



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**DADASAHEB DHANAJI NANA CHOUDHARI SOCIAL
WORK COLLEGE, MALKAPUR DIST- BULDHANA.**

MUKTAINAGAR ROAD, MALKAPUR, DIST- BULDHANA- 443101

443101

www.ddnc.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

November 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Founder President Hon. Gajanan Narayan Kharche established a new education trust named Lok Seva Mandal at Narvel. The trust began by offering one academic program in Social Work Education in 1994. Dr. Ramakant Kolte, President of Lok Seva Mandal began with low strength of students in small rooms in the premises of the institution in Malkapur offering just a Certificate Course in Social Work (C.S.W.) & Bachelor of Social Work (B.S.W.) of Social Work education. named as Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur. Which is affiliated to Sant Gadge Baba Amravati University, Amravati. It was the first and only such Institution in Buldana District. The objectives of the course are focused on preparing the candidates for a career as a professionally trained social workers and are aimed at developing their attitudes and values necessary for working with people and organizations for achieving the goals of the social work profession. To prepare students for entry-level ecologically-based generalist practice at all levels of intervention (individuals, groups, families, organizations, and communities), utilizing a liberal arts foundation.

Vision

To transform rural, economically backward, and reserved category students into professional social workers.

Mission

To provide education for both social and personal transformation.

To produce a cadre of professional Social worker with value based Social Work Education to promote Competent human functioning so to serve the mankind and establish global peace and prosperity.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. College is located in a rural and natural atmosphere.
2. Supporting management and administration.
3. The outstanding performance of NSS and Extension Activity Cell.
4. Students from weaker sections are admitted as per the reservation policy.
5. Scholarship for SC, ST, OBC, VJNT etc. students through Social Welfare Department of Maharashtra and Central Government.

Institutional Weakness

1. Appointments of faculty and staff for the program are not timely done as approval from the Government authorities is delayed.
2. Many students are first-generation learners.
3. Being in a rural area, limited opportunities for personal development.
4. Being a rural college, the surrounding area is not having any industries/ NGOs. This limits the exposure of the students to the job market.
5. The Poor financial status of the students does not allow the institution to start advanced career-oriented programmes.

Institutional Opportunity

1. Getting NAAC accreditation with a good grade.
2. The opportunity of empowering rural, tribal, and slum dwellers, backward students.
3. Research grants from government and social research sponsoring agencies.
4. Registering alumni association and support from alumni for the development of the college.
5. To promote the interdisciplinary approach to research along with more collaborations.

Institutional Challenge

1. Adaption to frequent changes in national and institutional policy.
2. Orientation for the students with poor educational backgrounds. The students are first learners with rural backgrounds.
3. To provide training in English communication to students.
4. Funded research projects with a collaboration of government and private organizations.
5. To maintain a record of Placements, Higher Education, and Competitive Examination from passed-out students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Institute is a single-faculty college with undergraduate courses in Social Work Education. Value-Added Programs are also conducted to enhance the skill set of the students. The curriculum is designed by the SGBAU, Amravati. 6 faculty members participate in the evaluation and assessment procedure of the university. B.S.W program has a choice-based elective system. The syllabus of Value-Added Programs is designed by college faculty members which are then ratified by the Principal. There is provision for experiential learning and fieldwork as a part of the curriculum for all classes. The feedback related to the curriculum is collected from the students, alumni, parents, teachers, and employers. Feedback is analyzed, suggestions are noted and actions are initiated as per the suggestions received. Feedback documents are also available on the institute

website.

Teaching-learning and Evaluation

A highly transparent single window admission system is followed under a suitably constituted admission committee. Reserved Category Admissions are done as per the University and Govt. of Maharashtra rules and regulations. There is a mechanism to deal with slow and advanced learners. Teachers use ICT facilities, e-resources to make the teaching-learning process more student-centric. Mentoring system is also in existence to counsel the students for stress-related and academic issues. The college appoints teachers as per the UGC norms and the rules and regulations of the university and Govt. of Maharashtra are applicable for the appointments. The extra workload is compensated by appointing Adhoc/contributory teachers. 1 faculty has been awarded Ph.D. and 4 teachers are pursuing Ph.D. Various outcomes were defined and attainment levels are also calculated. The final year pass percentage is increasing day by day from the inception of the institute.

Research, Innovations and Extension

The institute has 1.2 lac rupees funding from government and non-government agencies to the teachers and department. The faculty members are engaged in research work leading to the publication of the papers and books in the last five years. The college is conducting socially-oriented extension activities through 'NSS and Extension Activity Cell'. The college has 11 functional MOUs and Linkages with educational institutes, industries, GOs, and NGOs.

Infrastructure and Learning Resources

The college has all the facilities for smooth conduction of teaching-learning process as stipulated by affiliating to university. The college has a facility for indoor and outdoor games. The office and the administration have been recently computerized by using ERP Software. Library and reading room are available. The library is partially computerized. Many reference books and journals are procured for the up-gradation of the library. Almost all the faculty members are provided with computers and internet facilities. The campus is under Wi-Fi and CCTV surveillance. Maintenance of academic and physical facilities carried out as per policy document of the institute.

Student Support and Progression

A large number of students belong to socially and economically backward classes, mainly SC, ST, OBC, and Muslims. Govt. scholarships are availed by a large number of students. Capability enhancement programs like Training life skills, Soft Skills, Languages, etc. have been given to the students. Students were also given guidance for competitive exams and career opportunities. Various institute-level committees are also in existence for solving the grievances of students and staff. Passed out students from institutes are working mostly in the private sector, government sector, banks, police, etc. Every year a large number of students opt for higher education and a few opt for preparation for competitive examinations. Annual Sport and Cultural day are organized every year where students participate and showcase the extra-curricular talent possessed by them. The alumni association of the institute is not registered, but the institute conducts alumni meets once a year to maintain connect with Alumni.

Governance, Leadership and Management

The institution has developed a democratic and well-organized management system. The CDC is well represented by teaching and non-teaching members. The management believes in dialogue and discussion as the best process for effective management. Faculty members were allowed to attend seminars, workshops, conferences, FDPs, etc. organized by the institute and other institutes. All faculty members were given financial support also to attend the same. Faculty welfare measures, appraisal mechanism, audit mechanism, fund mobilization processes are in place as per standard operating procedures of the affiliating to university and Maharashtra Government norms. The IQAC is playing a major role in streamlining the management and effectively improve the overall quality of education at the institute. IQAC being very recent is yet to take steps in the quality enhancement of the institute.

