



## Yearly Status Report - 2018-2019

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	ADARSH ARTS AND COMMERCE COLLEGE, DESAIGANJ
Name of the head of the Institution	DR. SHANKAR G. KUKREJA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07137272554
Mobile no.	9404818437
Registered Email	adarsh_desaiganj@rediffmail.com
Alternate Email	adarshcollegeiqac@gmail.com
Address	ARMORI ROAD DESAIGANJ (WADSA) DISTT GADCHIROLI (M.S.) 441207
City/Town	DESAIGANJ
State/UT	Maharashtra
Pincode	441207
<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	private
Name of the IQAC co-ordinator/Director	DR. SHRIRAM G. GAHANE
Phone no/Alternate Phone no.	07137212554

Mobile no.	8275286388															
Registered Email	shrigahane@gmail.com															
Alternate Email	adarshcollegeiqac@gmail.com															
<b>3. Website Address</b>																
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.adarshcollegedesaiganj.edu.in/images/AQAR-2017-18.pdf">http://www.adarshcollegedesaiganj.edu.in/images/AQAR-2017-18.pdf</a>															
4. Whether Academic Calendar prepared during the year	Yes															
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.adarshcollegedesaiganj.edu.in">http://www.adarshcollegedesaiganj.edu.in</a>															
<b>5. Accrediation Details</b>																
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.16</td> <td>2015</td> <td>01-May-2015</td> <td>30-Apr-2020</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.16	2015	01-May-2015	30-Apr-2020	
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		Period From	Period To													
2	B	2.16	2015	01-May-2015	30-Apr-2020											
6. Date of Establishment of IQAC	17-Sep-2004															
<b>7. Internal Quality Assurance System</b>																
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<b>8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.</b>																
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No Data Entered/Not Applicable!!!																
No Files Uploaded !!!																
9. Whether composition of IQAC as per latest NAAC guidelines:	Yes															
Upload latest notification of formation of IQAC	<a href="#">View File</a>															
10. Number of IQAC meetings held during the year :	3															
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional	Yes															

website	
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
No Data Entered/Not Applicable!!!	
<a href="#">View File</a>	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
No Data Entered/Not Applicable!!!	
<a href="#">View File</a>	
14. Whether AQAR was placed before statutory body ?	Yes
<b>Name of Statutory Body</b>	<b>Meeting Date</b>
COLLEGE DEVELOPMENT COMMITTEE	10-Oct-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	04-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information System (MIS) is in the use of information technology to record, store and process data to produce information so that the decision makers can use it to make day to day decisions. In our institution MIS is used for online data submission regarding academic and administrative information to the portal of the Joint Director of Higher Education, Nagpur. The following are some of the justifications for having an MIS Decision makers need information to make effective decisions. Management Information System (MIS) makes this possible. MIS facilitates communication within and outside the organisation employees within the organization are able to access the required information easily for the daytoday operation. MIS provides staffing information and academic information. Institutional information like number of programmes, number of students admitted to the programmes, facilities available in the institution

for the students, information regarding the faculties of the institution, Codes of conduct, concession in fees, GOI and other scholarships, institutional scholarships to meritorious students, income and expenditure on salary and non salary during the financial year and NAACs status.

Part B

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation.

Explain in 500 words

The curriculum, provided by the affiliating university, was availed in the beginning of the academic session. Meeting of the faculty was held to discuss the change in curriculum, availability of Textbooks, Reference books, and other means required for effective delivery of curriculum. The yearly Time table was prepared as per the workload assigned to each teacher. The faculty members were asked to prepare teaching plan, departmental academic calendar and co-curricular activities to be effectively implemented in the session. The college examination committee was formed to prepare the plan of unit tests and model examination as per the guidelines of the concerned university. The said plan was conveyed to the faculty members and students for effective implementation. The IQAC, teaching learning monitoring committee and the head of the institution closely looked into the matter and made necessary suggestions. The faculty members were made aware of the workshops on new syllabus, seminars on innovative practices, etc. and encouraged and granted leaves to participate in such events. The institution availed overhead Projectors and also trained the faculty to use them promptly. The faculty members recorded the daily teaching activities in the Daily Teaching Dairy which was seen and signed by the Head of the Department, Head of the Faculty and finally by the Head of the Institution. The Teaching-Learning Monitoring Committee was formed and the Committee monitored the process regularly. The IQAC also monitored the process. The Head of the institution also supervised the Teaching-Learning process. The faculty members were asked to use effective, student-centric, innovative and participatory teaching methods. As a response to the above appeal the faculty members adopted and activated different modes of imparting information to the students through Blogs, Google Classroom, broadcasting and other electronic modes. Online mode of examination and evaluation was also implemented. Language and Literature Students' Study Council, Social Sciences Students' Study Council, Commerce Students' Study Council were formed. These councils planned and arranged co-curricular activities. Resource persons were invited to deliver talk on difficult items of curriculum. The proper planning and systematic execution of curriculum resulted in producing meritorious students in the college. In the University examination held in 2018-19, three students from our college brought laurels by holding second and ninth positions in B. Com., Commerce and Management Faculty, and sixth merit in the Faculty of Humanities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	ALL COURSES	14/06/2018

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	All Semester	14/06/2018
BCom	All Semester	14/06/2018
MA	III & IV SEM	14/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	<b>Certificate</b>	<b>Diploma Course</b>
Number of Students	0	0

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

<b>Value Added Courses</b>	<b>Date of Introduction</b>	<b>Number of Students Enrolled</b>
<b>No Data Entered/Not Applicable !!!</b>		

No file uploaded.

