparation workshop was organized by the Department of Botany and Nature Club. Plant parts are used as raw material during the formation of natural color.

Well-established vermicompost Unit that decomposed biowaste and available vermicompost was used for Nursery and cultivated plants. Paani Foundation in contribution to our college takes the initiative to develop the Miyawaki forest at Sindkhed (Praja) and Jaipur. All the students and staff of the college contributed to the tree plantation in Miyawaki Forest. Within five hours students planted about 9,000 plants.

Nature Club conducts many day celebrations related to nature and natural resources like Forest Conservation Day, World Environment Day, International Pollution Control Day, National Forest Day, World Earth Day, Sparrow Day, Wetland Day, etc.

Tree plantation drives are conducted regularly on the college campus. Nature Club protect and conserved these trees properly by making tree guard. The cleanliness drive was conducted by NSS and NCC volunteers.

5. Evidence of Success:

- i) Students conduct tree plantation at home and in nearby areas.
- ii) Students prepare a nest and water bowl for birds.
- iii) Students celebrate the eco-friendly Holi festival.
- iv) Be motivate people for conserve of the environment by stop cutting off the *Butea* tree (Palas).

6. Problems Encountered and Resources Required:

- i) Inadequate funds.
- ii) In maintaining green and beautification of campus water scarcity is a major problem.
- iii) It needs expert advice and an investment of resources.

Best Practice-2

1) **Title of the Practice:** Rainwater Harvesting and Artificial Recharge of Groundwater on the college campus.

2) Objectives of the Practice:

- To meet the increasing demand for water and raise the underground water table.
- To Effective water augmentation, conservation, and management.
- To reduce soil erosion and enhance the quality of the environment.
- To improve the quality of groundwater through dilution.

3) The Context:

The College is in a drought-prone area, so it is required to do watershed management. According to Central Ground Water Authority (CGWA), the stage of groundwater development of Motala tehsil (75.66%) of Buldhana district comes in the “Semi-Critical” category. Annual rainfall data of Central Ground Water Board for the year 2002 to 2011 is 970.00 mm, 891.00 mm, 541.00 mm, 345.00 mm, 1049 mm, 442.4 mm, 543 mm, 726.6 mm, 1041.4 mm, 691.9 mm respectively. The depth of water levels was 10 mbgl observed during the pre-monsoon period. Rainwater harvesting is convenient to increase the underground water level.

4) **The Practice:** Our college has rainwater harvesting like surface runoff harvesting and rooftop rainwater harvesting. Rooftop rainwater harvesting in which precipitation falls on a site is diverted, captured, and stored for use. Farm pond created near Ladies Hostel.

i) Roof Top Water Harvesting:

In rooftop harvesting, the roof becomes the catchment, and the rainwater is collected from the roof of all the buildings on campus. It can be diverted to an artificial recharge system prepared near the borewell. The rooftop water of all buildings is collected by PVC pipes (110 mm). This method is much more effective and is implemented properly which helps to augment the area’s groundwater level.

A composite bore well recharge system is developed on the college campus. A pit is dug around the borewell 5.8 feet away from the casing, 7.4 feet x 10 feet deep. The borewell itself has a radius of 5.8 feet has a double wall cup shape and displays a honeycomb structure. 450 mm filter bed is prepared by using small stones & sand. A concrete cover is put on the mouth of the pit. The estimated water recharge capacity is about 60,000 liters.

ii) Farm Pond:

A farm pond with 18 x 12 x 6 m dimension is drugged up near Woman's Hostel, murum is kept at the edge, and the edge is made high. The projected, recharge capacity is about 30 lacs lit per annum.

5) Evidence of Success:

- College faced the problem of scarcity of water before this practice. This project makes the campus self-sustainable regarding water management.
- Water table is increased and maintained, especially during summer.
- Salinity of water decreases due to rooftop water harvesting near the borewell.

6) Problems Encountered and Resources Required:

- Financial problems were raised and were solved by administration and labor work by NSS, NCC, and staff volunteers.
- Technical help was not sought from outside & solved by self-motivation.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:****“Socio-Economic and Educational Upliftment in Rural Areas”**

Shri Shivaji Arts, Commerce, and Science College Motala is run by Shri Shivaji Education Society Amravati. The institute has been started four decades with a humble and genuine vision given by our founder president, first agricultural minister, and great social reformist Dr. Panjabrao alias Bhausahab Deshmukh. The college is situated in an economically and educationally backward area. Our Education Society running an Arts and Commerce stream at this remote place Motala.

For more than three decades our college has been striving hard to provide education, especially to those students coming from rural backgrounds and poor families. The arts and Commerce faculty was already established in 1990. Science faculty was introduced in 2009. The college is situated in an undeveloped rural area of the Buldhana district of Maharashtra but stands upright firmly with its core values. The

college location is endowed with natural beauty and serenity. The college provides an education that helps them in being independent, along with the academic curriculum. The departments organize expert lectures on creating awareness regarding legal rights and train them in self-employment.

