



Yearly Status Report - 2019-2020

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	Dr. Uttam B. Parekar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07153-255655
Mobile no.	9921436640
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://www.saibabacolleges.org/aqar.htm 1			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.saibabacolleges.org/academic-calendar.html			
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	

Dept. of Political Science organised a Guest Lecture titled	14-Jul-2019 2	61
Dept. of Political Science organised a Workshop	13-Sep-2019 2	55
Dept. of English organised a Guest Lecture titled	18-Sep-2019 2	81
Dept. of Marathi organised a Guest Lecture titled	20-Sep-2019 2	82
Dept. of Sociology organised a guest lecture titled	21-Sep-2019 2	70
Dept. of History has organised a guest lecture titled	04-Oct-2009 2	61
Dept. of Economics organised a Guest Lecture titled	14-Oct-2019 2	82
Dept. of Economics organised a Guest Lecture titled	23-Oct-2019 2	80
Dept. of Political Science organised a Programme	26-Nov-2019 2	70
Dept. of Home-Economics organised a Workshop titled	12-Feb-2020 2	72
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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!!!				
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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)

AIDS Awareness Programme and AIDS Awareness Poster Competition were conducted to create awareness about AIDS among students.

Preparation for Kitchen Garden in collaboration with Dept. of Home - Economics.

Cleanliness Drive Campaign at Pohana Village

Swami Vivekanand Jivan Vichar Parikshya and Essay Writing Competition

Savitribai Phule Veshbhusa Prashnmanjusha Competition

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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
To organise Induction Programme for the Students.	Induction Programme was organised in the college on 26/09/2019 in which the seniors enumerated to the new entrants about the college culture through activities and performances.
To organise a Workshop on Guidance on Competitive Examination.	Workshop on Guidance on Competitive Examination was organised in the college on 26/09/2019.
To establish Staff Club.	Staff Club was established in the college from the session 2019-2020 and its activity started in September 2019 aims at maintaining domestic ambience and organic unity among staff members. Towards close of winter and summer sessions of the academic calendar of the college we intend to organize two functions under the chairmanship of the president of the college governing society in which newly married staff members will be feted with gifts;

	retired staff members are appraised of their services and offered token gifts. Achievements and outstanding works of the staff members will be duly recognized by offering ceremonial shawls and gifts. Staff-Club knows that the best of a man comes out only when he is hale and hearty. So every year the Staff-Club will be initiated with a health awareness program. Then every Wednesday a paper-reading
To conduct Field Project by the Departments of the College.	Field Projects were conducted by the Departments of the College. 1. A Study of Words, Sayings and Folk Songs in the Dialect of Wadner Area (Dept. of Marathi) 2. Literacy of English Language in Wadner Village (Dept. of English) 3. Sociological Study of the Educational and Economic Reality of Nathjogi Nomadic Society (Dept. of Sociology) 4. A Study Economic Impact of Climate Change on Farmers' Production (Dept. of Economics) 5. Competitive Examination Study Ability of Rural Students through the Subject of Political Science (Dept. of Political Science) 6. A Historical Study of the Forts of Chhatrapati Shivaji Maharaj (Dept. of History) 7. A Study of Students' Growing Interest in Fast food and Its Adverse Effects on the Body. (Dept. of Home- Economics) 8. Study Facilities Available For Physical Education and Sports in Zilla Parishad Schools in Hinganghat Taluka (Dept. of Physical Education)
To organise Symposium on Challenges of Indian Agriculture.	Symposium on 'Challenges of Indian Agriculture' was organised in collaboration with Vidarbh Arthashastra Parishad and Kautilya dhnyan Prabodhani by Dept. of Economics on 18/01/2020.
To organise 'Yoga Workshop'.	'Yoga Workshop' was organised by Dept. of Physical Education on 04/03/2020. Seventy three Students participated in it.
To organise National Seminar (Webinar) in the College	Multi-disciplinary One Day National Seminar (Webinar) on 'Current Issues being discussed in the subjects: Sociology, Economics, Political Science, History, Home-Economics, English & Marathi Literatures, Physical Education, and Library Science' was conducted on 14/06/2020.
To organise Study Tours by the Departments of the College	The study tours were conducted by departments as. 1. Dept. of Political Science has organised educational tour