1.3.2 – Field Projects / Internships under taken during the year

<b>Project/Programme Title</b>	<b>Programme Specialization</b>	<b>No. of students enrolled for Field Projects / Internships</b>
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**No Data Entered/Not Applicable !!!**

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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

**Feedback Obtained**

The institution collected the feedback from the students through a 'Students' Feedback Form' annually. This feedback form, purposely prepared to evaluate the teacher's teaching performance by the students, was supplied to the students and asked to fill up the same as per their observation and experience. A committee was formed for this task. The committee then collected the forms and calculated the score given by the students. The final score sheet and grade sheet of each teacher, prepared by the committee, was then put before the Principal of the college. The Principal advised the teachers, with low score and grade, to take necessary initiatives and improve the teaching performance. Our institution continued closely association with Parents and the Alumni in this session also. Attempts were made to provide maximum assistance to the alumni. Alumni Association and Teacher-Parents Association held two meetings in the session. They were given information about the new courses and facilities availed in the institution and were appealed to provide feedback and suggest about the facilities and services to be provided by the institution. The Alumni were asked to share their experience, gathered after stepping out of the college. They were intimated about the importance of their impartial feedback on the performance of the institution and active involvement in preparing the future development plans of the Institution. The parents and Alumni made certain suggestions regarding physical infrastructure, student support services and courses. They participated and contributed in the organization of some important activities too. As the parents and alumni demanded the institution to run M. Com. Course, the institution applied for the course. On the demand of the parents and alumni, the institution increased employment guidance activities, invited successful officers, resource persons to guide and motivate the students, conducted various General Knowledge Competitions to introduce the students with the pattern of competitive examinations held by various departments of central and state government as well as private organizations. As such the feedback obtained from the students, parents and alumni was analyzed and utilized for overall development of the institution.

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	784	133	13	0	13

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
<b>No Data Entered/Not Applicable !!!</b>					

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

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

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A Mentor-Mentee Committee was formed in the beginning of the session. After the completion of admission process, the Committee appointed all the teachers as mentors for various classes and allotted students to each teacher. The committee advised the teachers to hold regular meetings with their mentees in the college. Also, they were asked to remain available for their mentees, and with the parents, if needed, at all hours so that they could share any problem related to their life with their mentors and help them get it solved. Accordingly, all the teachers collected mobile numbers of their mentees, formed What's App groups, arranged regular meetings, and issued notices to the students about their availability after the classes. All the mentors collected detailed information of their mentees through the written forms. They interviewed all the students allotted to them in groups and individually as per the needs and tried to know the students' problems. They further advised the students to remain in direct contacts with their mentors to solve their academic and administrative difficulties. The in charge teachers prepared lists of the students who were regularly absent in the first session and called them to the college, provided necessary counselling, and encouraged them to continue education. They also organised orientation programmes for the first year students on how to appear in the University examination. The practice created a very healthy and familiar atmosphere in the college. It has established a very friendly relationship between teachers and students based on mutual understanding and trust. The students feel at ease and comfort and disclose their problems to their mentors without any hesitation. It helped students in getting their problems solved. It helped to increase the ratio of attendance of students in the class and their performance in the examination too. The practice has also proved beneficial for the college as far as the teachers have become more social. They know most of their mentees by name and are well acquainted with their personal details. The parents have started visiting college at regular intervals. They too contact the mentors of their wards and discuss their academic progress and other relevant issues.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
917	13	1 : 70

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	13	2	1	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

No file uploaded.