Institutional Values and Best Practices

The institute is quite sensitive about the safety of girl students and has made adequate arrangements to ensure their safety. Programs related to gender equity and social responsibilities are regularly organized in the college. Celebration of national festivals is a common feature of the institute. Birth and death anniversaries of personalities of national importance are also celebrated/observed. We have solid, liquid, and e-waste management systems in place. Renewable energy sources i.e. Solar and LED bulbs are used in the college. Rainwater harvesting is also done. Green practices such as tree plantation, plastic-free campus, restricted entry of vehicles, cleanliness drives, etc. are conducted for the promotion of environmental consciousness and sustainability.

“Community Engagement through NSS and Extension Activities” and “Spreading Awareness About Various Scholarships Schemes of State and Central Government” are our notable best practices.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DADASAHEB DHANAJI NANA CHOUDHARI SOCIAL WORK COLLEGE, MALKAPUR DIST-BULDHANA.
Address	Muktainagar Road, Malkapur, Dist- Buldhana-443101
City	Malkapur
State	Maharashtra
Pin	443101
Website	www.ddnc.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Rajendrasingh Wasudeosingh Dixit	07267-295059	9881620477	-	ddncswc328@sgbau.ac.in
IQAC / CIQA coordinator	Anil Chintaman Sawale	-	9822235079	-	ac.sawale@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1994

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	University name	Document
Maharashtra	Sant Gadge Baba Amravati University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

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				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

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	Muktainagar Road, Malkapur, Dist- Buldhana-443101	Semi-urban	7.14	1104.32

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	BSW, Social Work	36	H.S.C.	Marathi	80	80

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	0				5				2			
Recruited	0	0	0	0	5	0	0	5	1	1	0	2
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				4			
Recruited	0	0	0	0	0	0	0	0	4	0	0	4
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	12	2	0	14
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	5	0	0	1	0	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	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	4	0	0	4

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	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

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	145	0	0	0	145
	Female	70	0	0	0	70
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	28	20	20	16
	Female	21	21	27	23
	Others	0	0	0	0
ST	Male	2	4	6	5
	Female	1	1	2	1
	Others	0	0	0	0
OBC	Male	94	91	93	64
	Female	49	48	55	45
	Others	0	0	0	0
General	Male	20	17	19	34
	Female	5	10	12	12
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		220	212	234	200

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
55	55	44	33	21
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
220	212	234	200	202
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	40	44	40	40

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
76	58	80	52	54

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	11	11	10	11

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 4

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5.86	11.72	11.75	8.18	6.37

4.3

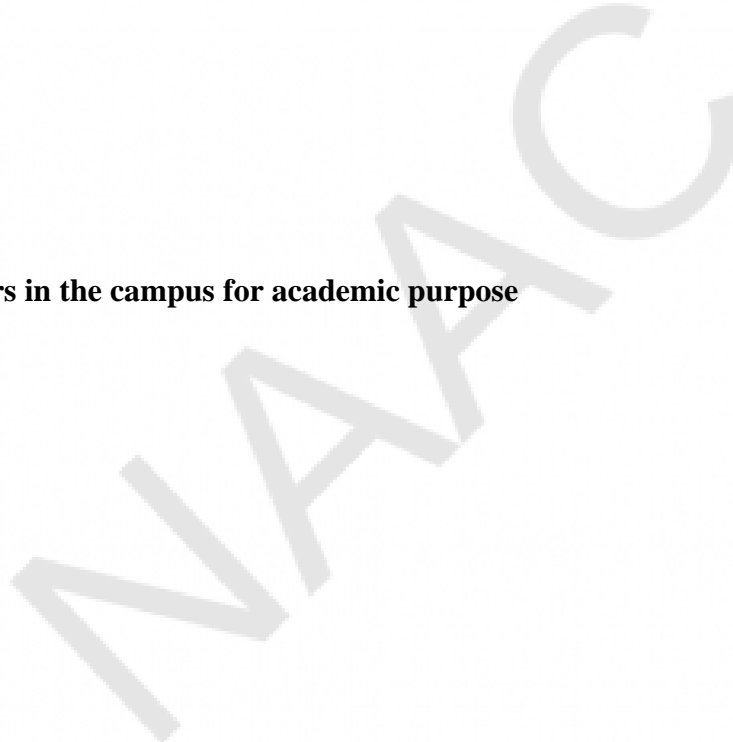
Number of Computers

Response: 13

4.4

Total number of computers in the campus for academic purpose

Response: 1



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- Institute is affiliated to the Sant Gadge Baba Amravati University, Amravati and hence follows the curriculum prescribed by Sant Gadge Baba Amravati University, Amravati
- Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concern.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.
- The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards. Final year projects are also decided and allotted as per interest area of students.
- Every faculty prepares the course plan to deliver lectures as per the course syllabus.
- If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial syllabus based and final year project, etc. are adopted by the institute as per guidelines of the university.
- In order to widen the students' horizons and to improve their practical understanding of social work education, Social Work Practicum (Field Work) is a part of the curriculum which is planned and implemented effectively by the college.
- The university theory examinations are conducted as per university norms and after the declaration of university results, result analysis is made and documented.
- The system of feedback from all stakeholders is also undertaken by the Institute, which is further conveyed to higher authorities for corrective measures.
- Institute mentor-mentee scheme is in place for counseling of the student and it helps to resolve

their academic and personal queries if any.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college, being affiliated to Sant Gadge Baba Amravati University, Amravati has to follow the academic calendar of the University for conducting the curricular activities. According to the academic calendar of the Sant Gadge Baba Amravati University, Amravati college prepares the academic calendar before the commencement of each academic year. The calendar includes the schedule of examination, semester-end examination, internal examination, curricular, co-curricular and extracurricular activities. The college has no formal choice to make changes in the assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university.

Faculty gives various assignments to the students in accordance with the guidelines given by the university for various programs conducted by the college. Besides this, the faculties conduct the unit tests and annual tests for the assessment of the students. The students are also assessed by participating in seminars, fieldwork, GOs, and NGOs visits organized by the college to promote practical knowledge.

