# YEARLY STATUS REPORT - 2021-2022

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | `Arts College Malkapur Akola` |
| • Name of the Head of the institution | `Dr. Gitali Sharad Pande` |
| • Designation | `Principal (In-Charge)` |
| • Does the institution function from its own campus? | `Yes` |
| • Phone no./Alternate phone no. | `07242259435` |
| • Mobile No: | `9923636564` |
| • Registered e-mail | `geetalipundkar123@gmail.com` |
| • Alternate e-mail | `arts.60@rediffmail.com` |
| • Address | `MIDC Phase II, VHB Colony, Near Railway Crossing, Malkapur Tq & Dist Akola.` |
| • City/Town | `Akola` |
| • State/UT | `Maharashtra` |
| • Pin Code | `444004` |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | `Affiliated` |
| • Type of Institution | `Co-education` |
| • Location | `Rural` |

| | | |
|---|---|---|
| • Financial Status | **Grants-in aid** | |
| • Name of the Affiliating University | **Sant Gadge Baba Amravati University Amravati** | |
| • Name of the IQAC Coordinator | **Asst. Prof. Pravin Prakashrao Ugale** | |
| • Phone No. | **7498740657** | |
| • Alternate phone No. | **9423051944** | |
| • Mobile | **7709770255** | |
| • IQAC e-mail address | **pravinpugale@gmail.com** | |
| • Alternate e-mail address | **ugalepravinp@gmail.com** | |

**3.Website address (Web link of the AQAR (Previous Academic Year)**

https://www.artscollegeakola.in/AQAR/1649742476.pdf

**4.Whether Academic Calendar prepared during the year?**

**Yes**

• if yes, whether it is uploaded in the Institutional website Web link:

https://www.artscollegeakola.in/Academic/1647074292.pdf

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **2.01** | **2017** | **27/11/2017** | **26/11/2022** |

**6.Date of Establishment of IQAC** — **01/03/2017**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |

**8.Whether composition of IQAC as per latest NAAC guidelines** — **No**

• Upload latest notification of formation of IQAC — No File Uploaded

| 9.No. of IQAC meetings held during the year | 02 | |
|---|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| • If yes, mention the amount | | |

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

*Proposal of 2 (f) to UGC *Get Permanent Affiliation from Sant Gadge Baba Amravati University *Application for Research Centre for Music subject

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Use ICT in teaching | most of the teacher use ICT for their teaching |

| 13.Whether the AQAR was placed before statutory body? | No |
|---|---|
| • Name of the statutory body | |

| Name | Date of meeting(s) |
|---|---|
| Nil | Nil |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|------|--------------------|
| **2021-2022** | **31/12/2022** |

### 15.Multidisciplinary / interdisciplinary

**The Institution is affiliated to Sant Gadge Baba Amravati University Amravati. 'Environmental studies' is the subject for second year students of all disciplines. Our University is likely to implement NEP 2020 and will offer multidisciplinary courses. As per the regulations and guidelines of university we will follow the same.**

### 16.Academic bank of credits (ABC):

**As per the National Education Policy 2020, the Academic Bank of Credit (ABC) is going to implement by the university to facilitate academic mobility of students. Our Parent University is going to adopt it from next acadmic session.**

### 17.Skill development:

**The institute has adopted a policy to run skill development programmes for the overall development to mitigate the requirement of 21st century skills in the society. Our institute was running B.F.D. Career oriented Course for the skill development.**

### 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

**The institute actively engaged in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature and culture. We adopted three language systems for running the programmes. We use English as an international language, Hindi as the national language and Marathi as a state / regional language in our curriculum as well as we offers Urdu and Sanskrit subject as second language. We offers specialization in Marathi, sanskrit and English literature. All the Humanity subjects are taught in bilingual mode i.e Marathi and Hindi. To preserve and spread Indian culture and tradition we organized various activities such as traditional day celebrations, Mehandi, Rangoli, Dance, Singing, Zimma fugadi and Various festivals and Marathi Bhasha Savardhan etc. We inculcate Indian culture and values through the participation of students in university level youth festivals.**

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

**Our parent university reconstructed the syllabi of all the programmes. In restructured programmes university included the outcomes in the form of objectives of the courses and programmes. We**

discuss with the student regarding the course and program outcomes at the end of the academic year. We verify these outcomes by various attainment methods.

**20.Distance education/online education:**

We dont offer distance education but in corona pandemic we arrenged online lectures.

## Extended Profile

### 1.Programme

| 1.1 Number of courses offered by the institution across all programs during the year | 02 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

### 2.Student

| 2.1 Number of students during the year | 159 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 91 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3 Number of outgoing/ final year students during the year | 10 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

### 3.Academic

| 3.1 Number of full time teachers during the year | **08** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 Number of Sanctioned posts during the year | **15** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

**4.Institution**

| 4.1 Total number of Classrooms and Seminar halls | **07** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **0000** |
| 4.3 Total number of computers on campus for academic purposes | **11** |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**The Institute is affiliated to Sant Gadge Baba Amravati University Amravati. Institute implements the curriculum priscribed by Sant Gadge Baba Amravati University Amravati. The college also runs the skill development programme to enhance and develop the overall performance of the students. The College has been running three UG programmes along with three skill development degree courses at UG level.**

**For Effective Curriculum Delivery:**

In the beginning of Academic Year, the Principal conducts a meeting with the Head of the departments to discuss the preparation of the Academic Calendar, curriculum planning and documentation. As per the direction of the Principal, Head of the departments discuss and allots workload amongfaculty of the concerned departments. The Time Table committee collects the workload from Department Heads and prepares the Time Table. Faculty of all departments prepare their teaching plans by making optimal use of available resources, classes are conducted according to the time table. Library has a rich collection of resources with an open access system for staff . Journals are subscribed by the Institute. Library has a WebOPAC, NDL facility.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File]() |
| Link for Additional information | [Nil]() |

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

The institution prepares and publishes academic calendar containing the relevant information regarding the teaching- learning schedule, weekly working days and holidays, government holidays, Internal assessment dates, practical exam dates, workshop schedule, seminar schedule, Industrial visit dates, sports day, cultural day on website of the college and displays on students notice board andin the principal's office. The academic progress of the students is regularly monitored by continuous internal evaluation such as seminars, project work, unit tests, internal examinations and semester examinations etc. IQAC of the Institution along with CDC designs the process of admission. As per the regulation of the university various committees are formed to run all the curricular and co-curricular activities smoothly. The cultural and sports activities are distributed and implemented throughout the year and review is taken by the IQAC Coordinator and the Principal. The aim of CIE is to enhance the quality education among the students. Though it has been made mandatory for the last year students by the university, the institution has been implementing the CIE procedure for all the students. The faculty may choose MCQ tests, assignments, Viva and projects to evaluate the performance of the students periodically.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File](#) |
| Link for Additional information | [Nil](#) |

**1.1.3 - Teachers of the Institution participate in** `A. All of the above` **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University**

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | [View File](#) |

**1.2 - Academic Flexibility**

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

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

`00`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | [View File](#) |

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)**

**01**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**26**

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

**26**

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

## 1.3 - Curriculum Enrichment

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

**The institute takes special efforts to integrate various crosscutting**

**Issues.**

**Environment and Sustainability:**

**Environmental awareness is inculcated through the activities like Tree plantation, , Eco friendly Vehicles, use of LED, Plastic Hatao, Holi with environment friendly colours. Environmental study is a compulsory subject for second year students. While allocating the projects an attempt is to make them aware of cross-cutting issues**

related to the environment in the local area.

## Gender

Gender awareness and sensitization occurs in the curriculum of social sciences and humanities. The Institute ensures safe and secure environment for girls students through Discipline Committee, Sexual Harassment Prevention Committee, Internal Grievance Committee and activities like Woman Empowerment, , Gender equality, Workshop on women rights and Laws, organized guest lectures on Breast Feeding Day and Nutrition Day, World Women's Day etc.