at Nagpur Legislative Assembly to study about legislative work in the Assembly at Nagpur on 18/12/2019. 2. Dept. of History has organised educational tour at Nagpur Dikshya Bhumi on 18/12/2019. 3. Dept. of Sociology has organised educational tour to Annupod on 13/03/2020. 4. Dept. of Economic has organised educational tour to Agriculture Science Center Selsura on 17/02/2020. 5. Dept. of Home Economics has organised educational tour at Anandwan Warora on 11/01/2020. 6. Dept. of Marathi has organised educational tour to Hindi International University Wardha and Bapukuti Sevagram on 17/02/2020. 7. Dept. of English has organised educational tour to Hindi International University Wardha and Bapukuti Sevagram on 17/02/2020.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	15-Dec-2020

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

2020

Date of Submission

10-Jan-2020

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 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 2019-2020 under the chairmanship of the Principal, a meeting of the staff members was convened to discuss & develop strategies for effective implementation of the curriculum, co-curricular and extension activities. 2) Various committees were formed such as N.S.S. Unit, Admission Committee, Cultural Committee, Student Counseling committee, Examination Committee to organize programs and carry out different activities at the college level. 3) The academic calendar of college was prepared on line with the academic calendar of the affiliated university. All the departments of the college prepared separate departmental academic calendars and acted upon the college 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 Practice examinations are conducted at the end of the session. The answer papers are evaluated. The faculty guides the students upon their drawbacks and suggests ways as to how they can improve for better performance in university examinations. 8) Co-curricular and extracurricular activities are held to inculcate in students the aesthetic sense and team spirit. Activities and events like "Yuva Sfurti Mahotstav" are organized to develop their talents. 9) Extension activities are conducted by the N.S.S., Dept. of Lifelong and Extention, Department of Environment, Department of Cultural Cell etc. 10) The teachers are encouraged to participate in seminars, conference, workshops and

short term courses for updating their subject knowledge. 11) 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. 12) The college Annual Magazine provides a comprehensive record of programs and events conducted by in the college. Students are encouraged to write poems and articles on the current issues.

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 Agro Services	Nil	16/09/2019	90	Yes	Yes
Certificate Course in Still Photography and Audio	Nil	16/09/2019	90	Yes	Yes
Certificate course in Beautician	Nil	16/09/2019	90	Yes	Yes
Certificate Course in Spoken English	Nil	16/10/2019	90	Yes	Yes
Nil	Diploma course in Beautician	16/09/2019	120	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 !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	70	10

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 Agro Services	16/09/2019	20
Certificate Course in Still Photography and Audio	16/09/2019	15
Certificate course in Beautician	16/09/2019	15
Certificate Course in Spoken English	16/10/2019	20
Diploma course in Beautician	16/09/2019	10
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	Literacy of English Language in Wadner Village (English)	23
BA	A Study of Words, Sayings and Folk Songs in the Dialect of Wadner Area	23
BA	Competitive Examination Study Ability of Rural Students through the Subject of Political Science	30
BA	A Sociological Study of the Educational and Economic Reality of Nathjogi Nomadic Society	20
BA	A Study Economic Impact of Climate Change on Farmers' Production	25
BA	Study Facilities Available For Physical Education and Sports in Zilla Parishad Schools in Hinganghat Taluka	20
BA	A Historical Study of the Forts of Chhatrapati Shivaji Maharaj	14
BA	A Study of Students' Growing Interest in Fast food and Its Adverse Effects on the Body.	40
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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 stakeholders of college are students. The student-centric approach has been taken while constructing a feedback form. Feedback forms are prepared as per the NAAC guidelines. The feedback of students is taken at the end of every academic year. The first part consists of the valuation of the teachers considering their abilities and innovative methods. The first part covers the feedback on a teacher recorded by Students on a scale of 1-10 grades. The feedback on teachers covers students' opinion about the teachers skills of class control, lecture preparations, clarity of the teaching items and related concepts, punctuality, coverage of syllabus, giving of assignments and classtests, interactive teaching style, use of ICT, proper explanations of concepts, personal guidance, personal rapport with students, and the overall knowledge possessed by teachers. The second part is related to students' course evaluation. The Programme Objectives are incorporated in the feedback form. In the feedback, the subject-wise criterion is obtained. It consists of the parameters such as studnets' interest, reading of reference books on the subject, involvement in the teaching learning sessions, taking of assignments and class tests. There are other stakeholders in the form of Teachers, Alumni, and Parents. The structural feedback is obtained 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 have to tick any one cell which they feel most appropriate. For rating calculation and analysis purpose, feedback criteria are 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 suggestions.

