Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SHRI SAIBABA LOK PRABODHAN ARTS COLLEGE, WADNER**
Name of the head of the Institution	**Vinod M. Mude**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07153-255655**
Mobile no.	**8055457172**
Registered Email	**saicollege@rediffmail.com**
Alternate Email	**saibabacollege@gmail.com**
Address	**NH-07, At/Po- Wadner, Th- Hinganghat, Dist- Wardha.**
City/Town	**Wadner**
State/UT	**Maharashtra**
Pincode	**442307**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Asst. Prof. Sanjay A. Diwekar**
Phone no/Alternate Phone no.	**07153255654**
Mobile no.	**8999499909**
Registered Email	**diwekarsanjay@gmail.com**
Alternate Email	**sanjaydiwekar1@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://saibabacolleges.org/previous-aqar.html

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://saibabacolleges.org/academics/ACADEMIC-CALENDAR.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.95**	**2019**	**30-Apr-2019**	**30-Apr-2024**

6. Date of Establishment of IQAC	**12-Oct-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Department of History	**03-Aug-2018**	**50**

organized a Seminar titled,	2		
Department of Sociology organized a Seminar titled	21-Sep-2018 2	60	
Department of English organized a guest lecture titled,	07-Nov-2018 2	70	
Department of Marathi organized a program titled,	10-Nov-2018 2	50	
Department of Economics organized a guest lecture titled,	19-Nov-2018 2	65	
Department of Political Science organized a seminar titled,	26-Nov-2018 2	50	
Department of Home-Economics organized a guest lecture titled,	17-Dec-2018 2	30	
[View File](#)			

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
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)

Conducted National Service Scheme (NSS) Camp in an adopted villageBamarda to promote extension activities.

Constitutional Awareness Rally was organized to create awareness about the Indian Constitution.

Organized 'Tree Plantation Programme' to promote environmental consciousness among students.

Preparation and Submission of IIQA of the institution.

Distribution of 7 criteria of NAAC to compile SSR

[View File](#)

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

Plan of Action	Achivements/Outcomes
Cocurricular and extracurricular activities planned to enhance the learning platform for students.	Conducted workshops, guest lecturers, educational tour, seminars and other extracurricular activities.
Academic activities to Disseminate the delivery of curriculum and planning to conduct of Internal evaluation in all Departments.	Quarterly Unit Tests, Internal Assessment through preliminary exams, seminars and assignments conducted in all departments.
Environment conservation and protection based activities.	1. Eco-friendly various initiatives to make the Campus eco-friendly (plastic free zone campus) were taken up. 2. Green campus (Plantation program). Environmental Society activities to create awareness. 3. Several activities carried out by the National Social Service group of the College.
Indian Constitution Rally	Indian Constitution Rally was organized to promote awareness of Indian Democracy.
Savitribai Phule Veshbhusha Prashnmanjusha Competitiopn.	Savitribai Phule Veshbhusha Prashnmanjusha Spardha was organized to create awaresss about the contribution given by Savitribai Fule.
Appointment of Nodal Officer for All India Survey of Higher Education.	Nodal Officer for All India Survey of Higher Education was appointed.
Conduction of AIDS Awareness programme	AIDS Awareness programme was organized to create awareness about HIV.
Parents Participation	Valuable Feedback through meet (Parent -Teacher Meet).

14. Whether AQAR was placed before statutory body ? **Yes**

Name of Statutory Body	Meeting Date
College Development Committee	01-Jul-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? **Yes**

Date of Visit **16-Mar-2020**

16. Whether institutional data submitted to AISHE: **Yes**

Year of Submission **2019**

Date of Submission **18-Oct-2019**

17. Does the Institution have Management Information System ? **Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)

Management Information System is a vital part of smother functioning of any organization. MIS is an integration of information technology, people, and business processes to record, store and process data to produce information that decision makers can use to make day to day decisions. The following are some of the justifications for having an MIS system • Decision makers need the information to make effective decisions. Management Information Systems (MIS) make this possible. • MIS systems facilitate communication within and outside the organization – employees within the organization can easily access the required information for the day to day operations. Facilitates such as Short Message Service (SMS) Email make it possible to communicate with customers and suppliers from within the MIS system that an organization is using.