## Human Values

The Institute organized camps like Medical Camp , National Integration, Corona Vaccine Camp collaboration with Government Medical office, Voter awareness

programs, On the occasion of Kranti Day organized lectures on contribution of Indian freedom fighters, Respect to the families of Martyr soldiers to inculcate human values among the students.

## Professional Ethics

The Institute organizes 'Mind Empowerment' (Manahshakti) lectures on importance of emotional strength in professional life, professional ethics and code of conduct.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

**01**

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

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

**04**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

## 1.4 - Feedback System

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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://www.artscollegeakola.in/NAAC/1682674 917.pdf |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

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

**600**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

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

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

**141**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | View File |

## 2.2 - Catering to Student Diversity

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

**Our institute is surrounded by rural area and eighty percentages of students come from working class, MIDC working family and farmers' family. In college, students are admitted from various socio-economic backgrounds. At the beginning of each course teachers asses the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also repeated for slow learners and late admissions. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available in college to clear the doubts and counsel the students even on a one to one basis. Advanced learners are encouraged to become class mentors.**

| File Description | Documents |
|---|---|
| Link for additional Information | Nil |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| **161** | **08** |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 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

**Arts College Malkapur Akola always encourage student-centric learning through various methods such as brain storming group discussions, quiz competitions and presentations in participative learning. Regular participative activities viz., group discussions, field visits, educational tours, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. Students are given individual class assignments for focusing on self-study and to encourage independent learning. Different student support facilities are available in the college like Library, ICT Room, Ph.D. Research Study Room, OHP based classrooms. Students are trained for Basic Life skills such as First Aid, Swach Bharat and Personal Hygiene and Sanitation.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | [Nil](#) |

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

**Faculty members of the college use ICT technology to improve the teaching and learning process. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, Whatts App group, Telegram, Zoom and Google classrooms, Facebook Page of the institute, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation.Jio-wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Xeroxing facility is also available in the library. ICT Room is also equipped with computers and Wi-Fi facility to encourage learning. Syllabus and study materials are also made available on the college whatsapps**

respective subject groups and the website of the affiliating
university.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://drive.google.com/file/d/13F_TMkQ3ETMA04QvkNWCSxPq_EMYn1bb/view?usp=sharing |

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

**2.3.3.1 - Number of mentors**

**20**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | No File Uploaded |

**2.4 - Teacher Profile and Quality**

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

**08**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

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

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

06

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | [View File](#) |

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

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

09

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | [View File](#) |

## 2.5 - Evaluation Process and Reforms

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

**In the institute in order to upgrade student knowledge a system of continuous evaluation and monitoring is used. It reduced the gap between learning and evaluation among the students. Periodic evaluation between semesters is essential to engage students in continuous learning. As a part of the curriculum, the University has made internal assessment mandatory for final year. For internal evaluation of First and second year, various tools such as Home assignments, Unit tests, presentation skills, seminar and projects are conducted.**

**Internal examination marks of final year subjects are filled and submitted through the Online Portal of the University by the Login Id of the concerned subject teachers.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | https://docs.google.com/document/d/1aLMJAplDZkXD_fYein8j8KPxiqltJ0eH/edit?usp=share_link&ouid=104958098751256434756&rtpof=true&sd=true |

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

**Most of the grievances related to the examination are received after declaration of results by the Parent University. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the convener of examination committee. Each and every staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective quarters. Where ever necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to Coordinator Examination for speedy Redressal of the issue. The close and continuous communication is maintained by the institute Coordinator Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any. As per internal practical tests are concerned, if any student pin points any academic discrepancy about conduct of tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | nil |

## 2.6 - Student Performance and Learning Outcomes

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

**The Institute has well defined learning outcomes. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization and provide the quality education for the development and better future of downtrodden, poor and needy**

one. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of Curriculum and Outcomes of Programs and Courses are also uploaded on the college website Page.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The attainment of POs and COs are evaluated by the Institution at different levels like Cognitive, Affirmative and Psychomotor. Cognitive outcomes are evaluated through Group Discussion, Seminars and Quiz. Affirmative outcomes are evaluated through written exams. Psychomotor outcomes are evaluated with the help of practical exams, projects, field study. After the internal exams, faculty discusses the question paper with model answers. The Institute provides subject related Add on, Value added to the students. Various online teaching tools are used such as Google forms, Online Quiz, MCQs which help the Institute to evaluate the attainment of the outcomes. Course outcomes are measured according to the performance of the students in the class test, practical, internal evaluations and external evaluations. Direct attainment of program outcomes and course outcomes are based on the levels of attainment. Indirect attainment of program outcomes and course outcomes are mainly based on the successful use of knowledge in life by students. Feedback is collected from the students in which the overall program is analyzed and corrective measures are proposed.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | nil |

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

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

`10`

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | nil |

**2.7 - Student Satisfaction Survey**

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

https://www.artscollegeakola.in/NAAC/1682674917.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

`00`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

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

**00**

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

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

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

**02**

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | [View File](#) |

## 3.2 - Research Publications and Awards

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

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

**01**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

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

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

12

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

## 3.3 - Extension Activities

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

The College regularly conducts the extension activities in the nearby villages and weaker sections of the societies. These programmes aim to connect the Higher Education Institutions with the society. This will transform the outlook of the students and inculcate leadership qualities in the youth. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future. Such citizens help in Nation building. The institute could not conduct the activities as where planned, due to pandemic, but some extension activities conducted in the academic year 2021-2022are as under

Name Of The Activity Kranti Diwas Programme Gurupornima Utsav Dr. Rangnathan Jayanti Tree Plantation Akola District Plitical sci. pradyapak parishad Free Seminar Free Seminar Course For Student wachan prerana Diwas Shri Shivaji Maharaj Jayanti Jagatik Marathi Bhasha Din Voters Day

| File Description | Documents |
|---|---|
| Paste link for additional information | https://drive.google.com/file/d/1tJ5dSS-s6nxOj-24Ek9-UHoPmBPm90mM/view?usp=share_link |
| Upload any additional information | View File |

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

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

**00**

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

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

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

**12**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

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

**12**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

## 3.4 - Collaboration

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

**00**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **No File Uploaded** |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

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

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

**02**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Advisory Committee after reviewing course requirements, working condition of the existing equipment. The Time Table committee plans ahead for all requirements regarding the availability of class rooms, laboratories, furniture and other equipment's. Whenever need arises to augment infrastructure in terms of classroom, library books etc.**

**Distinguished features of the College:**

**The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like use of power point presentations, OHP projectors, online teaching apps like Zoom, Google Meet etc. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. The available physical infrastructure is optimally utilized in regular college hours, to conduct co-curricular activities/extra- curricular activities, parent teacher meetings, Training classes etc. It is used as an examination centre for college internal and external examinations as well as for the University level semester Examination. Institute has ramp facility for Divyang students. Separate arrangement for Ph.D. students in library is available.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | NIL |

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

**The institution utilizes its resources to provide an environment to**

its students where they are encouraged to pamper in sports and extracurricular activities. This ensures a holistic development and an all-rounded personality. These students are selected through selection trials. They are encouraged to participate in various level of competition including intra college events.

**Separate Gym:**

College has facility of gym for the students.

**Indoor and Outdoor Sport Facility:**

Students have facility to play sports like Cricket, Kho-kho, Volleyball, Chase, and Carom.

**Open Ground:**

College has an adequate playground and it is surrounded with plants, trees with lot to greenery.