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	Arts	960	432	432

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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
2019	432	Nil	11	Nil	11

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
11	11	8	2	Nil	6
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 Committee is established in the institution. Mentors are college full-time teachers. They will counsel the respective students and they solve the problems come across during their course of study. They handle properly mentee students properly. This is a continuous process till the end of academic career of the students. During the last semester, students are advised for higher studies along with proper career guidance. Ratio of mentoring is 1:39. The objectives of this Committee are the improvement of the teacher-student relationship, counseling students for solving their problems and provide confidence to improve their quality of life, guiding students to choose the right career path for the job, higher studies, entrepreneurship, etc. Teachers take students' attendance in every class and after that, they find out weaker students or mentee students later on these students are counseled properly by Teachers. Every subject has one mentor and each mentor gets, as the ratio of mentoring, 39 students and they maintain a record of mentoring properly as per the guidelines of the Students Mentoring Committee. Mentor teachers prepare the monthly attendance of every student and find out the mentee for proper guidance. The Mentors meet the students and remain associated with them. A separate mentoring and counseling hour is maintained for each subject as part of their timetable 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 a semester. Students are allotted with each mentor. Senior students interact with junior students sharing the experiences in co-curricular and induction program. Experiences of projects and seminars are shared among them. The fresh ideas are floated 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 mentee has increased there is good improvement in the teacher-student relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
432	11	1 : 39

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
2	2	Nil	2	2

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
2020	NIL	Nil	Nil
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
BA	Nil	Semester	03/11/2020	23/12/2020
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 the post-accreditation period to enhance the 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 the evaluation process which is communicated to the IQAC and the same is included in the academic calendar for the next session. A). 1. At the beginning of the academic session, every department conducts an orientation program in which the plan of the 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. B). Evaluation Reforms of College: 1. The College conducts internal examinations for each semester and the marks of internal examinations are sent to the university. 2. The schedule of both: the internal university examinations, is displayed in advance at the beginning of the semester. Internal examinations are conducted and the departments set their own question papers and conduct the examinations. 3. The college follows the evaluation methods of the university. C). The 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 records of examination i.e. answer sheets, mark sheets 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 it 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 skills in their subjects. 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 a 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 is also assessed through regular participation in Co-curricular, extra-curricular activities, and other competitions. 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
Nil	BA	Nil	128	120	93.75

[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://www.saibabacolleges.org/feedback-analysis.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 !!!				

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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
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No Data Entered/Not Applicable !!!

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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
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No Data Entered/Not Applicable !!!

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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No Data Entered/Not Applicable !!!

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

Name of the Department	Number of PhD's Awarded
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No Data Entered/Not Applicable !!!

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)
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No Data Entered/Not Applicable !!!

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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
Physical Education	2
Home-Economics	1
Economics	7
Sociology	3
Political science	3
English	3
Marathi	2

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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
Nil	Nil	Nil	2020	Nil	Nil	Nil