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 college is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur. Hence, the curriculum is designed by the affiliating university and made available to the college for implementation. The college follows the academic calendar issued by the affiliating university for effective implementation of the curriculum. The following measures are taken for an effective planning and implementation of the curriculum: 1) At the beginning of the academic year under the chairmanship of the Principal, a meeting is arranged with the staff members to develop strategies for effective implementation of the curriculum, co-curriculum and extension activities. 2) Various committees are formed i.e. admission committee, student counseling committee, examination committee to perform different activities at the college level. 3) The academic calendar of college is prepared in line with the academic calendar of the affiliated university. All the departments of the college follow the academic calendar strictly and effectively. The college plans its annual academic schedule which clearly reflects the topics to be taught and number of working days allocated to respective topics. 4) Teachers maintain daily diaries which included abstracts for daily teaching, list of resources, references books and mentions timetable, duty leaves, casual leaves, medical leaves and seminars conducted by the teachers. 5) At the end of the session, teachers submit daily notes along with completed Performance-Based Appraisal Form (PBAS) for the scrutiny by the principal. The principal assesses teachers annual performance feedback with suggestions is then given to individual teachers. 6) Most of the departments organize group discussions, seminars and guest lectures. The institution provides free Wi-Fi facility to student for accessing educational websites to improve their performance. 7) Unit tests are conducted to check the effectiveness of the syllabus taught. Terminal and Annual test examinations are conducted at the end of the session. The answer papers are evaluated. The faculty guides the students about their drawbacks and how they can improve for better performance in university examination. 8) Co-curricular and extracurricular activities are held to develop aesthetic potential team spirit among the students. Activities and events like "Yuva Sfurti Mahotstav" are organized to develop their talents. Extension activities are conducted through N.S.S., Adult Education, Department of Environment, Department of Cultural Cell etc. 9) The teachers are encouraged to participate in seminars, conference, workshops and short term courses for updating their subject knowledge. Feedback from stakeholders is taken at the end of the session and feedback analysis reports are prepared. This report is presented in the College Development Committee Meeting. The college Annual Magazine provides a comprehensive record of reports of college happenings as well as of individual departments and cell.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Beautician		15/09/2018	90	Yes	Yes
Certificate Course in Still Photography and Audi		15/09/2018	90	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

View File

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
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	35	38

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Beautician	15/09/2018	15
Certificate Course in Still Photography and Audio	15/09/2018	20
Advance Diploma course in Agro Services	15/09/2018	25
Diploma course in Beautician	15/09/2018	13

View File

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Sociology	20
BA	Economics	20

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
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 most important stakeholder of any organization is a student. The student-centric approach has been taken while constructing a feedback form. Feedback has been aligned with the NAAC guidelines. The feedback of students is taken at the end of academic year. The first part consists of the valuation of the teachers in accordance to their abilities like Student's feedback has been divided into two parts. The first part covered the feedback of particular teachers. Students' rating is being done on the scale of 1-10. Individual Teachers feedback is based on the queries likeability to get the attention of the class, clarity of the course ideas, punctuality, coverage of syllabus, assignment and different tests, interactions, use of ICT, proper explanations of concepts, outside classroom guidance, objectivity, and overall knowledge. The second part was concentrated on students' course evaluation. The Programme Objectives are been considered in the feedback. In the feedback, the subject-wise criterion has been obtained. It consists of the parameters like interest, sufficient reference books on the subject, involvement with the subject, assignments and test, importance in the development of the students. There are other stakeholders in the form of Teachers, Alumni, and Parents. The structural feedback is being taken once a year from these stakeholders. The overall structure of the feedback was the ratings based on the different choices varied from strongly agree to strongly disagree. They had to tick any one cell which they felt appropriate. For rating calculation and analysis purpose, feedback criterions had been given weight-age in the following manners: 1. Strongly Agree: 100 2. Agree 80 3. Neutral: 60 4. Disagree: 40 5. Strongly Disagree: 20 A formal Feedback Committee is formed to analyze the feedbacks collected from all stakeholders. Feedback Committee analyzes the feedbacks and forwards reports to IQAC. By the feedback of students, the particular teacher is being informed about his laggard performance and instructed to improve on it. If the course-related problems seen while analyzing the feedback, affiliated University is being informed immediately by the college. As per the feedback from other stakeholders, related committee is being instructed to work on their suggestion.

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
BA		960	538	538
[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	538	0	9	0	9

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	Numberof smart classrooms	E-resources and techniques used
9	9	4	2	0	4

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)

Special Students Mentoring System is not available in the institution, but in order to resolve day to day academic problems of the students, Students mentoring system is established in the institution. Mentors are college full time teachers. They will counsel the respective students once in a week to solve the problems come across during their course of study. They handled properly to mentee students. This is a continuous process till the end of academic career of the student. During the last semester of study students are advised for higher studies along with proper career guidance. There is ratio of mentoring is 1:59. The objectives are improvement of teacher-student relationship, counselling students for solving their problems and provide confidence to improve their quality of life, guiding students to choose right career path for job, higher studies, entrepreneurship, etc. The teacher takes students attendance in every class and after they find out weaker students or mentee students who are counselled properly. Every subject has one mentor and each mentor get as ratio of mentoring 59 students and they maintain Students Mentoring System. The Mentors prepare the monthly attendance of every student and find out mentee for proper guidance. The Mentors meet the students associated with them once in a every week. A separate mentoring and counselling hour is maintained for each subject as part of their time table and the respective faculty meets the students in the said hour. Weaker students are called to meet the mentors and corrective and preventive measures are implemented for further improvement. Each mentor maintains the entire student information, which is examined by the Principal and others concerned when necessary. The mentoring meetings are conducted once in semester. Students are allotted with each mentor. Senior students will interact with junior students sharing the experiences in co-curricular and exposure due to project and seminars are shared among them. The fresh ideas will float in during the meeting. Outcomes of the mentoring system are the attendance percentage of the students has increased to a greater extent the number of detainment of students has decreased consistently and in course of direct communication between mentor and the student there was a good improvement in the teacher-student relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
538	9	1:59

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
11	9	2	0	6

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 !!!			