**Yoga class/awareness Programme:**

Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students

**Cultural activities:**

The College believes in all-round development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | NIL |

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

**03**

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

**03**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | NIL |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**00**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Upload audited utilization statements | No File Uploaded |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

## 4.2 - Library as a Learning Resource

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

**The college is using LIB software and library is partially automated. Library provide OPAC device to students and faculty members to have access books by subject, Author, Accession no and title. The total numbers of books in library are about 1871and number of visitors per day is 10-20. The library has browsing centre, Xeroz facility, reading room for users and separate reading**

**room for Ph.D research scholars. The library has also guidance and counselling cell.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | https://docs.google.com/document/d/1oQbqUAqzi0SzjpbttuX0Uc5ojEVTx0O310IefoXZVf8/edit?usp=sharing |

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

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

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

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

**6953**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Audited statements of accounts | [View File](#) |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | [View File](#) |

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

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

`10`

| File Description | Documents |
|---|---|
| Any additional information | *View File* |
| Details of library usage by teachers and students | *View File* |

## 4.3 - IT Infrastructure

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

**IT infrastructure was upgraded when special financial assistance was accorded to the college . The OHP Projector, Printers, high configuration PCs were already installed in the college. Classrooms equipped with OHP projector and speakers were installed. The whole college has been made wi-fi enabled. Internet and wifi facility is available in separate ICT room.**

| File Description | Documents |
|---|---|
| Upload any additional information | *View File* |
| Paste link for additional information | https://drive.google.com/file/d/13U5pENkTQJU84iVADggVThFpe38rBdLk/view?usp=share_link |

## 4.3.2 - Number of Computers

`11`

| File Description | Documents |
|---|---|
| Upload any additional information | *View File* |
| Student – computer ratio | *View File* |

## 4.3.3 - Bandwidth of internet connection in the Institution   `D. 10 - 5MBPS`

| File Description | Documents |
|---|---|
| Upload any additional Information | *View File* |
| Details of available bandwidth of internet connection in the Institution | *View File* |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**222000**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

**Separate Gym: College has facility of gym for the students.**

**Indoor and Outdoor Sport Facility: Students have facility to play sports like Cricket, Kho-kho, Volleyball, Chase, and Carom.**

**Open Group: College has an adequate playground and it is surrounded plants, trees with lot to greenery.**

**Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers – Suhasini Padole.**

**Cultural activities: Every year the college conducts cultural programs.**

**The college is using LIB software and library is partially automated. Library provide OPAC device**

**Building Infrastructure: There is a college development and construction committee to look after the maintenance.**

**Laboratory, Equipments and Machines: College maintains stock registers.**

**Computer and IT :Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items under the supervision of College Development Committee.**

**Furniture related items: There is a college development and construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.**

**Maintenance of Library/ Library Materials:**

**Sports Equipments:**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://artscollegeakola.in/NAAC/1643625719.pdf |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**91**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | [View File](#) |
| Upload any additional information | [View File](#) |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

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

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

**00**

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

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

**B. 3 of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | <u>Nil</u> |
| Any additional information | <u>View File</u> |
| Details of capability building and skills enhancement initiatives (Data Template) | <u>View File</u> |

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

**72**

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

**72**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | View File |

## 5.2 - Student Progression

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

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

**00**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

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

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

`01`

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | <u>View File</u> |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | <u>View File</u> |

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

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

`00`

| File Description | Documents |
|---|---|
| Upload supporting data for the same | <u>View File</u> |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

`00`

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

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

**The college encourages students to have student representative for every semester. These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who orders the convener of respective committees to handle that in a nice way. The percentage of completion of syllabus sought by the Sant Gadge Baba Amravati University before commencement of examination is verified from these students' representatives. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics. Students are represented various committees like College Development Committee, Alumni Committee, Study Forum of all subjects, College Magazine Committee, StudentGrievance Committee, Anti-Ragging Committee etc.**

| File Description | Documents |
|---|---|
| Paste link for additional information | <u>Nil</u> |
| Upload any additional information | <u>View File</u> |

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

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

**02**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 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

**This year we registered Alumni Association under Maharashtra Government Institution Registration Act 1860 that contributes significantly to the development of the institution. Every session Alumni is organized by the coordinator and it inspires the students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

## 5.4.2 - Alumni contribution during the year (INR in Lakhs)      **E. <1Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

**The vision of the college is "To provide the quality education for the development and better future of downtrodden, poor and needy one."**

1. To provide quality higher education to its students.
2. To strive and provide education to poor, downtrodden and exploited community of this area who are refrained from the opportunity of higher education.
3. To create hope among the students of rural and MIDC area and motivate them to uplift their life.
4. The college takes an initiative for all round development of students coming from disadvantaged sections of the society and inculcates moral and human values in them through curricular, co- curricular and extra- curricular activities.
5. Attention is given to make the students assist themselves and contribute to the well-being of the society and the nation as well.
6. To take part in various national schemes.

This is being transfer through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end. Various committees comprising members of teaching and non-teaching faculty are involved in curricular and co-curricular affairs and administrative functions of the institution.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.artscollegeakola.in/vision_mission.php |
| Upload any additional information | View File |

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

- The Institutional management is participatory and decentralized.
- The effective leadership comprises the Principal, IQAC, coordinators of Arts,the HOD's of all departments, co-ordinator of curricular and co-curricular committees leads collectively for establishing a conducive academic atmosphere in the institute.
- IQAC designs overall quality parameters for institutional excellence. The Principal guides the HOD's and Chairperson of statutory bodies for effective implementation of the same.
- In addition to the bodies like CDC, IQAC, there are 10plus other committees at work under broad divisions like Curricular Aspects, Teaching-Learning-Evaluation, Students' Activities,

Student Support, Infrastructure, Governance etc. The teachers are appointed as the members of these committees.

- The faculties are motivated to work creatively on various statutory bodies and committees. The views and suggestions of student representatives on various bodies are taken into consideration while planning various activities.
- According to Maharashtra University Act 2016 the governance of the college is done through the CDC consists of representatives of management, teaching staff, administrative staff, community and students.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://docs.google.com/document/d/18ZgBF1Pons7bOCxQcWT5iWeVSwWjzviK/edit?usp=share_link&ouid=107746722462944576363&rtpof=true&sd=true |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusions are;

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student dropout rate.

4. To be more innovative, socio-relevant in curriculum delivery and be more creative in academic delivery; with a strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full time tutor.

6. Life skills will be an integral part in curriculum development and delivery.

7. To emphasize on multi-dimensional evaluation of student learning and to enable that student learning outcomes match with their

employers expectations.

**8. To enhance the infrastructure institute constructed Seminar Hall.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | [https://artscollegeakola.in/NAAC/1643708420.pdf](https://artscollegeakola.in/NAAC/1643708420.pdf) |
| Upload any additional information | [View File](#) |

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

**The functional organization of college is divided into two parts i.e. Academic and Administrative.**

**Governing Body –**

**The governing body is a college decision making body. It consists of the President, Vice President, Secretary, Directors of institute who are nominated by members of the Indian Social and Research Foundation Akola.**

**Administrative setup-**

**The administration of the institution involves active participation of the CDC, IQAC, Principal, Coordinators of Committees, Head of the departments, teaching and non-teaching staff. The management committee formulates the policy decisions like admission of students, recruitment of staff, infrastructure, learning and financial management as per the rules and regulation of parent University. The Principal in consultation with the IQAC, Coordinators of faculty and Head of the departments take administrative decisions necessary for the effective functioning of the institute.**

**Service Rules-**

**Rules and conditions of service, the institute follows the rules and regulations laid down by S.G.B. Amravati University Amravati, UGC and the Government of Maharashtra.**

**Procedures for the Recruitment-**

- **Permanent posts (Grant-in-aid) are recruited as per the norms of the UGC, Government of Maharashtra and S.G.B. Amravati University Amravati.**
- **The Management recruits temporary posts (Non-Grant) as per the norms of the UGC and university.**

**Procedures for the Promotion-**

- **Promotion to the faculty is given according to the guidelines of UGC, the Government of Maharashtra and S.G.B. Amravati University Amravati.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://docs.google.com/document/d/1B1qBvYQq8ae50Yg5XjIxl8y2GyDaED-9/edit?usp=share_link&ouid=107746722462944576363&rtpof=true&sd=true |
| Link to Organogram of the Institution webpage | https://artscollegeakola.in/NAAC/1647079759.pdf |
| Upload any additional information | View File |