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation is the regular practice of the institution. It is done at various levels. A committee was formed at the beginning of the session to chalk out the programme of semester-wise internal examinations and evaluation. It issued notices to the faculty as well as to the students informing about the plan and asked all to follow the calendar. The committee asked the teachers to arrange two Unit Tests and a Model Test in each semester. The Internal Quality Assurance Cell (IQAC) also issued a notice to all the faculty members at the beginning of the session asking them to prepare semester-wise Teaching Plan and adhere to it strictly. Daily Diaries were provided to the teachers and they were asked to mention month-wise classes and Teaching plans in it. These diaries were later seen and signed by heads of concerned faculty and by the Principal. The University has also provided the guidelines for continuous internal evaluation. Accordingly, all the teachers have maintained the record of internal evaluation. The marks under the internal assessment are allotted on the basis of this evaluation. Regular unit tests, seminars, group discussions, assignments, viva-voce, model papers solving, projects, factory visits, educational tours, etc are taken into consideration while assessing the students. The performance of the students was regularly discussed in the meetings of Staff Council held periodically. This practice had its impact on the overall performance of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar for conduct of examination was provided by the University well before the commencement of new session. We made it a part of our Information Brochure and displayed it for the information of the students and parents. The calendar was observed in practice by the university with some exceptions. We too prepared our own academic calendar regarding the internal examinations and displayed it for the students in the beginning of the session. The teachers were asked to prepare their teaching plans accordingly. They were also advised to follow the plans so that they could complete their syllabi within the stipulated period. The review of the academic activities was taken periodically in the meetings of Staff Council. The Internal Examination Committee was formed at the beginning of the session. It prepared the academic calendar regarding internal examinations, and issued notices to the teachers to follow it. While following the University's academic calendar, we add our own examination related activities in it and work on them strictly. A Teaching-Learning Monitoring Committee was formed to monitor the academic activities, particularly the teaching-learning practice in the college. All the teachers adhered to the practice.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://.adarshcollegedesaiganj.edu.in/documents/Pro.%20Specific%20outcomes.pdf>  
<http://.adarshcollegedesaiganj.edu.in/documents/Course%20outcomes.pdf>

## 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Student Feedback for 2018-19 was taken in hard copies. It was evaluated, discussed in the meeting of staff council and necessary instructions were given to the concerned.

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				

No file uploaded.

#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					

No file uploaded.

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
COMMERCE	"1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	



[View File](#)

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

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

No file uploaded.

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

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

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

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

[View File](#)

3.5 – Collaborations

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

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

[View File](#)

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

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

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

[View File](#)

### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 – Physical Facilities

##### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
860000	250206

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

[View File](#)

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Master Software	Partially	5.2	2006

##### 4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	24	1	24	2	0	5	5	100	0
Added	1	0	1	0	0	0	0	0	0
Total	25	1	25	2	0	5	5	100	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
357000	290403	177000	94105

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support

facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)  
(information to be available in institutional Website, provide link)

**Laboratory:** There are well equipped laboratories for Computer, Geography and Home Economics. The committee was formed to promote the direct and maximum utilization of these laboratories by the students. For any damage in the apparatus instrument in the laboratory, the concerned head of the subject informs the same to the concerning committee. The committee takes the matter to the head of the institution. The process of repair or replacement of the apparatus / instruments was done quickly.

**Library:** A 3 Member Library advisory committee was formed under the guidance of the head of the institution. The committee in its regular meetings took review of the books, necessary furniture and other services and facilities available with the library. For the necessary requirements and improvement in the library services and facilities the committee recommended the same to the head of the institution and the head of the institution worked on the same quickly. The concerned faculty was regularly asked to provide the list of necessary books, reference books, with the details of publisher and publication and the same was furnished to the Purchase Committee of the institution. All the necessary books and reference books were purchased on priority level. BT cards were distributed to the students in the beginning of the session, and the books were issued to the students against the BT cards, as per the rules of the library. The library prepared its timetable, regarding the class wise issue of books and intimated the students about the same. For the students of each class books were issued on two days of the week throughout the year.

**Sports complex:** Games and sports committee was formed under the guidance of the head of the institution. Necessary sports material was availed for the department of Physical education. The head of the department of physical education prepared the list of required material and submitted the same to the head of the institution, and the said material was availed by the head of the institution on priority basis. The interested students used the services and facilities available with the department during the free time. The visiting students recorded their names in the register purposely kept in the department. The Gymnasium of the college was kept open for users after 4.00 p.m. The practice sessions for games like Kabaddi, Kho-kho, Volley ball, Cricket, etc. were arranged in the morning as well as in the evening hours. The enlisted students recorded their names on the entry register and took instruments from the department for practice.

**Computers:** As Information Technology has been provided as optional subject in Commerce Faculty, there is well equipped, Wi-fi and NET enabled computer lab in the college. Wi-fi and Net enabled computers are provided in the cabin of the principal and to the departments like, IQAC, Exam Cell, Library, department of physical education, N.S.S. These computers are used by the faculty and students and are maintained properly. Passwords are used for the safety of the data, stored and saved in the computer of

[www.adarshcollegedesaiganj.edu.in](http://www.adarshcollegedesaiganj.edu.in)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>		

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

[View File](#)