Our college has a large number of students from rural areas & poor backgrounds, but they are not poor in talent, knowledge, and humility. Girl students in this region have distant dreams of higher education so college staff motivates parents for encouraging their daughters to pursue higher education. Now the number of girl students is more in number than boys. The college organizes women empowerment programs for the encouragement of women. The renowned women are being invited for the guidance and motivation of the girl students. The college is handling successful programs through various methods like classroom management, positive disciplining, and skill-based training. Career counseling activities are effectively being implemented regularly.

The college has opened a 'Student Bank' for economically weak students. This bank provides refundable loans but they don't apply any interest rate against loans. So, such students can pay admission fees, bus pass payments, and exam fees. Student bank gives economic support to poor students so they continue their education without any anxiety. Student Bank is proving to be a boon for students.

The college affords sports, cultural, and other extra-curricular activities to students from different streams to socialize together. The output of these activities creates social and environmental consciousness amongst students. Various courses are being made available for skill development and value addition to the students. These courses include hands-on training that helped the students to improve their skills. Collaboration of the college with various organizations, institutes & industries through an MOU and interaction with them for different purposes like visits, practicals, etc. An NCC and NSS unit imparts a sense of social responsibility among all the students. The college provides a distance education facility through Yashwantrao Chavan Maharashtra Open University (YCMOU) Centre.

College mindful of its social responsibility. Department of Botany and NSS in collaboration adopted a village Didola Bk and cultivated 500 plants. Besides this colleges help flood victims by collecting funds. Our NCC students help the government system during Covid 19 Pandemic. The department of NSS organizes "Vishesh Shramsanskar Shibir" every year in an adopted village where they conducted tree plantation and cleanliness drives.

Our college collaborates with American India Foundation Trust (AIF) which provides a self-finance skill-based training program for students. They provide training for Logistic and Software development. We trying to place our students as well as built for self-employability. AIF also organized the "Future Workspace Skill Programme" (Employability Training Programme) for girl's students that help them in stage courage and interview.

Our college runs the courses under National Skill Qualification Frameworks (NSQF) which is sanctioned by UGC during the academic session 2020-21. B. Voc. diploma course on "Information Technology and Web Designing" and one B. Voc. certificate course on "Organic Farming" that is affiliated with SGBAU Amravati and Skill India. Both courses provided a golden opportunity for the student for skill-based knowledge.

Tree Plantation Drive was organized by the Department of Botany, NSS, and NCC. The plantation of trees was carried out with a pledge to nurture nature. The Club has also extended its tree plantation movement off the campus to a nearby locale to ensure greenery in the future. The college has been paid special

attention through various practices throughout the year. Student awareness programs about air and water pollution, global warming, Ozone depletion, and the hazardous effect of the use of plastics and polythene are conducted regularly within the campus. These major factors are responsible for environmental imbalances. It is needed to address the issues of environmental awareness.

Nature Club conducted many activities regarding it. The Botanical Garden is well constructed and maintained on the college premise. The plants are properly labeled with their botanical names with QR codes on the college campus. After scanning the code plant relevant information opens. Beekeeping and Nursery projects run within the campus that motivate students for self-employment and economic upliftment. Most of the students come from farmers' backgrounds, so we construct Vermicompost and Azolla Units to guide them to go organic and save money and help for maintaining healthy soil. All the departments of the college form association through which various activities get conducted throughout the session.

Career Katta scheme provide to the students initiated by DHTE and Maharashtra Information Technology Support Centre. Under this scheme guidance of successful personalities makes available to students that motivate students.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Additional Information:

Shri Shivaji Arts, Commerce and Science College, Motala was established in 1990 with the inspiration of visionary founder president of our parent society Dr. Panjabrao alias Bhausaheb Deshmukh who was the first Union Central Agriculture Minister of independent India. The development of students is achieved through various student-centric activities. Holistic development of students is achieved at various platforms such as academics, sports, extension and outreach.

- Career katta is established in association with Maharashtra State Higher Education and Maharashtra Information and Technical Centre for career counselling.
- Institute has adapted CBCS pattern at the undergraduate level from the academic year 2022-2023, which aligns its teaching learning process with NEP-2020.
- Institute has signed MoUs with various institutes to make students aware of different fields.
- Institute has created an innovation ecosystem for students as well as teachers to promote quality research and innovations.
- Institute organizes workshops and lectures on IPR, research methodology.
- Institute is highly engaged in societal enrichment program through various extension and outreach activities.
- Institute takes various initiatives for environmental conservation. It conducts various quality audits such as energy audits, green audits and environmental audits.
- Institute implements e-governance in the functioning of the institution to provide a simple and efficient system of governance which provides transparency and accountability within the institution.
- Institute encourages the overall development of students by encouraging students' participation in various sports and cultural activities.
- N.S.S., N.C.C. and other departments are committed to institutional social responsibilities and engage stakeholders in extension activities
- Institute has distance education of (YCMOU) Yashwantrao Chavhan Open University Nasik with UG and PG in Arts and commerce faculty

Concluding Remarks :

Concluding Remarks:

- Since the completion of II cycle of NAAC, the institute has made progress in different fields. As the number of faculty members increased.
- The institute has developed infrastructure and facilities.
- Institute has applied for various PG courses in Science faculty, literature and Economics.
- Institute has planned and got approval from the parent society for the new construction of laboratories and classrooms.