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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

**6.3 - Faculty Empowerment Strategies**

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

**Being the affiliated college Sant Gadge Baba Amravati University offers the following welfare schemes for all its employees.**

- **Institution grants leave for Faculty Development Programme (FDP), Refresher course, Orientation Programme, short term course, Workshops, Seminars, Conferences etc.**
- **Group insurance scheme is implemented. The government has provided Group Insurance scheme (SGSP Scheme of Bank of Maharashtra, under State Government Salary Package) to the Staff (Teaching and Non -Teaching) of the College. This helps the staff at the times of need.**
- **Maternity leave is granted for female employees.**
- **Casual leave, compensation and Medical leave are provided to staff.**
- **WI-FI facility.**
- **As per government provision, provident fund scheme is applied to staff. New pension scheme (NPS)/ DCPS is applied to the staffs who are appointed after Nov. 2005.**
- **Gym facilities and sports instruments are made available to staff.**
- **Provident fund for the employees of the college.**
- **Casual leave , Medical leave, Average Pay Leave(APL), On Duty Leave, Duty Leave etc. for the employees.**
- **With the help of our institution, a loan facility has been made available for teaching and non-teaching staff from Akola District Co-operative Bank. The college has also provided the facility of loan deduction from salary.**

- **Summer and winter vacation to both teaching and non-teaching staff. The order is issued by the higher education department, which is strictly followed by the college.**
- **Maternity (180 days) leave.**
- **ICT facility, RO Drinking Water, Free Wi-fi Facility, Xerox facility.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

**00**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <u>View File</u> |

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

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

**00**

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

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

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

**07**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

**Performance Appraisal for teaching faculty Following the UGC regulation , Parent University guidelines and amendments thereof, the institution monitors performance appraisal system through submitting of API (Academic Performance Indicators) of the teaching staff. The API reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of clock works in a week are computed. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. Valuable suggestion/ measures are also sought for evaluating all observation for the betterment of Institution. Non-teaching staff are appointment as per the rules and regulation of the Government of Maharashtra and after joining the department as per service rules.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

**Financial audit of the accounts is an important process and is followed by the Arts College Malkapur Akola. The college undergoes an internal audit conducted by Agrawal Associates. They verify and confirm all finance related document. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the principal. The copies of the audit are preserved in the college for record.**

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

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

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

**00**

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

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

**The institution is grant-in-aided by the Higher Education Department of Maharashtra Government and it is run by the Indian Social and Research Foundation Akola so the funds to be utilized are primarily allotted through the Higher Education Department of Maharashtra. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. The same is being discussed with chief Accounts Officer / Financial Advisor for allotment of funds under different heads. Optimum end use of the**

funds is made as per the rules and regulations and is subjected to audit by the government Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.

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

## 6.5 - Internal Quality Assurance System

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.
- Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.
- Teachers are also supported and encouraged to participate in examination evaluation processes.
- The IQAC also provides guidelines, internet access and verification processes for the students to get the post-Matric scholarships .
- The college also provides platform for the students to participate in Intra- College and Inter –College level debates, competitions, seminars etc.
- Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.
- All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.
- Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.

- **LCD's are installed in all the classrooms of the college.**

| File Description | Documents |
|---|---|
| Paste link for additional information | <div align="center">NIL</div> |
| Upload any additional information | <div align="center">View File</div> |

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

**The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:**

1. **Students' feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms:**
2. **All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.**
3. **After evaluating the feedback from students, if the teacher is evaluated with low performance is instructed accordingly.**
4. **The whole process is being operated through IQAC and no other faculty member is involved at any stage.**

**2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.**

**3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.**

**4. Syllabus Monitoring: The worthy principal (chairman of IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | NIL |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Our institute has taken various initiatives and activities to give equal status & opportunities to the students. No discrimination is done on the basis of religion, Caste, Gender, Disability in admission process. Various committees such as Sexual Harassment Prevention Committee, Women's Grievances Reddresal Committee and Anti Ragging Committee are actively working and monitoring the day today activities.

Safety & security: for safety and Security of students following things have been implemented

Entry for students without a college Identity card is prohibited.

Complaint / suggestion box is set in the campus.

Counseling Cell:A counseling cell has been established in the college to provide counseling on personal & psychosocial problems of the students.

Girls Common Room:College has a separate common room for girls.

In order to create gender equality amongst the students, following days were celebrated during the year.

Savitribai Phule Jayanti - (03rdJanuary 2022)

Rastramata Jijau Jayanti-(12 January 2022)

World Women's day -(8th March 2022)

Celebration of Navratri - Organize NavDurga Shakti Jagaran (9 Sept to 18 Sept 2021)

Sankranti Snenhmilan Programme - (8th Feb 2022)

Women as the head of the Institution:To promote the gender equality Institute gives an opportunity to woman as the head of the institute.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://docs.google.com/document/d/17EA8TYMVNjbzhKn3H8UgxnhuXHla3LK9/edit?usp=share_link&ouid=108536370443674345537&rtpof=true&sd=true |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://docs.google.com/document/d/17EA8TYMVNjbzhKn3H8UgxnhuXHla3LK9/edit?usp=share_link&ouid=108536370443674345537&rtpof=true&sd=true |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-**

D. Any 1 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File]() |
| Any other relevant information | **No File Uploaded** |

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

Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non-biodegradable is mostly reuse as per its availability and which is unused it is burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

Liquid waste: All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Waste water of the in front of office is use in the garden. Zero percent leakage of waste water is ensured.

E- Waste management: The College has minimum e-waste. The waste if any is sold to vendors for recycling.

Vermi - Compost Unit: Waste is collected in Vermi-Compost tank and further it is use as manure for garden.

Rain Harvesting System: Waste Rain is collected in the pit near to boar well.

RO System Waste Water: Waste water from RO system is uses in garden.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | https://drive.google.com/file/d/1JxDvwl1SCqa16JcV-gde6vMOOu6r1apK/view?usp=sharing |
| Any other relevant information | View File |

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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

**7.1.5 - Green campus initiatives include**

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

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

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

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed  through the**

**D. Any 1 of the above**

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

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | <u>View File</u> |
| Any other relevant information | <u>View File</u> |

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | <u>View File</u> |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**The institute provides an eminent inclusive environment for both**

**students and faculties. National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Students organize the teachers' day every year in the College campus to felicitate the teachers and also to show their gratitude towards a great teacher and a legend Dr. Sarvepalli Radhakrishna. Every year Institute organizes National Youth Day on 12th January to commemorate the birth anniversary of Swami Vivekananda and Rajmata Jijau. Various other activities like Diwali, Christmas, Sankrant celebrations, Navratra Festival, Hartalika, Ashadi Akadashi, Gita Jayanti, Language Day, Vachan Prerana Din, ethnic day are also celebrated by the students.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

**Indian Constitution is been studied by the Political Science Department in the first and second Semester to create awareness and sensitizing the students to constitution obligation and to strengthen the democratic values. The course provides an insight into valuing human dignity and to save the liberties of the people against discrimination. Every year Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution. Republic day is celebrated on 26th Jan by organizingactivities highlighting the importance of Indian Constitution. Similarly constitution day is celebrated on 26th November every year by reading out the Preamble as stated in Constitution of India. Voter's Day is celebrated by the institution and Political Science department started certificate course on 'Moral Values'. It is quarterly course based on ethical values.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [View File](#) |
| Any other relevant information | [View File](#) |