View File

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)

Internal Quality Assurance Cell has been established in the college and every activity is monitored through it. As a continuous internal evaluation, the college has taken measures to enhance the quality of higher education. The institution has taken many initiatives in post- accreditation period to enhance quality of higher education. The Annual Programme Plan chalked out at the end of each academic session by every department set out the plan of evaluation process which is communicated to the IQAC and the same is included into the academic calendar for the next session. 1. At the beginning of the academic session, every department conducts an orientation programme in which the plan of evaluation process is informed to the students. 2. The tentative time and dates of the Unit Test and other Practice exams are also communicated through the Notice Boards and oral intimation. Evaluation Reforms of College: 1. The college conducts internal examinations for each semester and the marks of internal examinations are sent to university. 2. The schedule of both the internal examinations is displayed in advance at the beginning of semester. Internal examinations are conducted and the departments set their own question papers and conduct the examinations. 3. The college follows the evaluations method of the university. Institution ensures effective implementation of the evaluation reforms of the university: 1. The institute is affiliated to R.T.M.N.U.N. and the evaluation is conducted and governed as per the university rules and regulations. 2. Students are shown their assessed answer sheets. Any doubt about evaluation is made clear to the students and they are satisfied by the evaluation process. 3. All record of examination i.e. answer sheets, mark sheet are maintained in the college.

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

At the beginning of the session, the academic calendar Committee prepares a calendar for the session and forward for approval from IQAC. IQAC studied over it and approve it with or without suggestions. Proper implementation of the calendar is done by the Committee. 1. Unit tests, class tests, and college exams are conducted as per the schedule. 2. Faculty wise results are prepared. 3. Answer books are given to students to look into the mistakes. 4. Instructions are given to students to improve their writing in a particular subject. The college follows the evaluation reforms of the affiliating Nagpur University. The examination cell ensures fairness in the evaluation. The faculty is also cautious about the evaluation so that students do not have any grievances. The students are shown their assessed answer sheets. If students have any doubts about the assessment, it is immediately made clear by the concerned faculty. Hence, they get satisfied with the evaluation process. 5. The record of internal examination is maintained by the Examination Cell of the College. 6. The students are encouraged to study with devotion and inspired for better performance in future examinations. 7. The faculty members also assign work to the students as home-task. They also assess the academic development of the students through their presentation in the seminars/ viva-voce. 8. The University examinations in the college are conducted cautiously and sincerely. 9. The performance of the students are also assessed through regular participation in Co-curricular, extra-curricular activities and other

competition. 10. The Institution always strives to adhere to the academic calendar and to bring positive changes and development for continuous internal evaluation.

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://saibabacolleges.org/program-outcome1.html

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
	BA		135	91	67.40

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)

http://saibabacolleges.org/feedback-action.html

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
No Data Entered/Not Applicable !!!				

View File

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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				

View File

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
No Data Entered/Not Applicable !!!					

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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)
International	Marathi	10	6.2
International	Economics	4	5.1
International	English	1	5.7
International	Political, Sci.	1	5.5
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
Sociology	1
English	3
Political, Sci.	3
Phy. Edu.	1
Economics	3
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
No Data Entered/Not Applicable !!!						
View File						

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
No Data Entered/Not Applicable !!!						
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	8	2	0
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
Blood Donation Camp	NSS	2	12
Health Check-up Camp	NSS	2	50
Diagnoses of Animal camp	NSS	2	28
Tree Plantation	NSS	4	45
View File			

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
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 activites	Number of students participated in such activites
AIDS Awareness	NSS	Rally	2	30
Swaccha Bharat	NSS	Cleanliness Drive	2	50
World Women Day	NSS	Gender Equality of Women and Men	4	38
Savitribai Phule Prashnamanjusha Competition	Cultural Committee	Gender Equality of Women and Men	9	90
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
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	Duration From	Duration To	Participant

	/research lab with contact details			
	No Data Entered/Not Applicable !!!			
	View File			

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
3.8	**3.7**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Existing**
Laboratories	**Existing**
Seminar Halls	**Existing**
Classrooms with LCD facilities	**Existing**
Seminar halls with ICT facilities	**Newly Added**
Value of the equipment purchased during the year (rs. in lakhs)	**Existing**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**
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 patially)	Version	Year of automation
ACE Library Management Software	**Partially**	**5.0**	**2019**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**1680**	**167614**	**112**	**22810**	**1792**	**190424**
Reference Books	**683**	**84370**	**21**	**4365**	**704**	**88735**

Journals	8	1000	3	500	11	1500

View File

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 !!!			