The Principal assigns the courses based on faculty choice and area of specialization. Then faculty member prepares the course plan before the commencement of the semester, indicating the topics to be covered, teaching methodologies being applied, and assignments are given to the students with an evaluation process for each allotted subject and get approved by the Principal.

A course file for each course is prepared by the faculty which includes course objectives, outcomes, study material, references, and questions from previous examination papers.

Time table in charge prepares the timetable as per the guidelines given by the university and workload distribution. Time table is then displayed on the notice boards.

The performance of the student is assessed on a continuous basis as per guidelines prescribed by the university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule of the University is strictly adhered to by all the faculties and monitored by the Principal.

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>Response: 100</p>
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<p>1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 1</p>
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File Description	Document
Institutional data in prescribed format	View Document

<p>1.2.2 Number of Add on /Certificate programs offered during the last five years</p> <p>Response: 15</p>
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<p>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	3	3	3	3	3
2020-21	2019-20	2018-19	2017-18	2016-17						
3	3	3	3	3						

File Description	Document
Institutional data in prescribed format	View Document

<p>1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>Response: 0</p>
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<p>1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17						
0	0	0	0	0						

1.3 Curriculum Enrichment

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

Response:

The institute plans for the overall & holistic development of the students in the areas of gender, environment and sustainability, human values, and professional ethics.

1. Gender

The institute undertakes all the required initiatives to ensure gender equity in various facets of classroom and extra classroom activities by equal representation of genders.

2. Environment and Sustainability

To create awareness about environmental challenges amongst students and imparting fundamental knowledge about the environment, the subject 'Environmental Studies'- Semester IV and 'Disaster Management'- Semester VI of B.S.W program by the university. This helps in developing an attitude of the concerned for the environment and encourages them to take care of the environment and its protection. Apart from this various programs related to Environment and Sustainability like Tree Plantation, Cleanliness Drive, etc. have also been conducted.

3. Human Values and Professional Ethics

For effective development of Human Values and Professional Ethics, the subject 'Introduction to Professional Social Work'- Semester-I, 'Personal and Professional Skills for Social Work Intervention'- Semester-II, 'Psychology-I' – Semester-III, 'Psychology-II and Psychiatric Social Work' – Semester-IV, 'Corporate Social Responsibility'- Semester-V and 'Peace Education and Participatory Approach in Social Work'- Semester-VI is introduced in the B.S.W. course curriculum. Also, it helps to inculcate the multidisciplinary approach in students for a better understanding of social responsibilities towards the society in a successful manner.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 23.83

1.3.2.1 Number of courses that include experiential learning through project work/field

work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	9	8	8

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 100

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

Response: 220

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 97.75

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
71	80	88	80	80

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
80	80	88	80	80

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 92.23

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
37	35	39	37	40

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The institute assesses the learning levels of students on the basis of results/ marks of students at the preceding university examination. Based on the analysis the students who scored between 25-35% of marks identified as slow learners and students scoring above 70% of marks are identified as advanced learners.

Strategies adopted for Slow Learners:

The institute has been following the induction program for all of the admitted students. But, during the induction program, specific emphasis is laid on identifying slow learners by the way of motivating them to actively participating in the various programs.

Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and re-explanation of crucial topics for improving performance.

Strategies adopted for Advanced Learners:

With a viewpoint to boost up the already possessed talent of the advanced learners, the institute takes up a number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently. Apart from this, workshops, seminars, guest lectures, aptitude, and communication skills improvement programs are conducted from time to time at the institute. Teachers ask the students to prepare for examinations like UPSC, MPSC, NET, SET, etc. Various motivational speeches are organized for their future development. The teacher also helps students to acquire a higher percentage than previous university examinations by guiding them.

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

Response: 22

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

Response:

The institute has one stream under its umbrella. i.e. Social Work. All the teachers and management of this

institute try to make the learning process students centric. The institute tries to give emphasis on the development of independent thinking in the students. The learning experience of the student is enriched by the following methods.

Experimental learning:

- The students learn social responsibility by taking part in Social Work Practicum as a mandatory requirement of the curriculum.
- While participating in learning activities like regular seminars, assignments, study tours, field visits, etc.
- The college invites various experts from other colleges to share their experiences with the students.
- Library facility and computer available in the library through 'Knowledge Resource Center' of SGBAU, Amravati play an important role to enhance the knowledge of students.

Participative learning:

Participative Learning is encouraged by:-

- Discussions: Wide variety of topics relating to Social Work are discussed in order to make the students think broad and come up with their opinions and suggestions.
- Debates: Debates are conducted in most of the courses so where students are required to come with different opinions, thought processes to develop a sense of time management, teamwork, and critical thinking.
- Presentations and Seminars: The faculty encourages the students to participate in class seminars, group discussions, and many more activities.

Problem Solving Methodologies:

- Problem-solving ability of the students is developed by giving them proper assignments and projects in the final year.
- College library enriched with books and magazines related to competitive examination.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Innovation and creativity in the teaching-learning process are maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.

- **PowerPoint Presentations:** The faculty uses PowerPoint presentations including the video lectures on management topics based on the syllabus and as per requirements during the sessions.
- **Training Program:** The institute organizes internal as well as external training programs for the overall development of students. The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement, etc. have been conducted in the institute through external experts.
- **Seminars and Guest Lectures:** Various seminars and guest lectures are conducted in which the experts from either GOs, NGOs, and academia are invited to give the latest trends about scenarios in Social Work Education.

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

Response: 37:1

2.3.3.1 Number of mentors

Response: 6

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 106

File Description	Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 5.64

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 13.8

2.4.3.1 Total experience of full-time teachers

Response: 138

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring to guidelines given by the Sant Gadge Baba Amravati University, Amravati. Out of the 50 Marks per course, the institute level assessment marks are awarded out of 10 Marks and the end semester examination is conducted for 40 Marks by the university.

For determining the institute level 10 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment, test and viva-voce and some on-field visit/ tribal visit, etc.

The institution adopts an internal assessment system prescribed by Sant Gadge Baba Amravati University, Amravati. for the evaluation of the students.

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.
2. Sharing of evaluated assignments with each individual student.
3. Returning back evaluated answer sheets of class tests.
4. Sharing evaluative remark of subject presentation/ viva-voce seminar by a panel of faculty internally and externally by outside experts appointed by university and college.

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

Response:

At Institute level:

The faculty distributes evaluated answer scripts of class tests and assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after being resolved by the faculty, the student may represent the same to the Principal.