[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	Institutional affiliation as
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					excluding self citation	mentioned in the publication
Nil	Nil	Nil	2020	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	17	Nil	3
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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
Cleanliness Drive at Pohana Village	NSS	2	30
AIDS Awareness Poster Competition	NSS	2	25
AIDS Awareness Rally	NSS	4	80
Tree Plantation in College	NSS	2	32
Tree Plantation and Voting Awareness Rally at Weni	NSS	2	25
Relief Fund Rally for Flood Victims	NSS	4	52
Tree plantation in Campus	NSS	4	38
Health Check-up Camp	NSS	2	25
Animal Diagnosis camp	NSS	3	28
Blood Donation Camp	NSS	3	17
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 activities	Number of students participated in such activities
Animal Health Check-up Camp	NSS Unit in collaboration with Veterinary Hospital Wadner	Animal camp	3	28
Swachha Bharat	NSS Unit in collaboration with Gram-Panchayat Pohana	Cleanliness Drive Campaign at Pohana Village	2	30
World Aids Day	NSS Unit in collaboration with Rural Hospital Wadner	Guidance on AIDS Awareness	10	82
HIV AIDS Workshop	NSS Unit in collaboration with Rural Hospital Wadner	AIDS Awareness Rally	2	80
Costume and Questionnaire Competition	Dept. of Home Economics in collaboration with Cultural Committee	Savitribai Phule Costume and Questionnaire Competition	9	103
World Women's Day	Cultural Committee	Speech Competition on Women's Security and Indian Women's Protection Laws	9	68
World Women's Day	Cultural Committee	Costume Competition on World Women Day	9	19
Human Rights Day	Dept. of Political Science	Human Rights and Women"	9	67
Women's Safety	Dept. of Home Economics in collaboration with Cultural Committee	Women's Safety - Rakshyabandhan Programme	11	112
Aids Awareness	NSS Unit in collaboration with Rural Hospital Wadner	AIDS Awareness Poster Competition	2	25
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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 !!!			

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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 !!!					
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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 !!!			
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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
1.88	2.66

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS	Nature of automation (fully)	Version	Year of automation
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software	or partially)		
ACE Library Management Software	Fully	5.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	1792	190424	47	7305	1839
Reference Books	704	88735	4	1300	708	90035
Journals	11	1500	79	3376	90	4876
Others(s pecify)	Nill	Nill	167	18283	167	18283
CD & Video	6	700	Nill	Nill	6	700

[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
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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	22	10	20	0	0	4	8	5	0
Added	3	0	0	0	0	2	1	0	0
Total	25	10	20	0	0	6	9	5	0

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

5 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
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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	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
12152703	1144385	1004397	878169

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 upkeep of the infrastructure facilities and equipments 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 subjects 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 the Library Advisory Committee. Its periodic meetings are held and detailed discussion is done regarding the maintenance and smooth conduct of the 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, equipment which is to be maintained is considered and proper steps are followed. 3. Sports Complex - We have already formed the Games and Sports Committee. Its periodic meetings are held and detailed discussion is done. The 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 the maintenance of IT infrastructure. 5. Classrooms - Classrooms are kept clean. every day 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	Nil	Nil	Nil
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	365	650692

	Matric Scholarship to OBC		
b) International	Nil	Nil	Nil
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 implementation	Number of students enrolled	Agencies involved
Soft Skill Development Programme	16/08/2019	25	Life-long Learning and Extension Service Department
Yoga and Meditation	17/08/2019	25	Department of Physical Education
Personal Counselling	20/08/2019	25	Personal Counselling Committee
Mentoring	26/08/2019	62	Personal Counselling Committee
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
2019	Employability Skill	Nil	80	Nil	Nil
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
Nil	Nil	Nil

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
No Data Entered/Not Applicable !!!					
View File					

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
2020	Nil	Nil	Nil	Nil	Nil
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
Cultural activities	Institution Level	40
Sports and Physical Education activities	Institution Level	102
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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

As per the Maharashtra University Act, Students Council is formed every year. Meetings are regularly conducted and as per the minutes of the meetings, activities are planned and implemented. The secretary of the committee is elected by the member of the 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 tours/ picnic are organized with the help of the students' council. We have committees that are important for the smooth conduct of administration. Students are members of many committees that 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 Counseling Committee. 9. Environment Committee. 10. Library Advisory Committee. 11. Discipline Committee. 12. Anti-ragging Committee. 13. Students Grievance Redressal Cell. 14. Women Sexual Harassment Grievance Redressal Committee. 15. Computer Training Committee. 16. Caste Discrimination Redressal Cell 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) :

20000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 1.Alumni meeting was organised on 25/02/2020 and various activities were organised. Activities: 1. Tree plantation drives were done by Alumni.25/02/2020 2. Gifted books to the library 25/02/2020 3. Gifted dustbin to the College 25/02/2020 4. Gifted Desktop Computer to the College 25/02/2020

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)

The institution provides operational autonomy to various functionaries in order to ensure a decentralized governance system. For this we have the following two practices: 1) The Organizational Hierarchy 2) Formation of Teachers committees.