View File

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	20	10	20	0	0	3	7	5	0
Added	2	0	0	0	0	1	1	0	0
Total	22	10	20	0	0	4	8	5	0

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

<div align="center">5 MBPS/ GBPS</div>

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
160000	153208	225000	218776

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)

The institution has its own mechanism for the maintenance and the upkeep of the infrastructure facilities and equipment's of the college. The infrastructure maintenance committee has been already established which oversees the maintenance and up-gradation of the infrastructure facilities available in college. The following infrastructure facilities are very well maintained and taken care of. 1. Laboratory – As our college has only arts faculty under which the subject like Compulsory English, English Literature, Compulsory Marathi, Marathi Literature, Sociology, Economics, Home- Economics, Political Science and History are taught. The institution has Home Economics Laboratory which is enabled with enough equipment. 2. Library – We have already formed Library Advisory Committee. Its periodic meetings are held and detail discussion is

done regarding the maintenance and smooth conduct of library. The librarian (temporary) gives the information regarding the old books which are to be given for binding. The Principal approves it and orders the librarian to give it for binding. Similarly, equipments which are to be maintained are considered and proper steps are followed. 3. Sports Complex – We have already formed Games and Sports Committee. Its periodic meetings are held and detail discussion is done. Physical Director is instructed to maintain grounds. He also gives the list of sports materials which are to be repaired. If possible they are repaired. 4. Computer – Computers are checked every now and then. The institution calls local IT experts for maintenance of IT infrastructure. 5. Classrooms – Classrooms are kept clean. Everyday our peons clean them. Furniture is also cleaned. LCD projectors are checked and if there is a problem Infrastructure Committee holds the meeting and after that takes care of it. Similarly furniture is repaired by the local carpenter.

http://saibabacolleges.org/index.html

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
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Financial Support from institution Government of India Post Matric Scholarship,Post Matric Scholarship Scheme,Post Matric Scholarship for Persons with Disability,Post Matric Tuition Fee and Examination fee freeship,Post Matric Scholarship to OBC Stud	437	1673317
b)International	NA	0	0
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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
Soft Skill Development Program	20/08/2018	35	Life-long Learning and Extension Service Department
Yoga and Meditation	21/06/2018	25	Department of Physical Education
Personal Counselling	02/07/2018	60	Personal Counselling

Mentoring	15/07/2018	60	Personal Counselling Committee
			Committee

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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 passedin the comp. exam	Number of studentsp placed
2018	Employability Skill	0	39	0	0

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	12	BA	ARTS	R.S.Bidkar College, Hinganghat, Social Work Kumbhalkar College, Wardha	MA/MSW

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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 !!!	

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
Sports and Physical Education activities	Institution Level	114
Cultural Fest	Institution Level	45
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per Maharashtra University Act, Students Council is formed every year. Meetings are regularly conducted and as per minutes of the meetings activities are planned and implemented. The secretary of the committee is elected by member of students' council. The name of the elected secretary is forwarded to the director of the students welfare department of R.T.M. Nagpur University Nagpur. Self administrative program is organized on 5th September (Teachers Day), where students themselves take part in college administration, teaching process and other activities. Various cultural programs are planned and organized. College study tour/ picnic are organized with the help of students' council. The institution organizes the program of celebration of Independence Day each year. We have committees which are important for the smooth conduct of administration. Students are members of many committees who take an active part in administrative and academic activities. Prominent committees/Cells where students are members are: 1. College Development Committee. 2. IQAC Cell. 3. Cultural Committee. 4. Games and Sports Committee. 5. Department of Lifelong Learning Extension Committee. 6. Women Education Committee. 7. Competitive Exam Committee 8. Career Counselling Committee. 9. Environment Committee. 10. Library Advisory Committee. 11. Discipline Committee. 12. Anti-ragging Committee. 13. Grievance Redressal Cell. 14. Women Sexual Harassment Committee. 15. Computer Training Committee. 16. Caste Discrimination Redressal Committee etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

23

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

1000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 1. 03/01/2019 Activities: 1. Tree plantation drives were done on by Alumni.03/01/2019 2. Gifted 05 books on "Competitive Examination" to the library 03/01/2019.

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)

Decentralization and participative management system are followed by the institution. The Local Management Committee or LMC has been replaced by the College Development Committee. It was formed with the consensus of Management and Principal as per the norms of the Maharashtra University Act. IQAC plays a vital role in the management of academic events organized in the college. Students actively participate in various activities. They are also members of various committees. Principal, being the president of the students' council, considers the issues regarding students. Here are two examples of a participative management system 1. Under the dynamic leadership of Principal, the college gives complete autonomy to the heads of the departments in planning and implementation of the teaching-learning process, research, extension work academic and extracurricular activities. HODs have the freedom to manage workload, time tables, and conduction of tests, seminars, and conferences under the guidelines given by the Principal. 2. The institution practices decentralization and participative management. Every stakeholder of the institution, teachers, non-teaching staff and representatives of students take part in decision making. In staff council meetings, every participating staff is free to express his opinion freely. Every opinion and suggestions are taken into consideration while making the decision.