At University level:

Students can express grievances by applying for the following evaluation procedure:

Exam Form Filling and Correction if Need: According to the guideline of the University, the students are informed to fill examination forms within a time. The concerned person submits online/ offline the students' information to the University. The university then provides a checklist to the institution. The concerned person looks into the list and checks the name, subject, class, and date of birth of the students. He corrects the information and submits that checklist to the University.

Re-valuation & Recounting: If students is not satisfied with the marks awarded, they can apply for recounting within a week from the declaration of result through the university exam office. The university declares a time frame every year for submission of marks-related grievances and declaration of results.

2.6 Student Performance and Learning Outcomes

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

Response:

Vision and Mission statements are displayed on the college website and various places like the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library and Seminar Hall, IQAC Office etc.

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are

disseminated on the college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers.

The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lectures of the respective Subjects/Courses.

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

Response:

The attainment of various outcomes like COs, POs, PSOs, and PEOs is carried out in four stages namely: Planning, Implementation, Evaluation, and Action Taken.

1. Planning:-

- Various outcomes are defined and a correlation is established between outcomes and tools used.
- A mapping matrix is prepared in this regard for every CO, PO, and PSO in the program including the elective subjects.

2. Implementation:-

- An individual faculty member uses different direct tools like Class Tests, University Exam, Assignments, Seminars, Projects, etc., for the evaluation of Course outcomes(COs).
- Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, Employer, Parents, Teachers, and Students, etc. PEOs are also evaluated by using Indirect Tools only.

3. Evaluation:-

- Attainment of all outcomes is calculated and compared with the expected level of attainment decided by the subject teacher for COs and Principal for POs, PSOs, and PEOs.

4. Action Taken:-

- If attainment was up to the expectation, then appreciation is extended to the concerned faculty member, and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

2.6.3 Average pass percentage of Students during last five years

Response: 90.62

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
76	57	51	49	50

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

2020-21	2019-20	2018-19	2017-18	2016-17
76	58	77	52	53

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.79

File Description	Document
Upload database of all currently enrolled students (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: 1

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)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1.00	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 20

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 0

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 2.45

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
3	6	5	9	3

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 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: 0.28

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	1

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

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

Response:

In view of its social accountability, the institute, through its NSS and Extension Activity Cell, has made momentous efforts to sensitize its faculty and students about their social responsibilities through their participation in several directly or indirectly activities associated with burning social issues.

The institute, since its inception over a period of time, has developed a sense of responsibility and culture that promotes the holistic development of the students by engaging them in various activities. This leads to the development of social responsibility and concern toward healthcare and community services. Major activities undertaken are NSS Special camps, NSS Residential camps, Tree plantation, Health Awareness & Career guidance program, Swatch Bharat Abhiyan, etc.

The institute ensures the students' involvement in various social movements/activities that promote citizenship roles through continuous monitoring:

Highlights of the extension activities conducted by the Institute:

Sr. No.	Particular	2020-21	2019-20	2018-19	2017-18	2016-17
1	Number of Activities	4	5	5	4	4
2	Number of Awards/Recognitions	4	5	5	4	4
3	Number of Students Participated	110	190	170	180	170
4	Number of Faculty Participated	3	3	5	4	3

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/

Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 36

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	9	8	7	7

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 69.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	172	170	180	190

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 11

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	3	2	2

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institute possesses a well-developed infrastructure that fulfills the requirements stated by the affiliating university and other statutory bodies to fulfill the need of all stakeholders. The entire campus is spread over 7.14 acres with a built-up area of 1104.32 Square Meters.

Key features of the Institute:

- Well-furnished, spacious, ventilated, and illuminated classrooms and other student support facilities as per university requirements.
- Institute has sufficient classrooms for an efficient teaching-learning process and the majority of classrooms are equipped with ICT facilities.
- Seminar Hall with an ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences, FDPs, and other related activities.
- High-end computers with internet facility and centralized LAN connection. 5 computers and one laptop are provided for students in the library to carry out project work, online exams and to fill examination and scholarship forms online.
- The entire campus has been made wi-fi enabled.
- Well-developed library, automated with software, with a collection of books, journals, magazines, CDs, E-books, etc. as per university norms.
- Library also includes a separate reading room, reference, and a digital section for accessing E-books, E-journals, and online open-source books.
- Support and safety facilities like continuous power backup via an inverter, fire extinguishers, water coolers with water purifiers, CCTVs at key locations are available.
- Institute has green landscaping with botanical garden, etc.
- In-house housekeeping staff is appointed to maintain cleanliness on the campus.
- Separate girls' and boys' common rooms are available on the campus.
- Recently provision for Xerox facility is made in the library.

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

Response:

The institute organizes sports and cultural events every year to promote the extracurricular abilities of the students during Annual Sports and Cultural Festivals.

Sports: The institute has its own exclusive large playground for various outdoor games like Cricket, Volleyball, Kabaddi, Kho-Kho, etc. Indoor sports room is also available for indoor games like Carom & Chess etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University,

State, and National level sports competitions every year.

Cultural: Members of the Students' Council organize various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Drama, etc. Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State, and National level cultural competitions every year. Institute has provision to prepare 'Open Auditorium' in the playground at the time of Annual Gathering.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 28.97

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1.76	3.75	3.08	2.50	1.66

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The college has a well-developed library equipped with Integrated Library Management System. The library has a good collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi, and English. It also has provision for separate reading sections for teachers and students, reference, and a digital section for accessing e-books, e-journals, and online open-source books. The library is open for users from 10.30 AM to 05.30 PM. The total number of books in the library is 7266. The college also has a membership of the 'Knowledge Resource Centre of SGBAU, Amravati' from 2019-20 to provide unlimited e-resources to our students and teachers.

The library provides the following facilities and services:-

- **Easy circulation:** There is a set method of issuing books to students, staff, and other users. A special issue register is maintained by the attendant under the guidance of the librarian. Taking the number of copies of a particular book available and its demand, priority is given to the one who demanded it first.
- **Issue return period:** The students are given a 7-day issue retaining period normally which can be extended for another 7 days by renewing it. There is no such time limit for staff members.
- **Reading section facility:** There are separate reading sections for students and staff in the library besides a newspaper reading section which is common to both.
- **Digital Section:** The library also houses a computer lab wherein 5 computers and one laptop are kept for students' use exclusively.
- **OPAC:** Online Public Access Catalogue (OPAC) allows users to browse a book by author, title, publisher or any keyword.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-

journals during the last five years (INR in Lakhs)

Response: 0.18

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.26	0.25	0.13	0.11	0.16

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

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

Response: 35.22

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

Response: 81

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Institute provides computing facility with required configuration for the computer system. These are distributed among the various departments for academic and administrative work. The institute has high-speed internet of 200 Mbps to cater to the need of academics as well as allied processes.