**7.1.10 - The Institution has a prescribed code**    **B. Any 3 of the above**

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

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | No File Uploaded |

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

**The institute provides an eminent inclusive environment for both students and faculties. National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Students organize the teachers' day every year in the College campus to felicitate the teachers and also to show their gratitude towards a great teacher and a legend Dr. Sarvepalli Radhakrishna. Every year Institute organizes National Youth Day on 12th January to commemorate the birth anniversary of Swami Vivekananda and Rajmata Jijau. Various other activities like Diwali, Christmas, Sankrant, Holi celebrations, ethnic day are also celebrated by the students.**

**women day, earth day, ozon day, birth and death anniversory of Dr. Ambedkar, Shivaji Maharaj, Constitution Day,Gita Jayanti, Savitri Bai Fule, Mahatma Gandhi, Krantidin, Voters' Day, Diwali, Navrathri Festival, Yoga Day**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | [View File](#) |
| Geo tagged photographs of some of the events | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

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

**1. Title of the Practice:**

**Organized Workshop and training programme for 'Mind Development' (Manshakti Vikas)**

**2. Objectives of the Practice:**

**To improve patience in students, teachers and non-teaching staff.**

**To make aware students and teachers about the power of Mind in their day to day life.**

**3. The Context:**

**Arts College Malkapur Akola organized One Day Workshop on "Mind Development" and One Year Faculty Development Programme collaboration with Shivgad Spiritual Trust Murgud Kolhapur.**

**4. The Practice:**

**Shivgad Spiritual Trust Murgud, Kolhapur is one of the well-known Charitable Trust and organization to strengthen the spirituality among the students and citizen of Maharashtra.**

**2. Objectives of the Practice:**

**To make aware about the Current issues in Music.**

**Gathering of Music Lovers.**

**To make aware about the moral values in life.**

**To improve students skills**

**3. The Context:**

**Department of Music, Arts College Malkapur Akola organized meeting of the artists, instrumentalists, music lovers in every month regularly. Online Certificate and quarterly course based on Ethical Values organized by Political Science Department.**

**4. The Practice:**

**Music Department organized monthly meeting of local artists, instrumentalists, music lovers to present their talent. It will help to build confidence among the students of Music Department.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | [View File](#) |

## 7.3 - Institutional Distinctiveness

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

- **Our Institute is focucess on the overall development of the students basicaly come from backword area. Teachers teach them accordingly to their understanding.**
- **For the overall development of the students and teachers, Swami Vivekanand Study Centre starts in the library.**
- **Social awareness Programes are conducted.**
- **For the moral development "Rajyashastra Nitimulya" Course is design.**

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

The Institute is affiliated to Sant Gadge Baba Amravati University Amravati. Institute implements the curriculum priscribed by Sant Gadge Baba Amravati University Amravati. The college also runs the skill development programme to enhance and develop the overall performance of the students. The College has been running three UG programmes along with three skill development degree courses at UG level.

For Effective Curriculum Delivery:

In the beginning of Academic Year, the Principal conducts a meeting with the Head of the departments to discuss the preparation of the Academic Calendar, curriculum planning and documentation. As per the direction of the Principal, Head of the departments discuss and allots workload amongfaculty of the concerned departments. The Time Table committee collects the workload from Department Heads and prepares the Time Table. Faculty of all departments prepare their teaching plans by making optimal use of available resources, classes are conducted according to the time table. Library has a rich collection of resources with an open access system for staff . Journals are subscribed by the Institute. Library has a WebOPAC, NDL facility.

| File Description | Documents |
| --- | --- |
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | [Nil](#) |

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

The institution prepares and publishes academic calendar containing the relevant information regarding the teaching-learning schedule, weekly working days and holidays, government holidays, Internal assessment dates, practical exam dates, workshop schedule, seminar schedule, Industrial visit dates,

sports day, cultural day on website of the college and displays on students notice board andin the principal's office. The academic progress of the students is regularly monitored by continuous internal evaluation such as seminars, project work, unit tests, internal examinations and semester examinations etc. IQAC of the Institution along with CDC designs the process of admission. As per the regulation of the university various committees are formed to run all the curricular and co-curricular activities smoothly. The cultural and sports activities are distributed and implemented throughout the year and review is taken by the IQAC Coordinator and the Principal. The aim of CIE is to enhance the quality education among the students. Though it has been made mandatory for the last year students by the university, the institution has been implementing the CIE procedure for all the students. The faculty may choose MCQ tests, assignments, Viva and projects to evaluate the performance of the students periodically.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File](#) |
| Link for Additional information | [Nil](#) |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | [View File](#) |

**1.2 - Academic Flexibility**

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

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

00

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

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

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

01

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

26

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

26

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

| **1.3 - Curriculum Enrichment** |
| :--- |

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

The institute takes special efforts to integrate various crosscutting

Issues.

Environment and Sustainability:

Environmental awareness is inculcated through the activities like Tree plantation, , Eco friendly Vehicles, use of LED, Plastic Hatao, Holi with environment friendly colours. Environmental study is a compulsory subject for second year students. While allocating the projects an attempt is to make them aware of cross-cutting issues related to the environment in the local area.

Gender

Gender awareness and sensitization occurs in the curriculum of social sciences and humanities. The Institute ensures safe and secure environment for girls students through Discipline Committee, Sexual Harassment Prevention Committee, Internal Grievance Committee and activities like Woman Empowerment, , Gender equality, Workshop on women rights and Laws, organized guest lectures on Breast Feeding Day and Nutrition Day, World Women's Day etc.

Human Values

The Institute organized camps like Medical Camp , National Integration, Corona Vaccine Camp collaboration with Government Medical office, Voter awareness

programs, On the occasion of Kranti Day organized lectures on contribution of Indian freedom fighters, Respect to the families of Martyr soldiers to inculcate human values among the students.

**Professional Ethics**

**The Institute organizes 'Mind Empowerment' (Manahshakti) lectures on importance of emotional strength in professional life, professional ethics and code of conduct.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | [View File](#) |

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

**01**

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

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

**04**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | [View File](#) |

### 1.4 - Feedback System

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | [View File](#) |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | **No File Uploaded** |
| Any additional information(Upload) | **No File Uploaded** |

| | |
|---|---|
| **1.4.2 - Feedback process of the Institution may be classified as follows** | **A. Feedback collected, analyzed and action taken and feedback available on website** |

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| URL for feedback report | https://www.artscollegeakola.in/NAAC/1682674917.pdf |

### TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

**600**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | <u>View File</u> |

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

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

**141**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | <u>View File</u> |

## 2.2 - Catering to Student Diversity

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

**Our institute is surrounded by rural area and eighty percentages of students come from working class, MIDC working family and farmers' family. In college, students are admitted from various socio-economic backgrounds. At the beginning of each course teachers asses the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also repeated for slow learners and late admissions. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available in college to clear the doubts and counsel the students even on a one to one basis. Advanced learners are encouraged to become class mentors.**

| File Description | Documents |
|---|---|
| Link for additional Information | Nil |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| 161 | 08 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 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

**Arts College Malkapur Akola always encourage student-centric learning through various methods such as brain storming group discussions, quiz competitions and presentations in participative learning. Regular participative activities viz., group discussions, field visits, educational tours, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. Students are given individual class assignments for focusing on self-study and to encourage independent learning. Different student support facilities are available in the college like Library, ICT Room, Ph.D. Research Study Room, OHP based classrooms. Students are trained for Basic Life skills such as First Aid, Swach Bharat and Personal Hygiene and Sanitation.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

**Faculty members of the college use ICT technology to improve the**

teaching and learning process. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, Whatts App group, Telegram, Zoom and Google classrooms, Facebook Page of the institute, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation.Jio-wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Xeroxing facility is also available in the library. ICT Room is also equipped with computers and Wi-Fi facility to encourage learning. Syllabus and study materials are also made available on the college whatsapps respective subject groups and the website of the affiliating university.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://drive.google.com/file/d/13F_TMkQ3E TM_A04QvkNWCSxPq_EMYn1bb/view?usp=sharing |

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

## 2.3.3.1 - Number of mentors

20

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | No File Uploaded |

| **2.4 - Teacher Profile and Quality** |
|---|

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

`08`

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

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

`06`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

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

`09`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

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

In the institute in order to upgrade student knowledge a system of continuous evaluation and monitoring is used. It reduced the gap between learning and evaluation among the students. Periodic evaluation between semesters is essential to engage students in continuous learning. As a part of the curriculum, the University has made internal assessment mandatory for final year. For internal evaluation of First and second year, various tools such as Home assignments, Unit tests, presentation skills, seminar and projects are conducted.