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

Yes

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
Admission of Students	A formal Admission Committee is formed to promote the smoother admission process. As per the policy, students are given admission on a first-come-first serve basis. The committee helps and guides students to choose the optional subjects.
Library, ICT and Physical Infrastructure / Instrumentation	New books have been added to the Library according to the syllabus. Computerization of College Library is in process. Teachers are encouraged to use ICT in teaching learning process. Two classrooms are made ICT-enabled. Teachers communicate with students through What's App groups and emails. The entire college is Wi-Fi-enabled. As per as physical infrastructure is concern, CCTV, Bio-matrix machine, fire extinguishers have been installed.
Research and Development	Activities like Quizzes, Seminars,

	Projects, and Poster Presentation are being organized to inculcate scientific temper among students. The Institution organizes regular guest lecturers of experts that are currently trending in the research area. Students have been taught how to write assignment papers with the help of references through the library and the internet.
Examination and Evaluation	Continuous evaluation process adopted by each department where in different evaluative methods like Unit Tests, Practice Examination, Student presentations, topic based assignments, problem solving, quiz, MCQs, group discussions etc are taken periodically in each semester in each subject to prepare and assess the performance of students.
Teaching and Learning	Learning is made student-centric and IT-enabled infrastructure provided to teachers to make teaching-learning more effective. Student-centric strategies adopted by teachers to develop skills like interactive learning, collaborative learning and independent learning. Critical thinking nurtured in students to transform them into lifelong innovators through Brain Activity, Group Discussions, Problem Solving, Role Play, Case Studies, Paper Presentation, Class Seminars, Question-Answer sessions etc. To nurture the creative skills of the students through college magazines, Newsletter and other cultural and sports activities.
Curriculum Development	Preparation of Annual Academic Calendar of the college in accordance with the Academic Calendar University prepared by Principal in coordination with IQAC. Preparation of Annual Teaching Plan for both semesters and maintenance of daily dairy by all teachers.

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

E-governace area	Details
Planning and Development	The institute has College Development Committee which looks after planning and development of the institute. All the minutes of the meeting are shared with the concerned members. Timely feedback and suggestions are also communicated to all members.
Administration	Academic and office administration is managed with the help of ICT tools. There is a biometric attendance system

	for the staff and the record of the leaves and attendance is maintained. Students are informed about admissions, scholarships, sports, cultural events, etc. through notices and information are displayed on the notice board. For the office administration and accounting, computers with necessary internet along with printing facility are provided.
Finance and Accounts	The financial contents consisting of receipts of funds, projects, staff salary and all other types of purchases and payment of various utility bills and taxes are maintained. The availability of a computer with internet facilities has simplified the process.
Student Admission and Support	According to the norms laid down by the affiliating university, the college follows the admission procedure as per the schedule provided from time to time for UG courses.
Examination	The College has separate Examination Cell equipped with ICT tools to conduct University examination. All the necessary equipments are permanently installed in Examination Cell such as desktop computers having internet facility for online procedure of question paper downloading and further activities for examination. Separate printing machines are provided to make photocopies of question papers.

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
No Data Entered/Not Applicable !!!				
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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)
No Data Entered/Not Applicable !!!						

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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
Refresher	**1**	**05/12/2018**	**25/12/2018**	**21**
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF Loan Assistance, Gratuity, Pension scheme, DCPS, Medical Reimbursement, T.A., for special official duties.	**GPF Loan Assistance, Gratuity, Pension scheme, DCPS, Medical Reimbursement, T.A., for special official duties.**	**Financial assistance to poor students in fees, Medical aid facilities in nearby hospital, Government Scholarship, open merit scholarship, EBC, Other scholarship, etc.**

6.4 – Financial Management and Resource Mobilization

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

? Internal Audit Mechanism The internal audit of the institution is conducted by M/s A.A. Solao Co. Chartered Accountant, Nagpur. The audited statement consists of the Auditor's Report and the statement of accounts. The accounting documents of the institution are regularly audited by the qualified Chartered Accountant. ? External Audit Mechanism The financial accounts of the institution are audited by the external agencies like Senior Auditor of Higher Education Department. There were no major objections in both internal and external audit. The college follows rules and regulation of the Government.

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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0

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	M/s A.A. Solao Co. Chartered Accountant, Nagpur.	Yes	Principal
Administrative	Yes	M/s A.A. Solao Co. Chartered Accountant, Nagpur.	Yes	Principal

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

Parent-Teacher Meet was organized on 09/10/2018. 1. Suggestions from parents were always helpful as they were told to encourage their children to study at home. 2. With the perspective of Competitive exams, books, magazines, employment newspapers should be available in the library. 3. Counseling of parents about career opportunities about their wards

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

1. The principal and the management organize meetings for the support staff whenever required. 2. Inspire and appreciate the support staff for better work and helps to develop work culture among them. 3. The support staff is also made aware of soft skills and good interaction skills. Counselling

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

1. Special Notes prepared by teachers to felicitate students. 2. Evaluation Process has been made proactive. 3. Teachers are using ICT tools besides the traditional method of teaching-learning to make it more effective.