Key Features:

- Computers are available in the library to facilitate internet access for all the students, staff, and faculty members. This facility enables users to access meaningful information available online.
- E-Governance system by use of the software provided by university and government of Maharashtra is used in Administration office.
- LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN, and Internet facility, etc. are also available for the effective teaching-learning process.
- A set of 11 CCTV cameras keeps surveillance of the entire building and campus.
- A biometric machine is also there to maintain the attendance record of the staff members.

- Power backup is available by the use of UPS or an inverter.
- All ICT facilities are updated as and when the need arises to do so.

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

Response: 220

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

4.4 Maintenance of Campus Infrastructure

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

Response: 16.75

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)

2020-21	2019-20	2018-19	2017-18	2016-17
1.34	1.89	1.84	1.20	0.92

File Description

Institutional data in prescribed format(Data template)

Document

[View Document](#)

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

Response:

The institute has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available on the campus.

Utilization of support facilities:

The infrastructural and resources utilization of the institute is administered by the Principal. The teacher is allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation, etc. of the available resources and facilities.

Sport / Ground Maintenance

A faculty designated as sports coordinator is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games. Maintenance of ground, sports kits, and all consumable items are brought from the outside vendors as per the requirement.

House Keeping of classrooms, and the entire institute campus

Institute has a permanent sweeper that looks after all the cleanliness of the classrooms, and the entire campus.

IT Facilities

Institute has hired a computer technician to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printers, Scanner, and other peripherals.

Electrical Maintenance

All the electrical maintenance of the peripherals, equipment, infrastructure, and power-related resources available in the institute are carried out by electricians hired from outside as per need.

Garden

Institute has employed a dedicated gardener and support staff who take care of the garden, and indoor plants placed at various locations in the institute.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 71.06

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
157	153	158	136	154

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1.Soft skills

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

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely 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: E. None of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.86

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	04	5	7

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 98.68

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 75

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

As per the directions of the Director of Student Welfare, Sant Gadge Baba Amravati University, Amravati institute level Student Council is formed.

The Student Council consists of the following members:

1. University Representative/ General Secretary
2. Cultural Representative
3. Sports Representative
4. Ladies Representative
5. Reserved Category Representative

6. Class Representatives

7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of the student council is to organize sports and cultural events every year.

Students are also actively involved in various other institute-level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell, etc.

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

Response: 2

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

File Description	Document
Institutional data in 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:

The Institute conducts the Alumni Meet every year for interaction and exchange of knowledge base acquired by passed out students working in various fields and sector of Indian economy.

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs
2. Career Counseling
3. Industry Institute Interaction

4. Placement Assistance

Apart from the above nonfinancial agenda, during the recent alumni meet it has also been decided to assist and help the institute by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institute.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The college has been giving quality social work education to students coming mostly from the poor socio-economic backgrounds. Lokseva Mandal, Narvel is the apex body in the organizational structure of the institution. It works in tandem with the principal to regulate and maintain an amicable and scholastic environment required for the purpose of education. The principal as the academic and administrative head of the institution implements the decisions and policies of the Management, the University, and the State Government with the help of teaching and non-teaching staff. Then there is a College Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institute.

To prepare prospective plans of the institution regarding academic, administrative, and infrastructural development adhering to the Vision and Mission of the institute as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in the execution of plans arises, the Governing Body's help is sought in overcoming it.

There are various committees that look after the routine administrative activities of the institution. Every such committee is comprised of 2-3 teachers. These committees submit their recommendations to the IQAC which after deliberations in its regular meetings decides on implementing them. Thus, every teacher of the institute participates in decision-making in some way or the other.

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

Response:

Every year annual Sports and Cultural Festival is organized by the involvement of all faculty, staff, and students which is the best example of decentralization and participative management. Case study regarding same are briefed below:-

Case study- Annual Sports and Cultural Events Organization

As per the academic calendar by the institute sports and cultural events/ annual festival is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural events/ annual festivals.

Various committees under the student council are formed which involve experience teachers, students, and staff.

The student council in consultation with faculty prepares a budget for cultural as well as sports activities.

The budget is further discussed with the principal and management for modifications and approval.

The sanctioned fund is disbursed to the student council through the cultural and sports in charge.

In this way, sports and cultural events/ annual function is conducted every year successfully which is the best example of decentralization and participative management where students, faculty, staff, and management is also actively involved.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The functioning of the institute operates at four different levels as Student, Faculty, Principal, and Management.

The institute provides various forums for all of them to develop and deploy the same at the institute and society level by assigning them various responsibilities.

The principal as a leader understands the strength of the faculty and assesses the involvement of faculty while executing specific tasks.

The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in the best possible way.

One activity successfully implemented based on the strategic plan is as follows:

Case study: Social Work Practicum of the students.

Process

Social Work Practicum has its own importance in the career of a student who is pursuing a social work graduate degree. It is a part of the university curriculum. The objective of a Social Work Practicum is to bridge the gap between theoretical knowledge and actual practical implementation.

By considering the above objective the institute has a Social Work Practicum Coordinator who assigns a supervisor to every student to perform individual or group-wise activities.

The planning of visits is done by faculty and students. Students initiate for making arrangements of visit. With the suggestions and discussion of higher authorities' visits are planned. The arrangement of transport is taken care of by students with the guidance of faculty. It gives students lessons in team management and time management.

During actual visits students explore the entity to be visited and enthusiastically, students try to correlate the things with their classroom learnings. Students ask questions to a concern person and after completion of the visit, the student prepares the reports.

Visit gives the live experience of management i.e. planning, coordination, implementation, execution to the students.

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

Response:

The Lokseva Mandal, Narvel is at the topmost tier in the organizational structure of the institution. It supervises the overall functioning of the institute and directs the Principal whenever necessary.