A. The institute has an operational organizational hierarchy as follows: 1. Principal Level: The principal is the Member Secretary of CDC and Chairperson of the IQAC. He is at the apex of a hierarchy. 2. IQAC: Institution has an IQAC cell. The members of IQAC provide the institutional vision and mission and empowered to suggest administrative and developmental policies for quality assurance in an academic and organizational framework. 3. Shift-in-Charge: The institute has appointed the senior faculty member of the college for the said to ensure the proper functioning of the academic and student activities. 4. HODs: Every department has the head of the department for departmental planning and implementation. HODs are given representation in various committees/cells. Participation of almost all is ensured to give uniform exposure of duties for academic and professional development. B. The second practice of decentralization is the formation of teachers committees. Following are the different committees: 1. Admission Committee, 2. Examination Committee, 3. Cultural Committee, 4. Library Advisory Committee, 5. Parents Teachers committee, 6. Anti-Ragging Committee, 7. Alumni Association Committee, 8. Career Guidance Counseling Committee, 9. Grievance Redressal Cell, 10. Research Advisory Committee, 11. Discipline committee, 12. Prospectus Committee, 13. Magazine Committee, 14. Students' Feedback Committee, 15. Competitive Examination Cell, 16. Cleanliness Nisarg Mitra Committee, 17. Staff-Club Committee 18. Mentor-Mentee Committee 19. Life-Long Learning Extension Services Committee 20. Women's Protection Cell 21. Caste Discrimination Redressal Cell

The Principal in consultation with the teachers nominates different committees for planning and implementation of different academic, administrative, and student welfare policies. The various committees ensure to cater the diversified need of all the stake holders.

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
<p style="text-align: center;">Admission of Students</p>	<p>With the view of quality improvement in human resource management the college has observed various activities. Various college level committees were formed for effective implementation of different activities under the college council and these committees functioned well during the whole session. An independent person in charge was nominated shouldering the responsibility of planning, implementation and monitoring the activities of the concerned committee which ensure the smooth function during session. The student were also nominated and entrusted various responsibilities on different committees. 1. All staff members are assigned the duties of co-curricular and extracurricular activities. 2. The teaching and non-teaching staffs were distributed their suitable work load. 3. Teachers of some departments take classes in other departments, based on interdisciplinary nature of some parts of the curriculum. 4. Teachers extended services to conduct competitive examination classes held in the colleges. 5. The teachers are invited for guest lecturers orator in other colleges and in the community as per the need and faculty members participate in these extension activities. 6. The institution organizes various programmes throughout the year with the help of college faculty members. The faculty members also actively participate in social activities in the village. 7. N.S.S. students undertake activities for human development. 8. The college gives exposure for development to each and every faculty member including nonteaching. 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 teaching-learning the basis. The committee helps and guides students to choose the optional subjects.</p>
<p style="text-align: center;">Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>New books have been added to the Library according to the syllabus. Computerization of College Library is in process. Teachers are encouraged to</p>

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

Research committee motivates all the staff members to participate in research work like publishing research papers. Duty leave is sanctioned to the staff members to attend conferences, seminars of national international level. 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. Symposium and National Seminars (Webinar) are organized at the college to create research atmosphere in the students.

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. The creative skills of the students are nurtured through College Magazines, Newsletters and other cultural and sports activities.

Curriculum Development	Preparation of Annual Academic Calendar of the college in accordance with the Academic Calendar of University is prepared by Principal in coordination with IQAC. Annual Teaching Plan for both semesters are prepared and maintenance of daily dairy by all teachers. The syllabus of Short Term Certificate Course is designed by college.
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance 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 equipment are permanently installed in Examination Cell such as desktop computers having internet facility for the 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
2020	Nill	Nill	Nill	Nill
View File				

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)
2020	Nill	Nill	Nill	Nill	Nill	Nill
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
Refresher	1	06/11/2019	19/11/2020	7
Orientation	1	04/06/2020	01/07/2020	25
Refresher	1	22/07/2019	03/08/2019	12
Refresher	1	24/06/2019	13/07/2019	21
Refresher	3	10/06/2019	22/06/2019	12
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	Nill	Nill

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 regulations 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 !!!		
View File		

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	Senior Auditor of Higher Education Department.	Yes	M/s A.A. Solao Co. Chartered Accountant, Nagpur
Administrative	Yes	Senior Auditor of Higher Education Department.	Yes	M/s A.A. Solao Co. Chartered Accountant, Nagpur

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

The parents - teachers association of the college had conducted parents-teachers meet on 28/02/2020. The following three activities were conducted: 1. Making parents aware of the facilities provided by the college for the students. 2. Taking suggestions from the parents about the development of the college 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.