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
2018	Introduced Skill Oriented Diploma Course in Beautician.	15/06/2018	15/09/2018	14/12/2018	13
2018	Introduced Skill Oriented Advanced Diploma Course in Beautician	15/06/2018	15/09/2018	14/03/2018	25
2019	Economics Department Conducted educational	16/12/2018	12/01/2019	12/01/2019	25

2019	Structured Feedback from Stakeholders collected and analyzed	06/03/2019	13/04/2019	18/04/2019	9
2019	Conducted a training session on Preparation of NACC Criterion	06/03/2019	19/04/2019	19/04/2019	9
2019	Preparation of Student Satisfaction Survey report by IQAC	06/03/2019	25/04/2019	28/04/2019	9
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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
Savitribai Phule Veshbhusha Prashnmanjusha Competition	03/01/2019	03/01/2019	23	15
World Women Day	08/03/2019	08/03/2019	60	30

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 Institution undertakes itself for the environmental consciousness and accordingly makes proper waste management by following way: Solid waste management: The Institutional Campus has been declared as Plastic Free Zone which has brought down the usage of disposable plastic goods to zero levels. The Institution made the arrangement of dustbins in the campus wherever it is necessary. The institution generates minimal solid waste, some of the horticulture waste, such as dried leaves, plant clippings, kitchen waste processed and used for 'Vermi Compost Project.' 5449 Units power is required.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	**Yes**	**3**
Ramp/Rails	**Yes**	**3**
Rest Rooms	**Yes**	**3**
Any other similar facility	**Yes**	**1**

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
2018	**1**	**0**	**15/08/2018**	**1**	**Tree Plantation**	**Environment**	**45**
2018	**1**	**0**	**05/09/2018**	**1**	**Teacher Day- Challenges and Role of Education for Students in Rural Areas**	**Education**	**110**
2018	**1**	**0**	**08/09/2018**	**1**	**World Literacy Day- Importance of Literacy Day**	**Education**	**70**
2018	**1**	**0**	**26/11/2018**	**1**	**Reading of Indian Constitution Preamble**	**Constitutional Awareness**	**75**
2018	**1**	**1**	**01/12/2018**	**1**	**AIDS Awareness Rally**	**Health**	**45**
2019	**1**	**0**	**12/01/2019**	**1**	**Blood Donation Camp**	**Social Responsibility**	**12**
2019	**1**	**1**	**26/01/2019**	**1**	**Constitution Awareness Rally**	**Constitutional Awareness**	**155**
2019	**1**	**0**	**30/01/2019**	**1**	**Guest Lecturer on 'Thoughts on Agricu**	**Agriculture**	**76**

	lture of Mahatma Gandhi'

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

Title	Date of publication	Follow up(max 100 words)
Students	16/06/2018	1. Students shall wear uniform regularly along with I card in campus daily. 2. The use of mobile phones is strictly prohibited on the college campus. 3. Students should handle the furniture and other properties with care. 4. Students should stay away from any anti social activities. 5. Without the permission of the Principal, Students are not permitted to circulate any printed. 6. Ragging in any form is a serious offence. 7. Students should take care of their belongings. The institution will not be responsible for any loss.
Teachers	16/06/2018	Code of Conduct for Teachers • Treat all the students with love and affection and be just and impartial to all irrespective to caste, creed, sex, status, religion, language and place of birth. • Guide the students in their social, intellectual, emotional, moral and spiritual development. • Establish cordial relation with parents. • Provide information regularly to parents regarding the attainments and shortfalls of the wards. • Work actively to strengthen national integration and spirit to togetherness and oneness. • Respect and be loyal to the college, community, state and nation. • Always be punctual in

		attending to duties in the college. • Always tech the curriculum after making through preparation for the lesions to be taught. • Set a standard of dress, speech and behavior worthy of example to the students. • Cooperate with the head of the institution and colleagues in and outside the institution in both curricular and co-curricular activities. • Always function within the framework of the Constitution of the organization concerned. • Develop mutual respect and trust through his professional activities and outputs.
Principal and Office Staff	16/06/2018	Code of Conduct for Principal and Office Staff • Compliance with applicable government laws, rules and regulations in addition to complying with disclosure controls and procedures and institute's internal controls over financial reporting. • Full, fair, accurate, timely and understandable disclosure in all reports and documents that we file with, or such other regulatory body as well as in other public communication by institute. • Honest and ethical conduct, including correct handling of actual or potential conflict between professional and personal relationship. • Prompt internal reporting to the appropriate person or persons identified in the Code.
Management	16/06/2018	Code of Conduct for Management • Act in the