Then there is the College Development Committee (CDC) constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as the Local Managing Committee). Preparing budget and financial statements, recommending the creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC. The institutional decisions are made by the Principal in consultation with management. Faculty and various committee/cell in-charges are directed by the Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. The Principal monitors the functioning of every committee. Smooth conduct of all the committees is ensured by him. Various institute and department level committees are constituted to take discuss issues and take decisions up to their scope.

Service Rules, Procedures, Recruitment & Promotional Policy:-

Our Institute is affiliated to the SGBAU, Amravati, and is governed as per the norms laid down by the UGC and the Maharashtra Universities Act. 2016. Our College is affiliated with SGBAU, Amravati. So, it is mandatory for the institution to observe and follow the rules of the SGBAU, Amravati University.

The institute strictly follows the statutory norms and procedures in the recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and Government of Maharashtra, and it is binding for the college to abide by them. For recruitment, the institution gives advertisements in at least one national-level newspaper and one local newspaper. Interviews of eligible candidates are conducted by the duly constituted selection committees after the due date of submitting applications notified in the advertisement is over. The selection of the candidate is done purely on a merit basis. Similarly, the existing norms are followed at the time of granting promotion to employees.

The institute has a grievance redressal mechanism in place for the students at its own level whereas SGBAU, Amravati has a Grievance Committee which looks after the grievances of the employees of colleges affiliated with it.

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institute implements several welfare measures for the teaching faculty as well as its non-teaching staff like

Teaching Faculty:

- o Motivates and deputed teachers for pursuing higher education.
- o Encourages teachers to attend workshops, conferences, seminars, short-term courses, and faculty development programmes and financial assistance are provided for the same.
- o Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives.
- o Encourages teachers to participate in research-orientated activities and to publish research papers in reputed journals/conferences.
- o Promotes and motivates teachers to use the ICT tools in their teaching-learning process.
- o Grants promotion to teachers on time.
- o Grants duty leave to teachers attending workshops, conferences, seminars, short-term courses, and faculty development programmes.

Non-Teaching Staff:

- o The institute organizes training programs as per the need for skill development of non-teaching staff
- o They are encouraged to participate in the organization of social events organized under Community Out-reach Services

The other welfare provisions made for both teachers and non-teaching staff are:-

- o Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.
- o Maternity leave for female staff members

6.3.2 Average 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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	3	4	3

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 29.82

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	5	0	2

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010, and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

Teaching staff:

API & confidential reports are collected at the end of the academic year. The performance- Based

Appraisal System (PBAS)(API) is divided into three categories.

CATEGORY- I: Teaching, Learning, and Evaluation related activities

CATEGORY- II: Co-Curricular, Extension, and Professional Development Related Activities

CATEGORY -III: Research And Development

Outcome: The performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of areas of improvement and accordingly, improvement takes place.

Decision: The score obtained in the PBAS contributes to the decision about faculty appreciation. Faculty with a low score are personally counseled by the principal.

Non-Teaching staff:

The Institute office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the non-teaching staff prepared by the principal is maintained.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college undergoes, every year, for audit of the financial affairs.

Internal Audit-

The college gets its accounts audited internally from the local authority of the parent institution.

External Audit-

Chartered Accountant Mr. Manish Kedia is appointed as external auditor of the college. He conducts an external audit after completion of the financial year and submits the audit report immediately.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Generation of funds:

Ours is an Institute where we receive salary grants. The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge anything. The major part of fees collected is utilized towards the salary of temporary teaching staff. All other expenses are also met from collected fees only.

Mobilizations of funds:

The fee collected from students is used for payment of monthly salaries and other recurring and nonrecurring expenses of the Institute.

Funds utilization strategies:

- Ensure optimal utilization of the resources according to the plan.
- According to financial requirements, budget amount is used to be allocated annually and such budget is reviewed from time to time.
- Monitoring the establishment of the infrastructure, purchase for various programs/events.
- Periodic monitoring of the utilization of the funds allocated to the departments.

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

Response:

Practice I

Agenda : To take membership of e-ShodhSindhu and Shodhganga

Resolution:

It was brought to the notice of all IQAC members that membership of e-ShodhSindhu and Shodhganga is required to enable faculty and students e-resources available related to the library.

A thorough discussion was made and it was decided to take membership of e-ShodhSindhu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSindhu and Shodhganga and instructed to submit a report to IQAC.

Evidence of Success:

Institute level membership of e-ShodhSindhu and Faculty level membership Shodhganga is taken.

Practice II

Agenda: Restructuring stakeholder feedback mechanism.

Resolution:

Prof. N. W. Kalbande proposed that there is a need for restructuring the feedback mechanism for collecting stakeholder feedback as per the NAAC Manual i.e. there is a need for the inclusion of curriculum/syllabus-related questions in the feedback form.

A thorough discussion was made and it was decided that the feedback mechanism at the institute level must be restructured for collecting, analyzing, and implementing feedback of all stakeholders. IQAC Coordinator was given the responsibility to restructure the existing feedback forms and come up with a new mechanism.

Evidence of Success:

The feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in the new format from Academic Year 2020-21 end.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

On the initiative of IQAC, the institution reviews and implements teaching learning reforms. IQAC has taken many initiatives for teaching, learning, and assessment strategies of the institute for continuous improvement. Some of these include:

- Value Added Programs have been designed and conducted every year.
- Feedback forms related to design and review of a syllabus prepared and collected from the stakeholders, analysis is made and relevant actions were initiated.
- Slow Learners and Advanced Learners:- Mechanism For Slow Learners and Advanced Learners developed.
- Learning is made student-centric through series of Guest lectures, seminars, presentations, and institutional visits.
- Student Mentoring:- Mentoring system for the students to address academic and stress-related issues is in place.

- Outcome-based learning:- COs, POs are defined and attainment is calculated.
- Preparation of calendar of events and activities including Sports, Cultural, and Extension Activities.
- Library software in the library was purchased.

6.5.3 Quality assurance initiatives of the institution include:

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

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Being a progressive institute, We believe in providing equal opportunity to all the employees including students in matters related to gender sensitivity with facilities such as safety, security, counseling, and common room for the boys and girls.