Internal examination marks of final year subjects are filled and submitted through the Online Portal of the University by the Login Id of the concerned subject teachers.

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](View File) |
| Link for additional information | https://docs.google.com/document/d/1aLMJAplDZkXD_fYein8j8KPxiqltJ0eH/edit?usp=share_link&ouid=104958098751256434756&rtpof=true&sd=true |

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

Most of the grievances related to the examination are received after declaration of results by the Parent University. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the convener of examination committee. Each and every staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective quarters. Where ever necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to Coordinator Examination for speedy Redressal of the issue. The close and continuous communication is maintained by the institute Coordinator Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any. As per internal practical tests are concerned, if any student pin points any

**academic discrepancy about conduct of tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | nil |

## 2.6 - Student Performance and Learning Outcomes

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

**The Institute has well defined learning outcomes. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization and provide the quality education for the development and better future of downtrodden, poor and needy one. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of Curriculum and Outcomes of Programs and Courses are also uploaded on the college website Page.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | nil |
| Upload COs for all courses (exemplars from Glossary) | **No File Uploaded** |

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

**The attainment of POs and COs are evaluated by the Institution at different levels like Cognitive, Affirmative and Psychomotor. Cognitive outcomes are evaluated through Group Discussion, Seminars and Quiz. Affirmative outcomes are evaluated through written exams. Psychomotor outcomes are evaluated with the help of practical exams, projects, field study. After the internal**

exams, faculty discusses the question paper with model answers. The Institute provides subject related Add on, Value added to the students. Various online teaching tools are used such as Google forms, Online Quiz, MCQs which help the Institute to evaluate the attainment of the outcomes. Course outcomes are measured according to the performance of the students in the class test, practical, internal evaluations and external evaluations. Direct attainment of program outcomes and course outcomes are based on the levels of attainment. Indirect attainment of program outcomes and course outcomes are mainly based on the successful use of knowledge in life by students. Feedback is collected from the students in which the overall program is analyzed and corrective measures are proposed.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | nil |

## 2.6.3 - Pass percentage of Students during the year

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

10

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | nil |

## 2.7 - Student Satisfaction Survey

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

https://www.artscollegeakola.in/NAAC/1682674917.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

**3.1 - Resource Mobilization for Research**

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

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

00

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

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

00

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

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

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

02

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | View File |

## 3.2 - Research Publications and Awards

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

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

**01**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

**12**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

## 3.3 - Extension Activities

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

**The College regularly conducts the extension activities in the nearby villages and weaker sections of the societies. These**

programmes aim to connect the Higher Education Institutions with the society. This will transform the outlook of the students and inculcate leadership qualities in the youth. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future. Such citizens help in Nation building. The institute could not conduct the activities as where planned, due to pandemic, but some extension activities conducted in the academic year 2021-2022are as under

Name Of The Activity Kranti Diwas Programme Gurupornima Utsav Dr. Rangnathan Jayanti Tree Plantation Akola District Plitical sci. pradyapak parishad Free Seminar Free Seminar Course For Student wachan prerana Diwas Shri Shivaji Maharaj Jayanti Jagatik Marathi Bhasha Din Voters Day

| File Description | Documents |
|---|---|
| Paste link for additional information | https://drive.google.com/file/d/1tJ5dSS-s6nxOj-24Ek9-UHoPmBPm90mM/view?usp=share_link |
| Upload any additional information | View File |

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

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

00

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

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

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

**12**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

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

**12**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

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

**00**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **No File Uploaded** |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

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

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

**02**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Advisory Committee after reviewing course requirements, working condition of the existing equipment. The Time Table committee plans ahead**

for all requirements regarding the availability of class rooms, laboratories, furniture and other equipment's. Whenever need arises to augment infrastructure in terms of classroom, library books etc.

Distinguished features of the College:

The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like use of power point presentations, OHP projectors, online teaching apps like Zoom, Google Meet etc. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. The available physical infrastructure is optimally utilized in regular college hours, to conduct co-curricular activities/extra-curricular activities, parent teacher meetings, Training classes etc. It is used as an examination centre for college internal and external examinations as well as for the University level semester Examination. Institute has ramp facility for Divyang students. Separate arrangement for Ph.D. students in library is available.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | NIL |

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extracurricular activities. This ensures a holistic development and an all-rounded personality. These students are selected through selection trials. They are encouraged to participate in various level of competition including intra college events.

Separate Gym:

College has facility of gym for the students.

Indoor and Outdoor Sport Facility:

Students have facility to play sports like Cricket, Kho-kho, Volleyball, Chase, and Carom.

**Open Ground:**

College has an adequate playground and it is surrounded with plants, trees with lot to greenery.

**Yoga class/awareness Programme:**

Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students

**Cultural activities:**

The College believes in all-round development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [NIL](#) |

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

03

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

03

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | NIL |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**00**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Upload audited utilization statements | **No File Uploaded** |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

**4.2 - Library as a Learning Resource**

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

**The college is using LIB software and library is partially automated. Library provide OPAC device to students and faculty members to have access books by subject, Author, Accession no and title. The total numbers of books in library are about 1871and number of visitors per day is 10-20. The library has browsing centre, Xeroz facility, reading room for users and separate reading room for Ph.D research scholars. The library has also guidance and counselling cell.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | https://docs.google.com/document/d/1oQbqUAgz_i0SzjpbttuX0Uc5ojEVTx0O310IefoXZVf8/edit?usp_=sharing |

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

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

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

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

**6953**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Audited statements of accounts | [View File](#) |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | [View File](#) |

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

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

**10**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of library usage by teachers and students | [View File](#) |

## 4.3 - IT Infrastructure

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

**IT infrastructure was upgraded when special financial assistance was accorded to the college . The OHP Projector, Printers, high configuration PCs were already installed in the college. Classrooms equipped with OHP projector and speakers were installed. The whole college has been made wi-fi enabled. Internet and wifi facility is available in separate ICT room.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://drive.google.com/file/d/13U5pENkTQ JU84iVADgqVThFpe38rBdLk/view?usp=share_lin k |

## 4.3.2 - Number of Computers

**11**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Student – computer ratio | [View File](#) |

| **4.3.3 - Bandwidth of internet connection in the Institution** | **D. 10 - 5MBPS** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | [View File](#) |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

**4.4 - Maintenance of Campus Infrastructure**

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

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

**222000**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

**Separate Gym: College has facility of gym for the students.**

**Indoor and Outdoor Sport Facility: Students have facility to play sports like Cricket, Kho-kho, Volleyball, Chase, and Carom.**

**Open Group: College has an adequate playground and it is surrounded plants, trees with lot to greenery.**

**Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers – Suhasini Padole.**

**Cultural activities: Every year the college conducts cultural programs.**

**The college is using LIB software and library is partially automated. Library provide OPAC device**

**Building Infrastructure: There is a college development and construction committee to look after the maintenance.**

**Laboratory, Equipments and Machines: College maintains stock**

registers.

Computer and IT :Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items under the supervision of College Development Committee.

Furniture related items: There is a college development and construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.