best interests of the Institution and in a manner to enhance and maintain the reputation of the Institute, and fulfill their fiduciary duties to the stakeholders. • Act in good faith, with responsibility, due care, competence, diligence and independence. • Treat the colleagues and other associates of the Institute with dignity and shall not harass any of them in any manner. • Act honestly, fairly, ethically with integrity and loyalty and conduct in a professional, courteous and respectful manner.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Youth Day	12/08/2018	12/08/2018	28
Teachers Day	05/09/2018	05/09/2018	110
Non-Violence Day	02/10/2018	02/10/2018	105
Reading Inspirational Day	15/10/2018	15/10/2018	85
Constitutional Day	26/11/2018	26/11/2018	115
Human Rights Day	10/12/2018	10/12/2018	85
Republic Day	26/01/2019	26/01/2019	155
World Women Day	08/03/2019	08/03/2019	90
Independence Day	15/08/2018	15/08/2018	160
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Environmental Conservation week has been organized during 2nd July 2018 to 8th July 2018. 2. Cleanliness Drive at College Campus was organised on 14th August 2018. 3. Tree Plantation Programme was done in College Campus on 15th August 2018. 4. Plastic Free Campus Campaign was organised on 02 October 2018 and on 21st February 2019 5. Protection of Trees Programme at Campus Programme (Vruksh Rakshabandhan) was organised 09th August 2018.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice- I 1. Title of Practice: - Holistic Development of Students through Student Centric Activities 2. Objectives of the Practice ? To prepare the students to achieve core competencies. ? To face the global challenges

successfully. ? To inculcate human values in students. ? To promote institutional involvement in social responsibility. ? To fulfil the mission of the institution by making students responsible citizens. 3. The Context:- To ensure incessant development of the students, it is need of the hour to focus on the co-curricular and extra-curricular activities apart from the curricular aspect. Various student-centric activities such as learned talks, workshops, training, competitive exams and career guidance, the program of personality development etc. are conducted for the incessant development of the students. 4. The Practice:- The institution keeping in view the incessant development of students with core programs offered has initiated several student-centric activities and support facilities. The action plan is prepared to highlight student-centric activities every year which are implemented throughout the year. ? Personality Development: Personality and character of youth contribute to society and nation-building keeping in this view, the institution emphasis on overall personality development of students. It conducts several programs on personality development such as motivational talks, lectures, workshops, seminars and training to imbibe responsibilities towards society and the environment. ? Skill Development Programs: The spiral development of the institution reflects thought skill development of students, the institution always forces innovative, creative and entrepreneur approach and introduced several skill development programs such as career-oriented programs of University. Short term courses like Certificate Courses in Agro Services, Beautician and Still Photography. Internal and departmental training programs like quilt making, flower pot making, greeting cards making etc. ? Workshops, Seminars and Lectures: The institution organized several workshops, seminar, inspirational talks, and lectures directly related to students such as workshop on stress management, guidance of competitive exams, road safety awareness, guidance to youth about sex education, career guidance and personality development workshop, personal counselling for the betterment of students. ? Extra and co-curriculum Activities: These activities serve to nurture versatile progress among the students, therefore institute gives more importance to these activities including games and sports, as a result, number of students excelled in several activities organized by the institution and other organizations. ? Academic Support: Institutional success largely depends on the academic performance of the students. It provides special support to slow and advance learners identifying their weakness and interest by a way of extra classes, tutorials and subject-related guidance. 5. Evidence of the Success:- The Evidence of success for the prescribed practice can be measured through successful performance and excellence as a positive outcome. This practice has motivated the student in their performance, development of self-confidence, interaction skill, awareness of social responsibility. Students are made more aware of the different skills required which would be applicable in real life for a better career. They have learned different things through skill development programs. Motivational talks, lectures, workshops, seminars proved faithful as students were provided with the knowledge about the issues directly related to them. The steps taken by the institution have been suitably rewarded. The academic, extra and co-curricular activities have been yielded positively through excellence in academics. One student is rewarded for excellence in academic performance by University. The institution sought a large number of participants in games and sports with certificates and medals. 6. Problems Encountered and Resources Required:- The number of the student being enrolled from the rural area face lack of awareness, ignorance, laziness, avoidance of attending lectures, lack of proper communication skill, self-confidence, less time due to economic problems, and due to busy schedule of semester pattern, students find little interest to participate in these activities. These problems are identified and encountered to achieve the goal. Best Practice - II 1. Title of the Practice: - Encompassing Self-reliant farmers 2. Objectives:- ? To create a business approach for farming. ? To