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council of the college was formed in the month of September. It consisted of 22 members including class representatives, representatives of sports, NSS, cultural department and two lady representatives nominated by the Principal. After the formation of the Council, the members elected their Secretary unanimously. The members of the Council had their representatives in NSS Advisory Committee, Cultural Committee and other committees formed for the successful organization of various activities in the college. The Council organized two meetings during the session, one in September and the other one in the month of January. The Council was encouraged to provide suggestions for better performance of the institution, students' grievances, girls' grievances and opinion on the organization of different competitions during the Annual Day Celebrations. The NSS department arranged the meeting of the Council before the organization of NSS special camp and encouraged the members to suggest topics for the lectures in the camp. The Cultural department also organized a meeting of the Council in the month of January and asked the members of the Council to suggest various student-friendly activities to be organized during the tree days cultural celebrations. Even the Sports department arranged the meeting of these members and took their suggestions regarding the organization of Sports Festival. The Tour

department also organized the meeting of the Council to select the spots for the college tour and discussed the matter with the members of the Council. The Secretary and the members of the Council were given the responsibility to arrange and conduct different activities during these festivals. Necessary guidance was provided to them by the in-charge teachers. They performed effectively in these roles and proved their leadership in the organization of various activities. Even the regular activities and competitions organized by various departments throughout the session were successfully handled by the members of the Council. The Secretary of the Council also had her say in some of the issues related to administration of the college. She was given the honour to sit on the stage with the guests in the Felicitation of Meritorious Students with their Parents and in the Annual Prize Distribution Programme. The representation of Student Council members on various bodies was as follow:

1. Students' Council - Ku. Saajiya Ibrahim Sheikh, B. Com. Final
2. IQAC - Ku. Saajiya Ibrahim Sheikh, B. Com. Final
3. NSS - Shri. Govardhan Pralhad Patre, B. Com. Final
4. Cult. Litt. Activities - Shri. Manoj Prabhakar Tarvatkar, B. A. Second Year

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

1400

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of the institution organized two meetings in the last academic year. First meeting -15.09.2018 Second meeting - 02.02.2019

### **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Academic functioning: The college inculcates the culture of collective responsibility amongst its faculty members and the concerned departments. The college delegates authority and provides operational-autonomy at various levels. Under the supervision of Principal, Head of Departments are empowered and the departments are provided academic autonomy, a concrete step towards effective decentralized governing system. The College Staff Council is the main body in which every academic issue is discussed in detail. The issues such as completion of syllabi, results in university exams, student attendance, organization of Workshops, publication of research papers by the faculty were discussed and reviewed in the periodical meetings of the College Staff Council. The IQAC also asked all the teachers to prepare their respective semester-based teaching plans and follow them in practice. The principal formed Teaching-Learning Monitoring Committee during 2018-19. It supervised the teaching-learning process throughout the year. All these issues were later discussed in the College Development Committee which consists of the members of top management, Principal, teachers, members of non-teaching staff, alumni and representatives from industry and society. The CDC takes final decisions on the recommendations of IQAC and College Staff Council. The top management generally accepts the decisions taken by College development Committee for the academic development of the college.

2. Administrative functioning: All the administrative decisions are taken collaboratively by the Management. Every issue related to the administration is discussed in the College Development Committee. The concerning Head Clerk is invited while discussing issues related to the administrative office. The budget preparation is an administrative responsibility. The budget is prepared based on departmental inputs. The budgetary provisions are discussed in the committee in detail opinions of all the stakeholders are taken before finalizing them.

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

Partial

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum Development: The institution encourages the

	<p>teachers to identify student-centric topics for curriculum design and development. In all, 5 teachers of the college were directly involved in the process of curriculum design undertaken by the various Boards of Studies in Gondwana University, Gadchiroli during the year. They were granted duty leaves for the purpose. They took active part in the process of curriculum development. The teachers of various subjects introduced various topics for project work and for the assignments done by the students. These projects and assignments were based on the local needs. Field trips, industrial visits and educational tours were also organized during the year.⊞</p>
Teaching and Learning	<p>Teaching and Learning: A teaching-learning monitoring committee was formed in the college in the beginning of the session. It was given responsibility to supervise the teaching-learning process in the college. The IQAC issued a notice to all the teachers to introduce different student-centric teaching-learning methods. The issue was also discussed in the meetings of the College Staff Council. The review of syllabi was also taken in these meetings. Accordingly, the teachers worked on various ICT based and participatory teaching-learning methods, and engaged the students in group discussions, seminars and other related activities. ICT facilities have been installed in four rooms for this purpose.⊞</p>
Examination and Evaluation	<p>Examination and Evaluation: Examination and evaluation are the integral parts of learning process. A variety of assessment methods are used in examination and evaluation process for students enrolled for UG and PG. The Internal Examination Committee formed in the beginning of the session issued a special notice to the teachers asking them to inform the committee about the schedule of Unit tests and Model Test Examination for each semester. Two Unit tests and a Model Test Examination were fixed for each subject. The teachers organized such tests, evaluated the papers and distributed among the students. The weaker students were asked to consult the subject teachers for further improvements. Participation in tutorials, assignments, debates, quizzes, presentations, case study, projects, practical, viva-voce and many more modern tools were used as a part of internal evaluation.⊞</p>
Research and Development	<p>Research and Development: We nurture the culture of research and development among students and faculty in the interest of the nation. The teachers of social sciences allotted research projects to their students and asked them to visit the nearby community to complete them. Accordingly, the students of various subjects visited nearby villages, interviewed the villagers on various issues and prepared the projects which were later submitted to the respective departments. During 2018-19, all the regular teachers were given targets to publish at least three research papers in the reputed journals. Accordingly, the teachers published many research papers, attended various conferences and seminars, and presented papers in such academic gatherings. The teachers who are working as Ph. D. Supervisors in the college guided their scholars and helped them get Ph. Ds.⊞</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library, ICT and Physical Infrastructure / Instrumentation: Library services promote research aptitude among students. There are 8246 books in the library. 3 net enabled computers have been placed in the library for the regular use by teachers and students. A Library Advisory Committee was set up in the beginning of the session. The committee organized a General Knowledge Competition and Book Exhibition activity during the session. A well-equipped net and ICT enabled computer lab was kept open for the college students throughout the year. Infrastructure Maintenance Committee was set up to take care of the existing infrastructure facilities. The committee worked hard to add new infrastructure facilities in the college. The college planned and ensured that the available infrastructure is in line with its academic growth and optimally utilized for set purpose.⊞</p>