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

The Post Accreditation initiatives are as follow: 1. The college has successfully conducted a one-day state-level Symposium on 'Challenges of Indian Agriculture.' 2. The college has successfully organized an Induction Programme for the Students. 3. The college has successfully organized National Conference (Webinar) on 'Current Issues being discussed in Humanities.' 4. The college has successfully established Staff Club in College. 5. Certificate Course in Spoken English has been started in the College.

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
2019	Dept. of Political Science has organised a Guest Lecture titled 'Panchayat Raj and Rural Development'	15/07/2019	15/07/2019	15/07/2019	61
2019	Dept. of English has organised a Guest Lecture titled 'Emerging Trends in English Language and Literature'	18/09/2019	18/09/2019	18/09/2019	81
2019	Dept. of Marathi has organised a Guest Lecture titled 'Marathi Sahityatil Jivanwadi Janiwa'	20/09/2019	20/09/2019	20/09/2019	82
2019	Dept. of Sociology has organised a guest	21/09/2019	21/09/2019	21/09/2019	70

	lecture titled 'Eradication Superstition and Scientific Approach'				
2020	Dept. of History has organised a guest lecture titled 'Wakatak Kal'	04/10/2019	04/10/2019	04/10/2019	61
2019	Dept. of Economics has organised a Guest Lecture titled 'The Stage of Indian Agriculture and its Directions'	23/10/2019	23/10/2019	23/10/2019	82
2020	Dept. of Home-Economics has organised a Workshop titled 'Guidance on Women Protection'	12/02/2020	12/02/2020	12/02/2020	72
2019	Workshop on Guidance on Competitive Examination.	26/09/2019	26/09/2019	26/09/2019	102
2019	Organization Induction Programme for the Students.	27/09/2019	27/09/2019	27/09/2019	112
2020	Organization Symposium on Challenges of Indian Agriculture.	18/01/2020	18/01/2020	18/01/2020	130

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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
Women's Safety - Rakshyabandhan Programme	15/08/2019	15/08/2019	62	50
Programme on- "Human Rights and Women"	02/01/2020	02/01/2020	35	32
Savitribai Phule Costume and Questionnaire Competition	03/01/2020	03/01/2020	57	46
Workshop on Women's Safety Guidance	12/02/2020	12/02/2020	40	25
Celebration of World Women Day	08/03/2020	08/03/2020	42	26
Drama Based on World Women Day	08/03/2020	08/03/2020	5	Nil
Speech Competition on Indian Women's Security and Women's Protection Laws	08/03/2020	08/03/2020	7	3
Costume Competition on World Women Day	08/03/2020	08/03/2020	18	1

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 disposal of the waste in following ways: 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 on the campus wherever it is necessary. The institution generates minimal solid waste, some of the horticulture waste, such as dry leaves, plant clippings, kitchen waste processed and used for 'Vermi Compost.' 5449 Units of power are required.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	3
Provision for lift	No	Nil
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	Yes	5
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
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
2019	1	Nil	27/07/2019	2	Tree Plantation	Environment	37
2019	1	Nil	12/08/2019	2	International Youth Day	Health	35
2019	1	1	27/08/2019	4	Relief Fund Rally for Flood Victims	Social Responsibility	52
2019	1	Nil	05/09/2019	7	Teacher Day- Self Governance Programme	Education	108
2019	1	Nil	07/09/2019	2	Tree Plantation	Environment	32
2019	1	Nil	08/09/2019	1	World Literacy Day- Literacy and Multilingualism	Education	70
2019	1	1	21/09/2019	3	Workshop - Eradication of Superstitions	Social Responsibility	77

					on and Scientific Approach'		
2019	1	Nil	24/09/2019	3	Programme on Women's Self-Defence	Social Responsibility	78
2019	1	Nil	18/10/2019	4	Workshop on Guidance on Competitive Examination	Environment and Social Responsibility	25
2019	1	Nil	26/11/2019	1	Reading of Indian Constitution Preamble	Constitutional Awareness	78