Gender sensitivity on campus

The institute ensures that boys and girls work together in academic, cultural, sports, and other activities. However, the institute takes care of gender sensitivity to ensure the safety and security of female students

Safety and Security

1. Safety and security is provided on campus by deploying security guard at key locations
2. Identity cards are mandated for everyone on campus
3. Security is provided at the entrance to ensure all the visitors adhere to the entry procedure
4. CCTV cameras are installed at important locations as well as most of the classrooms.
5. Adequate provision is made with a first aid box for the employees.
6. As a policy female staff members accompany girl students when they participate after college hours in outdoor or indoor activities.
7. Firefighting system is established as a safety measure.
8. In case of any major medical emergencies, the institute has a doctor-on-call facility available.
9. Institute has institutionalized an internal complaints committee for prevention, prohibition, and redressal of sexual harassment of employees and students.

Counseling

The counseling is done through Mentor: Mentee scheme available on campus.

Common Room

Common room facilities are provided in the college for students to hold meetings, study, or simply relax.

Other initiatives are taken by the institute:

1. Institute Celebrates 'International's Woman's Day with zeal and enthusiasm
2. Various women-related themes and topics are taken up for discussion and debates during cultural events.
3. Institute has formalized a committee as per the guidelines of UGC/AICTE/State Government to ensure the safety and security of Female employees and students on campus. Some of these committees are

- Anti-Ragging Committee
- Grievance Redressal Committee
- Internal Complaints Committee
- Women Development Committee

All the above committees have representation from students. Notice is also put up on the notice board about the committee and its members. It is our endeavor to make the institute campus a gender-neutral campus wherein everyone enjoys equal opportunities, resources, services, benefits, decision-making power, and influence.

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

- 1.Solar energy**
- 2.Biogas plant**
- 3.Wheeling to the Grid**
- 4.Sensor-based energy conservation**
- 5.Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management: -

- The institution has a dustbin at each corner, where all the solid waste is collected which includes paper waste, plastic waste, food waste, and other waste material. All the collected waste is disposed of with proper management.
- Eradication of weeds is carried frequently in our institution which harvesting of grown-up unnecessary grass and plants, which are collected in compost manure preparation plant.

Liquid Waste Management: -

- The wastage of drinking water is connected to the drainage system of the local authority and botanical garden.

E-Waste Management

- The college signed an MOU with an E-Waste Management company. The institution disposes the e-waste in scientific method through them and takes a discount in next purchase.

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

7.1.5 Green campus initiatives include:

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

Response: C. 2 of the above

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

Response: C. 2 of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Institute believes in cultural diversity and cultural tolerance as a key to social harmony. Cultural diversity focuses on aspects like

- Cultural practices
- Values
- Religion
- Language

Diverse cultures not only make societies more robust but also help humans to better cope with changes. Institute believes in mutual corporation and respect among students of different communities, languages, and religions. It also gives emphasis on adherence to the principle of cultural tolerance.

Students admitted through a centralized admission process from different socio-economic backgrounds. These students are admitted not only from Urban but also from Rural area. Mostly admitted students belong to Rural area.

Irrespective of the state or the religion the institute practices cultural inclusiveness to deepening mutual understanding and trust. Regardless of the cultural background institute focuses on developing the students through academics, co-curricular and extracurricular activities

Institute celebrates various cultural events such as:-

- Diwali
- Navratri
- Christmas
- Makarsankanti
- Maharashtra din
- Woman's Day
- Yoga Day
- Republic Day
- Independence Day
- Holi

Institute celebrates the annual cultural festival where students display the cultural values of different communities. Staff members also participate and display cultural uniqueness through diverse cultural activities and festivals of different communities. The cultural and demographic analysis of the faculty and staff gives a clear indication of cultural diversity with harmony. The analysis shows that there are significant differences in cultural diversity, however, all the employees work in harmony and perform as members of the community.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

For sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens following activities/ programs were conducted/ celebrated: -

- National Voters Day

- Right to Information Programme
- Road Safety Education Programme
- Independence Day
- Republic Day
- Reading Inspiration Day (Book Exhibition and Library Orientation)
- Environmental Day
- World Population Day
- International Women's Day
- Literacy day
- Teacher's day

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution has developed a habit of celebrating/organizing national and international commemorative days, events, and festivals:-

National and international commemorative days:-

1. Independence Day

2. Republic Day
3. International Women's Day
4. Teachers Day (Dr. Sarvapalli Radhakrishnan Birth Anniversary)
5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

Birth/ Death Anniversaries:-

1. Gandhi Jayanti
2. Shiv Jayanti
3. Ambedkar Jayanti
4. Savitribai Phule Jayanti
5. Mahatma Phule Jayanti
6. Lal bahadur Shastri Jayanti

Events:-

1. Annual Sports
2. Annual Cultural
3. NSS Camps

Festivals:-

1. Diwali
2. Navratri
3. Christmas

4. Makarsankanti

5. Raksha Bandhan

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 – I

1. Title of the Practice: Community Engagement through NSS and Extension Activities Cell

2. Objective of the Practice:

- To promote extension activities in the neighborhood community
- To develop among students a sense of responsibility towards society.

3. The Context:

To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities.

4. The Practice:

Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness, personal hygiene, awareness related to superstitions, gender equality, self-defense, women empowerment, etc.

5. Evidence of Success:

It is observed by performing various activities in the neighborhood society, Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters. It is worthwhile to mention that, local media also covered many of the activities mentioned under this practice.

Academic Year	Number of Activities	Awards/ Appreciation Received
2016-17	4	4
2017-18	4	4
2018-19	5	5
2019-20	5	5
2020-21	4	3
Total	44	21

6. Problems Encountered and Resources Required:

- Funding is the major issue for doing activities on large scale.

Best Practice – II

1. Title of the Practice: Spreading Awareness About Various Scholarships Schemes of State and Central Government.

2. Objective of the Practice:

- To increase number of students graduating from rural area by spreading awareness about various scholarship schemes of state and national government.

3. The Context:

To provide the right of education to economically backward students who stays away from education stream because of lack of awareness about various schemes of government related to scholarships.

4. The Practice:

Institute Conducts various

The various activities to make students aware about scholarship schemes of state and central government has been conducted as well as students were guided about Do's and Don'ts of scholarship form filling. We have observed that, because of sessions conducted, Institute is witnessing increase in reserve category students' admissions as well as economically backward students every year. Analysis of the same is given below.