Human Resource Management	Human Resource Management: Human resource is used and managed by the college to work effectively for the overall quality enhancement of the college. The primary objective is to ensure the availability of right people for right job so as the organizational goals are achieved effectively. The College Staff Council, in its first meeting in 2018-19, asked all the teachers to be computer literate and use ICT tools for the purpose of teaching-learning. Those who were experts in handling computers were given the responsibility to help others in the use of overhead projectors and the use of internet. Healthy atmosphere was maintained among the faculty.⊘
Industry Interaction / Collaboration	Industry Interaction / Collaboration : Interaction with the local industry is the regular practice of the institution. There is popular cloth industry in the town. The shopkeepers need salesmen on part time as well as full time basis. As per their call, we notice the students to get in touch with them and get the jobs while learning. Few of our students also are engaged with local Chartered Accountants⊘
Admission of Students	Admission of Students : University and UGC norms are laid down for admission in degree course. These were strictly observed by the institution. First preference was given to our in-house students who learn in junior college as well as in UG also. Remaining vacancies were filled on the basis of academic merits. In some cases, we gave preference to those students who were proficient in sport and other extracurricular activities. Basically, the college was set up for the education of poor and economically backward classes. We, therefore, create an opportunity for such students. We have made admission processes easy by setting up Admission Committee which includes various faculty members to proportionate student strength in every subject. The Committee, with the help of other faculty, visited almost every Junior college in the region and all the villages to encourage all the qualified students to take admission in the college. In this process students were given admission at one window. They procure I-cards and B. T. cards during working hours on official days at their disposal.⊘

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

E-governance area	Details
Planning and Development	Details of academic information, library facilities, sports facilities and other infrastructure can be sought through internet centre installed in the library. Implemented CMS software by the institution in the administrative office.
Administration	The administrative office manages the administration by using CMS software.
Finance and Accounts	Computerized Administrative office.
Student Admission and Support	Admissions are given through online admission process. Maintaining students database through CMS software.. Implemented online CBCS semester information system for all the courses. Details of all the admitted students and sholarship holders.
Examination	The University examination forms of every semester are submitted online to the University. Downloading and Printing of Online question paper delivery at the time of the University examinations. Online submission of the forms of revaluation to the University. Downloading and Printing of online Marksheets of the students.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by

the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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**No Data Entered/Not Applicable !!!**

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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**No Data Entered/Not Applicable !!!**

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Group Insurance scheme for teaching staff. 2. Loan Facilities Available for Teaching staff from college Employees Cooperative Society. 3. GPF loan facilities 4. Felicitation of faculty on achievements. 5. Safety Insurance for the faculty. 6. RO drinking water facility	1. Group Insurance scheme for Non Teaching staff. 2. Loan Facilities Available for Non-Teaching from college Employees credit Cooperative Society. 3. Institute provides College Uniform to class-IV non-teaching employees. 4. Safety Insurance for the faculty. 5. RO drinking water facility	1. Felicitation of meritorious students with their parents. 2. Cash prizes for Subject topper students in the college. 3. Cash prizes for the Faculty topper students. 4. Cash Prize and felicitation of the best student of the year. 5. Cash prize to Faculty Topper from ST Category. 6. Felicitation of students showing extraordinary performance in various sports, literary and cultural activities at different levels. 7. Group insurance for all students 8. Canteen facility on college campus 9. RO drinking water

6.4 – Financial Management and Resource Mobilization

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

1. We have our internal audit system, which is a continuous process. The external auditor verifies and certifies the entire income and expenditure and the capital expenditure of the institution every year. Internal audit system is supervised by the Principal and Head Clerk. It is also supervised by the College Development Committee and the top management body.
2. The institution regularly conducts external financial audit. Additional expenses, and about the budget proposals special sanction is to be taken from the management. The accounting and auditing is looked after by the principal. It is presented to the certified Chartered Accountant. The external audit of the institution for 2018-19 was done by Mr. Govind Nirankari Co. Nagpur.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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**No Data Entered/Not Applicable !!!**