inform students about agricultural modern technology. ? To convince students about the usefulness and importance of organic farming. ? To encourage students to get maximum productivity in agricultural sectors. ? To create interest in agricultural subjects in the students. ? To encourage students to do the farming business. ? To create agricultural entrepreneurs by providing information about the commodity processing industry. 3. The Context: - Our institute is situated in a rural area in Wadner village. Besides, the students hailing from nearly twenty-five villages are the strength of the institute. Employability is the key factor in the rural area, which is a faraway dream of the students as they lack financial support and exposure to essential facilities. Majority of the students find it difficult to face the challenges of the corporate world. These students are eager to shoulder the responsibility of their financially poor family. Some of the students have to work as labourers after college time. Hence, our faculty decided to train them for employability. They noticed that the students in the rural area have latent traditional agricultural cultivating qualities. Agriculture is the key to the Indian economy. It is imperative that the agricultural progress is very important to keep the country alive and survive. However the technology has grown, the earth revolves, we always stand behind the agriculture. Agriculture was the past, agriculture is a present and agriculture is a future. This is the power of agriculture. So it was decided to find out latent cultivating qualities among students and deploy them for the right area. 4. The Practice: - Our country is agriculture land. Agro service program is being implemented in the college under 'Continuous Adult Education and Extension Department. At the beginning of every academic session, students participate in 'Agro Services'. Certificate and diploma courses are started in college as- a) Certificate courses in Agro Services. b) Diploma courses in Agro Services. c) Advanced Diploma courses in Agro Services. The students are given lectures on the introduction of Indian Agriculture and challenges before farming. They are taught about classical Farming and other related factors. (Scientific based farming). They are provided actual knowledge about farming in the practical. They are informed about the modern irrigation tools, crops, horticulture, flowers and vegetable crops. The new guideline classes organized for students to identify new research based on farming, and making them interested in the agricultural field. To increase agricultural interest in the youth "Agrowan"- a magazine that has been available in the library which gives information related to agricultures and new related technology. The classes are conducted to provide knowledge and information about agriculture. The various activities about agriculture for updating the knowledge of students are done. The tours are arranged to visit progressive farming of the near area, and the examination study of the crops is done by interacting with progressive farmers. Guidance about soil testing, seed production, organic farming and irrigation system is done directly on their farms. 5. Evidence of Success:- Agricultural activities in our college and agricultural tours have created interest in agricultural and agricultural business in students. They are utilizing those skills in cultivating lands. Many college students are farming in a modern way. These students are cultivating their agricultural lands using modern technology and new equipped tools. Students have started organic farming as they come to know about the impacts of organic farming on human health. Therefore two students decided to take the vegetables based on organic farming. Some students have started working in the agriculture company as they are interested in working in agricultural fields. The students who are involved in this practice get initiated and undergo a tremendous qualitative change towards their business and financial approach. This is the best outcome of the practice. The students believe that agriculture can only survive society. Consequently, the students are taking an interest and becoming modern farmers using new technology. 6: Problems Encountered and Resources Required:- The most important problem is money. The fund provided by the government to conduct the activities is

inadequate so that most of the practical classes could not be arranged by the institution. Farmers are becoming labourers in the companies because they see that the farmers are not getting the real value to the productions which are produced in the agricultural field. Even the girls are not ready to accept farmers as their husband. So, the youth of the present society has become depressed seeing the pitiable condition of the farmers. It was very impossible in the beginning to create an interest in agricultural in the students.

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

http://saibabacolleges.org/best-practices.html

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

Vision Impart quality education to rural and backward students to prepare ideal citizens. Mission Inculcate a sense of moral, social responsibility and national integrity among the students. Janiva -a distinctive practice of the institution creates a theory to serve the community through extension activities. It is the practice to impart and inculcate a sense of moral, social responsibility and national integrity among the students. The college is devoted to higher education in Arts faculty. There have been effective ways of achieving the mission and the vision of the college to start an activity named ' Janiva – Dhyas Ek Parivartanacha'. The main objective of this distinctiveness activity of the college is to create social awareness in the students, to establish social integration in the society and to provide social emotion in the students. As an experiment the faculty members of the college decided to undertake social observation of tribal communities and social and economical condition of widows whose husbands committed suicide, to find out the backwardness and urgency of attention needed from political leadership to bring the community to mainstream of development of society and widows of the farmers to be helped with the sense of humanity. Our college lays great emphasis on the development of discipline, maturity, moral standards of the students through this activity. The institute is focusing to establish the theory of integration about sociological reflection and analysis based on empirical observation to provide sensitivity in the students. The students of the college visited and observed tribal communities, which are living in and around the areas of the college, especially and particularly in Wadner, Pipari, Dhanora, Seloo, Bhagva and Annupod. The students observed the social condition of these communities in practical ways. The found out that they are socially, educationally and economically backwards and living in miserable conditions of abject poverty, illiteracy and ill-health. The students of the college encouraged tribal people to educate their children because illiteracy is only the insect that creates various problems. The students also visited the widows of the farmer and understood the reason for suicide. The institution helped those (widows) by providing Shilai Machines to establish their broken house. Students are getting an opportunity for collaborative learning during the observation of people. Students are gaining firsthand knowledge of the community in addition to what they learn from textbooks and classroom lectures.

Provide the weblink of the institution

http://saibabacolleges.org

8.Future Plans of Actions for Next Academic Year

1. To introduce certificate course in Spoken English. 2. To introduce certificate course in Yoga and Meditation. 3. To introduce certificate course Library and Information Science. 4. To renovate and enhance facilities of Sports

and NSS departments. 5. To prepare students for competitions and send them to participate in various sports and cultural activities at university, state, national level. 6. To motivate faculty members for publications in reputed journals.