Maintenance of Library/ Library Materials:

Sports Equipments:

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://artscollegeakola.in/NAAC/1643625719. pdf |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

91

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | *View File* |
| Upload any additional information | *View File* |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | *View File* |

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

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

**00**

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

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **B. 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | *Nil* |
| Any additional information | *View File* |
| Details of capability building and skills enhancement initiatives (Data Template) | *View File* |

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

`72`

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

`72`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| | |
|---|---|
| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | `B. Any 3 of the above` |

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | `No File Uploaded` |
| Details of student grievances including sexual harassment and ragging cases | View File |

**5.2 - Student Progression**

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

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

| 00 |
|---|

| File Description | Documents |
|---|---|
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | [View File](#) |

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

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

| 01 |
|---|

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | [View File](#) |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | [View File](#) |

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

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

| 00 |
|---|

| File Description | Documents |
|---|---|
| Upload supporting data for the same | [View File](#) |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

**OO**

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

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

**The college encourages students to have student representative for every semester. These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who orders the convener of respective committees to handle that in a nice way. The percentage of completion of syllabus sought by the Sant Gadge Baba Amravati University before commencement of examination is verified from these students' representatives. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics. Students are represented various committees like College Development Committee, Alumni Committee, Study Forum of all subjects, College Magazine Committee, StudentGrievance Committee, Anti-Ragging Committee etc.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

**02**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 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

**This year we registered Alumni Association under Maharashtra Government Institution Registration Act 1860 that contributes significantly to the development of the institution. Every session Alumni is organized by the coordinator and it inspires the students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

| **5.4.2 - Alumni contribution during the year (INR in Lakhs)** | **E. <1Lakhs** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The vision of the college is "To provide the quality education for the development and better future of downtrodden, poor and needy one."

1. To provide quality higher education to its students.
2. To strive and provide education to poor, downtrodden and exploited community of this area who are refrained from the opportunity of higher education.
3. To create hope among the students of rural and MIDC area and motivate them to uplift their life.
4. The college takes an initiative for all round development of students coming from disadvantaged sections of the society and inculcates moral and human values in them through curricular, co- curricular and extra- curricular activities.
5. Attention is given to make the students assist themselves and contribute to the well-being of the society and the nation as well.
6. To take part in various national schemes.

This is being transfer through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end. Various committees comprising members of teaching and non-teaching faculty are involved in curricular and co-curricular affairs and administrative functions of the institution.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.artscollegeakola.in/vision_mission.php |
| Upload any additional information | View File |

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

- The Institutional management is participatory and decentralized.
- The effective leadership comprises the Principal, IQAC, coordinators of Arts,the HOD's of all departments, co-ordinator of curricular and co-curricular committees leads collectively for establishing a conducive academic atmosphere in the institute.
- IQAC designs overall quality parameters for institutional

- excellence. The Principal guides the HOD's and Chairperson of statutory bodies for effective implementation of the same.
- In addition to the bodies like CDC, IQAC, there are 10plus other committees at work under broad divisions like Curricular Aspects, Teaching-Learning-Evaluation, Students' Activities, Student Support, Infrastructure, Governance etc. The teachers are appointed as the members of these committees.
- The faculties are motivated to work creatively on various statutory bodies and committees. The views and suggestions of student representatives on various bodies are taken into consideration while planning various activities.
- According to Maharashtra University Act 2016 the governance of the college is done through the CDC consists of representatives of management, teaching staff, administrative staff, community and students.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://docs.google.com/document/d/18ZgBF1Pons7bOCxQcWT5iWeVSwWjzviK/edit?usp=share_link&ouid=10774672246294457636363&rtpof=true&sd=true |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusions are;

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student dropout rate.

4. To be more innovative, socio-relevant in curriculum delivery and be more creative in academic delivery; with a strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full time tutor.

6. Life skills will be an integral part in curriculum development and delivery.

7. To emphasize on multi-dimensional evaluation of student learning and to enable that student learning outcomes match with their employers expectations.

8. To enhance the infrastructure institute constructed Seminar Hall.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | https://artscollegeakola.in/NAAC/1643708420.pdf |
| Upload any additional information | [View File](#) |

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

The functional organization of college is divided into two parts i.e. Academic and Administrative.

Governing Body –

The governing body is a college decision making body. It consists of the President, Vice President, Secretary, Directors of institute who are nominated by members of the Indian Social and Research Foundation Akola.

Administrative setup-

The administration of the institution involves active participation of the CDC, IQAC, Principal, Coordinators of Committees, Head of the departments, teaching and non-teaching staff. The management committee formulates the policy decisions like admission of students, recruitment of staff, infrastructure, learning and financial management as per the rules and regulation of parent University. The Principal in consultation with the IQAC, Coordinators of faculty and Head of the departments take

administrative decisions necessary for the effective functioning of the institute.

Service Rules-

Rules and conditions of service, the institute follows the rules and regulations laid down by S.G.B. Amravati University Amravati, UGC and the Government of Maharashtra.

Procedures for the Recruitment-

- Permanent posts (Grant-in-aid) are recruited as per the norms of the UGC, Government of Maharashtra and S.G.B. Amravati University Amravati.
- The Management recruits temporary posts (Non-Grant) as per the norms of the UGC and university.

Procedures for the Promotion-

- Promotion to the faculty is given according to the guidelines of UGC, the Government of Maharashtra and S.G.B. Amravati University Amravati.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://docs.google.com/document/d/1B1qBvYQq8ae50Yg5XjIxl8y2GyDaED-9/edit?usp=share_link&ouid=107746722462944576363&rtpof=true&sd=true |
| Link to Organogram of the Institution webpage | https://artscollegeakola.in/NAAC/1647079759. pdf |
| Upload any additional information | View File |

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | B. Any 3 of the above |
|---|---|
| | |

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

Being the affiliated college Sant Gadge Baba Amravati University offers the following welfare schemes for all its employees.

- Institution grants leave for Faculty Development Programme (FDP), Refresher course, Orientation Programme, short term course, Workshops, Seminars, Conferences etc.
- Group insurance scheme is implemented. The government has provided Group Insurance scheme (SGSP Scheme of Bank of Maharashtra, under State Government Salary Package) to the Staff (Teaching and Non -Teaching) of the College. This helps the staff at the times of need.
- Maternity leave is granted for female employees.
- Casual leave, compensation and Medical leave are provided to staff.
- WI-FI facility.
- As per government provision, provident fund scheme is applied to staff. New pension scheme (NPS)/ DCPS is applied to the staffs who are appointed after Nov. 2005.
- Gym facilities and sports instruments are made available to staff.
- Provident fund for the employees of the college.
- Casual leave , Medical leave, Average Pay Leave(APL), On Duty Leave, Duty Leave etc. for the employees.
- With the help of our institution, a loan facility has been made available for teaching and non-teaching staff from Akola District Co-operative Bank. The college has also provided the facility of loan deduction from salary.

- Summer and winter vacation to both teaching and non-teaching staff. The order is issued by the higher education

**department, which is strictly followed by the college.**
- o **Maternity (180 days) leave.**
- o **ICT facility, RO Drinking Water, Free Wi-fi Facility, Xerox facility.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

**00**

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

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

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

**00**

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

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

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

**07**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

**Performance Appraisal for teaching faculty Following the UGC regulation , Parent University guidelines and amendments thereof, the institution monitors performance appraisal system through submitting of API (Academic Performance Indicators) of the**

teaching staff. The API reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of clock works in a week are computed. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. Valuable suggestion/ measures are also sought for evaluating all observation for the betterment of Institution. Non-teaching staff are appointment as per the rules and regulation of the Government of Maharashtra and after joining the department as per service rules.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

Financial audit of the accounts is an important process and is followed by the Arts College Malkapur Akola. The college undergoes an internal audit conducted by Agrawal Associates. They verify and confirm all finance related document. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the principal. The copies of the audit are preserved in the college for record.