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6.4.3 – Total corpus fund generated  
15000

**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Gondwana University, Gadchirolii	Yes	IQAC
Administrative	Yes	Govind Nirankari Co., Nagpur	Yes	Principal

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

1. Parents Teachers Meeting were conducted in every Semester and the suggestions given by the parents for the improvement of their wards are taken into account in every Semester
2. Parents Teachers Association is formed to promote good relationship between Teachers staff, Students and Parents of the students.
3. To help Socially and Economically Backward class students financially or by other method like donation of books, Uniform to complete their education successfully.

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

- Programmes for support Staff members were conducted to equip them with all possible skill for their professional growth and institutional growth.
1. An institution level workshop was organised for the support Staff on "How to carry out Job Responsibilities" on 2nd July 2018.
  2. Handbook of Code of Conduct for all the employees

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

1. Introduction of ICT in Teaching-Learning process.
2. Inspirational initiatives taken in research for teachers.
3. Signing of MoU with likeminded institutions- Dr. Babasaheb Ambedkar College, Bramhapuri and Govindprabhu Arts and Commerce College, Talodhi, Dist- Chandrapur, and Arogya Prabodhini, Desaiganj, a non government organization.
4. Applied for B. Sc. and M. Com. programmes.
5. Preparation of SDP as per the requirement of students given by University.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1) Guidance on legal awareness	24/01/2019	24/01/2019	123	70
2) Elocution Competition – Female Feticide	05/10/2018	05/10/2018	122	65
3) Essay Competition- Women empowerment	19/01/2019	19/01/2019	135	75
4) Elocution Competition – "Contribution of Savitribai Fule in Women Education"	03/01/2019	03/01/2019	80	45
International women day celebration	08/03/2019	08/03/2019	145	65

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

**Percentage of power requirement of the University met by the renewable energy sources**

The college campus is covered by compound wall on all sides. Hence it is secured as

outside plastics are blocked. The waste inside the campus is disposed properly. The non-degradable material is handed over to the Municipality. Trees have been planted by the side of the compound wall and are maintained by the Nature Club. The ground is not covered by cement and hence the rain water is consumed in the soil. The on-ground soak-tanks check the flow of rain water. This rain water is blocked by the side of the well. The result is that the water level of the well is very high throughout the year.

### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	No	0

### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Non-Teaching Staff	27/11/2019	The non-teaching staff of the college is also made aware of the rules regarding their behavior and discharge of their duties. They follow the code of conduct strictly. There is a special committee to listen to the grievances of the employees. The committee supervises the behavior of all the non-teaching staff in the college. They follow the office timings and remain present in the office during office hours.
Code of Conduct for Teachers	27/10/2019	Teachers follow the code of conduct. All of them remain present for the prayer. They maintain daily diaries which are duly signed by the Principal at the end of every month. A very healthy atmosphere has been created in the staff room where teachers share academic issues after the classes.
Code of Conduct for Students	27/11/2019	The students follow the rules laid down in the code of conduct for students. Uniforms and college identity cards have been made compulsory for the students. The discipline Committee keeps watch on the students and acts strictly against those who violate the rules. The whole campus, computer room, library, gymnasium, cultural hall and all the verandas are under CCTV surveillance. The prospectus also informs the students regarding rules for the sanction of scholarships, appearance in the examination and attendance.
Code of Conduct for Parents	27/11/2019	The parents are made aware of the code of conduct during Teacher-Parent meetings. They are instructed to go through the codes and cooperate for the overall development of their wards. The prospectus of the college also has some instructions for parents. They are constantly requested to visit the college at regular intervals and be aware of the progress of their sons and daughters.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

[View File](#)

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree Plantation
2. Plastic Free Campus
3. Rain Water Harvesting
4. Observance of Vehicle free Fay
5. Natural Ventilation to Reduce Air-Conditioners
6. Use of Biodegradable disposal plates and spoons in the institutional gatherings and eateries.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practices : 1.

1. Title of the Practice : Felicitating Meritorious Students with their Parents

2. Goal : The practice aims at creating healthy academic competition among the college students. The practice also aims at establishing the institution as the institution with social concern. The felicitation of meritorious students with their parents at the hands of renowned dignitaries inspires all the students for better efforts to get success in future. It also helps the college to achieve the status of an institution with social and human touch. The parents feel honoured to attend the function.

3. The Context : Our college belongs to the remote area of Gadchiroli district. Most of the students in the college are the first generation learners of university education. In most cases the parents are not at all concerned with the education of their wards and their academic progress. After the admission of their wards they do not move towards the institution to know about their academic activities. Although we announce ask them to visit the college regularly through the prospectus, they do not bother to do it. Our institution is governed by variety of well-wishers belonging to different walks of life and representing various castes and religions. The executive members of our institution wanted to honour the parents of the meritorious students as they felt that the parents are a great inspirational force for these victorious students. Basic intention behind this practice was that by honouring the parents we could create the atmosphere of healthy academic competition among our students. Accordingly we decided to start this practice in the college in 2011.