Academic Year	No. of seats earmarked for reserved category for all classes
2016-17	120
2017-18	120
2018-19	120
2019-20	120
2020-21	120

5. Evidence of Success:

It is observed that students benefitting from scholarship provided by state and central government has notable count as tabulated below:-

Academic Year	Number of Students benefitted by Scholarship
2016-17	154
2017-18	136
2018-19	158
2019-20	153
2020-21	157
Total	758

6. Problems Encountered and Resources Required:

- To bring seriousness among the students of the deadlines, documents required is difficult task.

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:

Distinctive Area

1. Surveyor: Surveyee System to help Government and Non-Government Organizations.

2. Objective of the Practice:

- To inculcate social work values and ethics in the students through interaction with Surveyee.

3. The Context:

The college has decided to involve the students in conducting surveys to gather or gain knowledge in fields such as social research and demography.

4. The Practice:

The college has Conducted various surveys like Annual Status of Education Report (ASER 2018), Unnat Bharat Abhiyan, Leprosy Survey, Polio Survey, Micro Small and Medium Enterprises, and

Inclusive Growth During Economic Reforms In Maharashtra

5. Evidence of Success:

It is observed by performing surveys college has generated funds of amount 1.30 Lac rupees through government and non-government agencies in the last 5 years as tabulated below.

Name of the Project/ Endowments, Chairs	Name of the Principal Investigator	Year of Award	Amount Sanction	Duration of the project	Name of the Funding Agency	Type (Government/non-Government)
Annual Status of Education Report (ASER 2018)	Prof. Dixit	R.W. 2018-19	49,000/-	1 Month	Pratham Education Foundation, New Delhi	Non-Government
Unnat Bharat Abhiyan	Prof. Sawale	A.C. 2018-19	50,000/-	6 Month	Ministry of Human Resource Development, New Delhi	Government
leprosy Survey	Prof. Dixit	R.W. 2018-19	10,000/-	1 month	Sub - Civil Hospital, Malkapur	Government
Polio Survey	Prof. Daregave	D.M. 2018-19	9,000/-	1 month	Sub - Civil Hospital, Malkapur	Government
Micro Small and Medium Enterprises and Inclusive Growth During Economic Reforms In Maharashtra	Prof. Dixit	R.W. 2018-19	2,000/-	1 month	Cyber College of Social Work, Kolhapur (UGC Sponsored)	Government

5. CONCLUSION

Additional Information :

The college has a dream of creating a benchmark in imparting social work education in a rural area. The institute aims to produce responsible citizens through extensive training and continuous all-around developmental activities. We are committed to imbibe the true national spirit and ethical values and generate/reflect the same in the young generation to become responsible citizens of India.

The Institute involves all stakeholders by organizing parents, alumni, and employer meetings. Stakeholders are invited on various committees either to contribute to Academic or Non-Academic issues to keep students upgraded with the latest happenings in respective fields. Faculty and staff also have representation on various committees where they contribute to decision-making. In the nutshell, the institute is working for the betterment of society by involving all of the stakeholders.

Concluding Remarks :

We, most cordially invite the very august NAAC Peer Team, to visit our college to evaluate and assess the institute for the accreditation purpose and process.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>220</td> <td>212</td> <td>234</td> <td>200</td> <td>202</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has given 0 as HEI has not provided documents [list of students] pertaining to the metric as per SOP.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	220	212	234	200	202	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
220	212	234	200	202																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	0																	
2.1.2	<p>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>63</td> <td>72</td> <td>80</td> <td>52</td> <td>66</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>37</td> <td>35</td> <td>39</td> <td>37</td> <td>40</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report of actual students admitted from the reserved categories by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	63	72	80	52	66	2020-21	2019-20	2018-19	2017-18	2016-17	37	35	39	37	40
2020-21	2019-20	2018-19	2017-18	2016-17																	
63	72	80	52	66																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
37	35	39	37	40																	
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers</p> <p>Answer before DVV Verification : 168</p>																				

Answer after DVV Verification: 138

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)

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)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1.19	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1.00	0	0

Remark : DVV has made the changes as per shared grants report bY HEI.

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	2	3	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has not consider less than 5 days Seminars/conferences/workshops.

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	8	12	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	6	5	9	3

Remark : DVV has considered only the journals having ISSN numbers and which are listed in UGC-CARE, SCOPUS, SCIENCE DIRECT & WEB OF SCIENCE.

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	0	1	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	1

Remark : DVV has given the value as per considered the books and chapters having ISBN numbers only.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	5	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has not consider shared certificate of participation by HEI.

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange,

Internship, Field trip, On-job training, research etc during the last five years

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	2	2	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Shared link has not functional.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: E. None of the above

Remark : HEI has not provided the subscription invoice as per SOP.

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

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

Answer before DVV Verification : 76

Answer after DVV Verification: 81

Remark : DVV has made the changes as per shared report by HEI.

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above
 Remark : DVV has considered B. 3 of the above as per shared report by HEI.

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
52	68	64	65	96

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Shared link has not accessible.

5.1.5 The Institution has a transparent mechanism for timely 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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

Remark : HEI has not provided supporting documents as per SOP.

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	04	12	16

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	04	5	7

Remark : DVV has not considered training certificate and unsigned letter .

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 198

Answer after DVV Verification: 75

Remark : DVV has made the changes as per pro-rata basis of shared admission letter by HEI.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Amount has not reflected in shared report by HEI.

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	6	0	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	5	0	2

Remark : DVV has counted one teacher once for a year.

6.5.3	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. 1 of the above Remark : DVV has select D. 1 of the above as per shared Report of IQAC meetings.</p>
7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select C. 2 of the above as per shared report by HEI.</p>
7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select 2 of the above as per shared bills and Photos by HEI.</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: C. 2 of the above</p>

	Remark : DVV has select C. 2 of the above as per shared report by HEI.
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select 2 of the above as per shared audits report for SL no. 1 and 2 by HEI.</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select C. 2 of the above as per shared report by HEI.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select C. 2 of the above as per shared report by HEI.</p>

2.Extended Profile Deviations

ID	Extended Questions
1.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p>

2020-21	2019-20	2018-19	2017-18	2016-17
11	12	12	11	12

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	11	11	10	11

1.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	12	12

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

2.3 **Number of Computers**

Answer before DVV Verification : 12

Answer after DVV Verification : 13

2.4 **Total number of computers in the campus for academic purpose**

Answer before DVV Verification : 6

Answer after DVV Verification : 1