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

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

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

00

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

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

**The institution is grant-in-aided by the Higher Education Department of Maharashtra Government and it is run by the Indian Social and Research Foundation Akola so the funds to be utilized are primarily allotted through the Higher Education Department of Maharashtra. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. The same is being discussed with chief Accounts Officer / Financial Advisor for allotment of funds under different heads. Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.**

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

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.
- Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.
- Teachers are also supported and encouraged to participate in examination evaluation processes.
- The IQAC also provides guidelines, internet access and verification processes for the students to get the post-Matric scholarships .
- The college also provides platform for the students to participate in Intra- College and Inter –College level debates, competitions, seminars etc.
- Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.
- All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.
- Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.
- LCD's are installed in all the classrooms of the college.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:

1. Students' feedback on faculty, teaching learning process

and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms:

2. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

3. After evaluating the feedback from students, if the teacher is evaluated with low performance is instructed accordingly.

4. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

4. Syllabus Monitoring: The worthy principal (chairman of IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | D. Any 1 of the above |

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | [NIL](NIL) |
| Upload e-copies of the accreditations and certifications | [View File](View_File) |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File](View_File) |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**Our institute has taken various initiatives and activities to give equal status & opportunities to the students. No discrimination is done on the basis of religion, Caste, Gender, Disability in admission process. Various committees such as Sexual Harassment Prevention Committee, Women's Grievances Reddresal Committee and Anti Ragging Committee are actively working and monitoring the day today activities.**

**Safety & security: for safety and Security of students following things have been implemented**

**Entry for students without a college Identity card is prohibited.**

**Complaint / suggestion box is set in the campus.**

**Counseling Cell:A counseling cell has been established in the college to provide counseling on personal & psychosocial problems of the students.**

**Girls Common Room:College has a separate common room for girls.**

**In order to create gender equality amongst the students, following days were celebrated during the year.**

**Savitribai Phule Jayanti - (03rdJanuary 2022)**

**Rastramata Jijau Jayanti-(12 January 2022)**

**World Women's day -(8th March 2022)**

**Celebration of Navratri - Organize NavDurga Shakti Jagaran (9 Sept to 18 Sept 2021)**

**Sankranti Snenhmilan Programme - (8th Feb 2022)**

**Women as the head of the Institution:To promote the gender equality Institute gives an opportunity to woman as the head of the institute.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://docs.google.com/document/d/17EA8TYMVNjbzhKn3H8UgxnhuXHla3LK9/edit?usp=share_link&ouid=108536370443674345537&rtpof=true&sd=true |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://docs.google.com/document/d/17EA8TYMVNjbzhKn3H8UgxnhuXHla3LK9/edit?usp=share_link&ouid=108536370443674345537&rtpof=true&sd=true |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/power efficient equipment** | **D. Any 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | **No File Uploaded** |

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

**Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non-biodegradable is mostly reuse as per its**

availability and which is unused it is burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

Liquid waste: All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Waste water of the in front of office is use in the garden. Zero percent leakage of waste water is ensured.

E- Waste management: The College has minimum e-waste. The waste if any is sold to vendors for recycling.

Vermi - Compost Unit: Waste is collected in Vermi-Compost tank and further it is use as manure for garden.

Rain Harvesting System: Waste Rain is collected in the pit near to boar well.

RO System Waste Water: Waste water from RO system is uses in garden.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | [View File](View File) |
| Geo tagged photographs of the facilities | https://drive.google.com/file/d/1JxDvwllSCqa_16JcV-gde6vMOOu6r1apK/view?usp=sharing |
| Any other relevant information | [View File](View File) |

| | |
|---|---|
| **7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

**7.1.5 - Green campus initiatives include**

| 7.1.5.1 - The institutional initiatives for greening the campus are as follows:<br><br>1. Restricted entry of automobiles<br>2. Use of Bicycles/ Battery powered vehicles<br>3. Pedestrian Friendly  pathways<br>4. Ban on use of Plastic<br>5. landscaping with trees and plants | A. Any 4 or All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |

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

| 7.1.6.1 - The institutional environment and energy initiatives are confirmed  through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment | C. Any 2 of the above |
|---|---|

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

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**The institute provides an eminent inclusive environment for both students and faculties. National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Students organize the teachers' day every year in the College campus to felicitate the teachers and also to show their gratitude towards a great teacher and a legend Dr. Sarvepalli Radhakrishna. Every year Institute organizes National Youth Day on 12th January to commemorate the birth anniversary of Swami Vivekananda and Rajmata Jijau. Various other activities like Diwali, Christmas, Sankrant celebrations, Navratra Festival, Hartalika, Ashadi Akadashi, Gita Jayanti, Language Day, Vachan Prerana Din, ethnic day are also celebrated by the students.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | *View File* |
| Any other relevant information | **No File Uploaded** |

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

**Indian Constitution is been studied by the Political Science Department in the first and second Semester to create awareness and sensitizing the students to constitution obligation and to strengthen the democratic values. The course provides an insight into valuing human dignity and to save the liberties of the people against discrimination. Every year Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution. Republic day is celebrated on 26th Jan by organizingactivities highlighting the importance of Indian Constitution. Similarly constitution day is celebrated on 26th November every year by reading out the Preamble as stated in Constitution of India. Voter's Day is celebrated by the institution and Political Science department started certificate course on 'Moral Values'. It is quarterly course based on ethical values.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | *View File* |
| Any other relevant information | *View File* |

| | |
|---|---|
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are** | **B. Any 3 of the above** |

**organized**

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | No File Uploaded |

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

**The institute provides an eminent inclusive environment for both students and faculties. National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Students organize the teachers' day every year in the College campus to felicitate the teachers and also to show their gratitude towards a great teacher and a legend Dr. Sarvepalli Radhakrishna. Every year Institute organizes National Youth Day on 12th January to commemorate the birth anniversary of Swami Vivekananda and Rajmata Jijau. Various other activities like Diwali, Christmas, Sankrant, Holi celebrations, ethnic day are also celebrated by the students.**

**women day, earth day, ozon day, birth and death anniversory of Dr. Ambedkar, Shivaji Maharaj, Constitution Day,Gita Jayanti, Savitri Bai Fule, Mahatma Gandhi, Krantidin, Voters' Day, Diwali, Navrathri Festival, Yoga Day**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

**7.2 - Best Practices**

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

```
1. Title of the Practice:

Organized Workshop and training programme for 'Mind Development'
(Manshakti Vikas)


2. Objectives of the Practice:

To improve patience in students, teachers and non-teaching staff.

To make aware students and teachers about the power of Mind in
their day to day life.

3. The Context:

Arts College Malkapur Akola organized One Day Workshop on "Mind
Development" and One Year Faculty Development Programme
collaboration with Shivgad Spiritual Trust Murgud Kolhapur.

4. The Practice:

Shivgad Spiritual Trust Murgud, Kolhapur is one of the well-known
Charitable Trust and organization to strengthen the spirituality
among the students and citizen of Maharashtra.

2. Objectives of the Practice:

To make aware about the Current issues in Music.

Gathering of Music Lovers.

To make aware about the moral values in life.

To improve students skills

3. The Context:

Department of Music, Arts College Malkapur Akola organized
meeting of the artists, instrumentalists, music lovers in every
month regularly. Online Certificate and quarterly course based on
Ethical Values organized by Political Science Department.
```

**4. The Practice:**

**Music Department organized monthly meeting of local artists, instrumentalists, music lovers to present their talent. It will help to build confidence among the students of Music Department.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | [View File](#) |

## 7.3 - Institutional Distinctiveness

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

- **Our Institute is focucess on the overall development of the students basicaly come from backword area. Teachers teach them accordingly to their understanding.**
- **For the overall development of the students and teachers, Swami Vivekanand Study Centre starts in the library.**
- **Social awareness Programes are conducted.**
- **For the moral development "Rajyashastra Nitimulya" Course is design.**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | [View File](#) |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

**Plan of action for the academic year 2022-2023 is as follows:**

- **To promote faculty for research.**
- **To organize seminars, workshops, conferences.**
- **To organise activities through MOU's.**
- **To organize faculty and student exchange programmes.**
- **To organize various cultural programmes.**