4. The Practice : We have been organizing the felicitation programmes for the meritorious students since 2001. All the students securing highest marks in each subject are given cash prizes by the concerned teachers. The faculty toppers are also given cash prizes by the teachers as well as the Institution. Recently we decided to honour the parents of the meritorious students by inviting them in this function. We prepare special invitation cards to invite the parents- both, mother and father. The students of the college are encouraged to fetch their parents for this function in large numbers. The refreshment facility is also prepared for them. The parents are given warm welcome and special treatment in the function. They are invited on the stage with their ward with due respect. All the dignitaries on the stage stand up while the chief guests honour the parents and their ward together. These are the most emotional moments not only for the parents who are honoured but also for those who watch them being honoured in such a grand function. Naturally, it creates a kind of feelings of gratitude among the teachers and students. It also spreads a message that the institution is aware of the role of parents in their ward's success. The humble parents feel highly impressed, and express their views about the practice and institution's contribution in enhancing the quality of education in the area.

5. Evidence of Success : The practice has achieved immense success in creating atmosphere of healthy academic competition among students in the college. The management applauds the efforts of parents in the function and gives due credit to their efforts. The other parents and students present in the function are encouraged to work hard to secure more marks in further examinations. The poor illiterate parents get the opportunity to share their views with the dignitaries. The meritorious students feel greatly privileged when their parents are honoured by the guests in such a grand function. We get a sense of satisfaction by inviting the parents and applauding their meritorious wards in the presence of renowned dignitaries. The students of the college start working hard and devote more time to their studies to top in their respective classes. They start interacting with the teachers and ask questions to get their questions solved. The practice has established a kind of close emotional attachment between the institution and the parents of the students learning in the college. This in itself is a reward for the institution.

6. Problems Encountered and Resources Required The only problem that we face in the implementation of this practice is that the common parents feel shy to appear on the stage in front of the dignitaries. Lack of awareness among the parents about academic progress of their wards is another hurdle. As far as resources for the implementation of the practice are concerned, teachers enthusiastically and spontaneously contribute for this promising activity. The management voluntarily declares its amount for the rewards. The executive body of the management decides the amount of rewards and other necessary things to honour the parents.

2.

1. Title of the Practice : Organization of University Level Activities every Year

2. Goal : The practice aims at providing wide platform for the students who have interest in various extracurricular activities, stage arts in particular. This activity avails opportunities to such students to show their skills on the stage. The activity also provides an opportunity to the college students to get acknowledged

with various art forms. The students from all the colleges under Gondwana University are invited to participate in these competitions. Various artists from Zadipatti Rangabhoomi are also invited as Chief Guests on this occasion. They address the students and encourage them to develop stage skills so that they would easily get employment.

3. The Context Desaiganj is the centre of Zadipatti Drama and has lot of scope for the artists. There are more than fifty drama companies in the town. They perform dramas in Gadchiroli, Chandrapur, Bhandara and Gondia districts from Diwali to Holi. These companies need singers, dancers, artists, music players, script writers, etc. every year. Also, various traditional folk arts are performed in and around Desaiganj. Unfortunately, the artists of these arts didn't get opportunities to project them and the result was that many of them were on the verge of extinction. We felt it our moral responsibility to rejuvenate and bring these folk arts of the region in limelight. There is lot of scope to bring these arts to the front. The college students can build their future as professional artists if they have interest any of these dramatic and folk arts.

4. The Practice Organizing university level cultural competition every year has now become the regular best practice of our college. The activity began in 2009-10 and has been continued without break. The Cultural department plans this activity in the beginning of every session. A request letter is sent to the University authorities to upload the letter on its website asking various colleges to participate in the activity. The entries are accepted through mail, Whats app and mobile phones. The prizes for these competitions are sponsored by various social workers, industrialists, well-wishers of the institution, cloth merchants and teachers voluntarily. The college honours and felicitates the winners with attractive trophies and certificates. Beside the first three prizes, consolation prizes are also sponsored. Certificates of participation are given to all the participants. The juries for different competitions are invited from various professional bodies to make fair judgments. The result is that no dispute occurred till today. The prizes are distributed just after the competition. Remarks and opinions of the participants are taken in the prize distribution programme. They are asked to express their views on the overall organization and give suggestions, if necessary, so that necessary amendments are made in the successive organizations.