[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)
Students	17/06/2019	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	17/06/2019	Code of Conduct for Teachers 1. Treat all the students with love and affection and be just and impartial to all irrespective to caste, creed, sex, status,

		<p>religion, language and place of birth. 2. Guide the students in their social, intellectual, emotional, moral and spiritual development. 3. Establish a cordial relation with parents. 4. Provide information regularly to parents regarding the attainments and shortfalls of the wards. 5. Work actively to strengthen national integration and spirit to togetherness and oneness. 6. Respect and be loyal to the college, community, state and nation. 7. Always be punctual in attending to duties in the college. 8. Always teach the curriculum after making thorough preparation for the lessons to be taught. 9. Set a standard of dress, speech and behaviour worthy of example to the students. 10. Cooperate with the head of the institution and colleagues in and outside the institution in both curricular and co-curricular activities. 11. Always function within the framework of the Constitution of the organization concerned. 12. Develop mutual respect and trust through his professional activities and outputs.</p>
Principal and Office Staff	17/06/2019	<p>Code of Conduct for Principal and Office Staff 1. 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. 2. Full, fair, accurate, timely and understandable disclosure</p>

in all reports and documents that we file with or such other regulatory body as well as in other public communication by the institute. 3. Honest and ethical conduct, including correct handling of actual or potential conflict between professional and personal relationship. 4. Prompt internal reporting to the appropriate person or persons identified in the Code.

Management	17/06/2019	Code of Conduct for Management 1. Act in the best interests of the Institution and in a manner to enhance and maintain the reputation of the Institute, and fulfil their fiduciary duties to the stakeholders. 2. Act in good faith, with responsibility, due care, competence, diligence and independence. 3. Treat the colleagues and other associates of the Institute with dignity and shall not harass any of them in any manner. 4. Act honestly, fairly, ethically with integrity and loyalty and conduct in a professional, courteous and respectful manner.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Youth Day	12/08/2019	12/08/2019	55
International Youth Day	15/08/2019	15/08/2019	120
Teachers Day	05/09/2019	05/09/2019	108
Non-Violence Day	02/10/2019	02/10/2019	88
Reading Inspiration Day	15/10/2019	15/10/2019	86
Constitutional Day	26/11/2019	26/11/2019	112

Human Rights Day	10/12/2019	10/12/2019	87
Republic Day	26/01/2020	26/01/2020	135
World AIDS Day	02/12/2019	02/12/2019	80
World Women Day	08/03/2020	08/03/2020	68
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives are taken by the institution to make the campus eco-friendly: 1. Tree Plantation and Cleanliness Drive by NSS and Eco Club 07/09/2019. 2. Tree Plantation Programme and Cleanliness Drive of Campus were done in College Campus on 21/07/2019. 3. Tree Plantation and Cleanliness Drive by NSS and Eco Club 08/08/2019. 4. Protection of Trees Programme at Campus Programme (Vruksh Rakshabandhan) was organized on 15/08/2019. 5. Tree Plantation and Cleanliness Drive of Campus by Eco Club 20/08/2019. 6. Cleanliness Drive and Plastic Eradication in Campus by NSS 26/10/2019. 7. Plastic Free Campus Campaign was organized on 05/12/2019. 8. Programme - Creating Environment Conservation Movement - Human Need was organized on 11/03/2020. 9. College Campus having barbed wire fencing comprises 1- Lawns, 2- Chandan (Sandal Tree) Garden, 3- Rose Garden, 4- College Canteen, 5- Urinals Lavatories for the Male, Female Staff, and Male, Female, Students 5- Play-Grounds, 6- Girls' Common Room