5. Evidence of Success The practice began in 2010 and was continued after that with continuously increasing and promising participation of different colleges under Gondwana University. More than 20 participants participate in these activities every year. The Cultural department of the college has the responsibility to plan and organize such an activity every year. These activities are organized under the guidance of top management and with the support and cooperation from the faculty. Many issues and various burning topics have been covered in these activities till now. The students from various colleges in Gadchiroli and Chandrapur districts respond enthusiastically and present their ideas in elocution and debate competitions, and present their arts in stage programmes such as group dance and solo dance competitions. In 2018-19, an elocution competition was organized on "Demonetization was necessary for the welfare of the Country". 30 participants from different colleges expressed their views on this topic of national interest although it was related to the economy of the country.

6. Problems Encountered and Resources Required Initially, we faced problems in the establishment of proper and authentic communication with the far-off colleges as there was no facility in the University to upload call letters on its website. We also had some difficulties in organizing these activities systematically as the college did not have permanent stage. We had to struggle hard to find the juries to judge the contestants fairly at initial level. Likewise, we faced problems in finding sponsors for the competitions at the early stage. .

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

<http://adarshcollegedesaignj.edu.in/documents/Best%20Practices.pdf>

### 7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness The college was established in 1989 with a specific objective to provide the facility of higher education to the students of backward classes in Gadchiroli district. Accordingly, the institution has been functioning since its establishment. We strive to enroll each and every student of the backward classes in the region every year. More than 95 of our students belong to Schedule caste, Schedule Tribe, Other Backward Classes, Special Backward Classes, Nomadic

Tribes, and minority. The institution avails all kinds of scholarships and other financial support provided to these students. The authorities had long back recommended the government for the hostel facility for the students of schedule tribe who come from the remote areas of the district to fulfil their aspirations. Regular and student-friendly classroom teaching, proper guidance regarding government subsidies and scholarships, special classes for slow learners, regular interaction with hostel authorities and healthy physical training to ST students have proved fruitful to attract the students from the most neglected sections of the society. Keeping in mind the persistent demand of parents for the postgraduate departments in the college, the Management decided to start postgraduate courses in Marathi, Sociology and Economics. We further requested the authorities of the government hostel to reserve some seats for the PG students. To fulfil the need of B. Sc. Faculty was in the institution, the management applied last year for B. Sc. And M. Com. in English medium. Thus the students from backward community for whom it was not possible to go to far off cities for higher education in science stream enrolled themselves in the college. As mentioned above, we prefer the students from backward communities in spite of lot of challenges. Among these students we strive hard to find girl students and inspire them to aspire for higher education. We extend every possible facility and help for such students from poor family background. When we came to know about the fact that the students, particularly girls, could not travel to the college by their own vehicles, we requested the concerned authorities and arranged the bus facility for them. Our college is situated at the centre of the town it is very close to the bus stop and railway station. Hence, majority of our students walk on foot to the college. Our management constantly encourages the staff to work devotedly for the welfare of backward students in the area. For this we visit each and every Junior college and village after the declaration of HSSC results. We personally contact each of the students in the villages and try to solve their difficulties and obstacles in their way to higher education. At times, we give concession to such students in admission fees and examination fees.

#### **Provide the weblink of the institution**

<http://adarshcollegedesaiganj.edu.in/documents/Distinctiveness%20of%20the%20Institution.pdf>

#### **8.Future Plans of Actions for Next Academic Year**

Plan of action chalked out by the IQAC towards Quality Enhancement- 2019-20

1. To Suggest and co-operate the institution in the organization of Inter University / Inter Collegiate cultural and literary Programmes / Activities.
2. To Suggest and co-operate the institution in the organization of Workshops, Seminars, Personality Development Camp Per Students.
3. To suggest and co-operate the institution in the organization of faculty development programmes and monitor them.
4. To suggest the institution to organize training for Students on Effective Use of Power Point Presentation.
5. To suggest the institution to organize multidimensional co-curricular activities.
6. To suggest the institution to start new Skill-based Certificate Courses and monitor them.
7. To suggest the institution to organize One Week Personality Development Camp for students.
8. To suggest the institution to organize a Three day Sex Education Camp in collaboration with Search, Chatgoan, Gadchiroli.
9. To suggest the institution to continue Post-Graduation courses of M. A. Marathi, M. A. Economics and M. A. Sociology and monitor them.
10. To suggest the institution to continue all existing Best Practices.
11. To suggest the institution to increase the activities of Employment Guidance Cell and monitor them.
12. To suggest the institution to improve Infrastructure facilities and monitor.
13. To suggest the institution to Purchase Multi-media teaching learning means and monitor them.
14. To suggest the institution to conduct student counselling activities and monitor them.
15. To hold meetings with different stakeholders.
16. To attend Meetings and Seminars on Quality Sustenance and Enhancement and orient the faculty members and staff on the same later on.
17. To organize institutional level seminar on Quality Issue
18. To suggest the Management body of the Institution to install necessary equipments and infrastructure facilities for B. Sc. and M. Com. in the college
19. To establish linkages with National/International/Local Bodies/Organisations.

20. 20 To prepare AQAR of 2018-19 and send it to NAAC with the permission of top Management.

I here by declare that all the data entered are true to my knowledge.