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 fulfill the mission of the institution by making students responsible citizens. 3. The Context:- In order 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 this view in mind, the institution caters to all necessary things for reaching the target of overall development of students' personality. It conducts several programs on personality development such as motivational talks, guest lectures, workshops, seminars and training courses in order to inculcate in students the sense of their 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 and Diploma Courses in Agro Services, Beautician and Still Photography, English Spoken, etc. 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 counseling 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. (Student Ambassador of the College): A committee was instituted that prepared a chart and asked the contestants to fill their details in it. We received 5 entries. Later on, they were scrutinized and in interface meeting, an expert team interviewed them so as to know their general awareness. Finally on the basis of their score winner is declared. ? 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 way of engaging extra classes, tutorials and subject-related guidance sessions. 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 really 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:- A number of students enrolled from the rural area are shy due to lack of awareness of the virtues inherent in them. Their ignorance of the higher education pedagogy, natural inclination towards laziness and bunking lectures, lack of proper communication skills, self-confidence, short period for study (most of their time is wasted in commuting assisting parents in agricultural farms), and due to busy schedule of semester exams, students find little interest to participate in these activities. These problems are identified by the mentors and help students achieve the goal. Best Practice - II 1. Title of the Practice: - Fashioning Self-reliant Work Force of Students: 2. Objectives:- ? To create global awareness among students about Agro-Services, Beauty parlour Still Photography and English Speaking Skills. ? To inform students about modern technology so as to make them competent entrepreneurs. ? To convince students about the usefulness and importance of these professional courses. ? To equip students with professional skills and make them employable ? To create interest in students to earn their wherewithal while pursuing college education ? To provide new avenues of employment to students ? To create competent entrepreneurs by providing new information of the processing industry. 3. The Context: - Our institute is situated in a rural area in Wadner village. Besides, the students hailing from nearby twenty-five villages are the strength of the institute. Employability is the key factor in a 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 a 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. Under the impact of industrialization and urbanization villages are no more backward in terms of modern luxuries, professions, and lifestyle. In this context Still Photography, Spoken English Class and Beauty Parlour Services receive overwhelming responses. Our professionally skilled students definitely find scope for earning their livelihood in their own village. 4. The Practice: - Continuous Adult Education (Under the Auspices of University Extension Services): - Our college staff is well trained and fully provided for running extension activities such as 'Continuous Education'. Under this activity, we run the university approved 'Certificate Course in Beauty Parlour', 'Diploma Course in Beauty Parlour', 'Certificate Course in 'Agro-Services', 'Certificate Course in Still Photography'. In these job, oriented courses students are trained to become economically independent. We have chalked out a program to send our students for practical experiences in schools and research centres. 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, Beauty Parlour, Still Photography and Audio. Certificate and diploma courses under the university's 'Life-Long Learning and Extension Services' are conducted in college such as- a) Certificate courses in Agro Services. b) Advanced Diploma courses in Agro Services. c) Certificate Course in Beauty Parlour d) Certificate Course in Still Photography and Audio e) Certificate Course in Spoken English f) Diploma Course in Beauty Parlour etc. The students are made aware of Indian Agriculture and challenges faced by farmers. They are taught about classical farming and they are provided with practical tips for bettering off our farming skills. They are provided actual knowledge of farming in terms of land cultivation, crop pattern, harvesting and marketing of their yield. They are informed about the modern irrigation tools, crops, horticulture, flowers and vegetable crops. Classes are held to provide guidance to students on use of new agricultural tools, seeds, fertilizers, pesticides. Special care is taken that students' interest in farming is enhanced. farming, For the purpose of increasing agricultural interest in the youth "Agrowan"- a magazine that has been made available in the library which gives information related to agricultural activities and use of new technology. The classes are conducted to provide knowledge and information about problems faced by farmers and ways are taught to overcome them. Various activities about agriculture for updating the knowledge of students are done. The academic excursions are taken out to visit progressive farming plots. 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 who have decided to cultivate vegetables in organic farming. Some students have started working in an 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. Students give private tuition, run beauty parlors, and take the contract of matrimonial video photography. 6: Problems Encountered and

Resources Required:- Basically, 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 impossib

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

<http://www.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

Institutional Distinctiveness:- 'Vision Mission' of the college asserts that the college is committed to impart quality education to rural and backward class students so that they would become ideal citizens and workforce for nation-building in the days to come. The college strives to shape the body and mind of its students with a strong sense of commitment unto studies, professional career, social service and national integration. Under the title 'Dhyas Ek Parivartanacha' our college has undertaken many activities and the most significant of all is 'Social Research Projects'. Under the guidance of the head of department students selected for this activity choose a social issue and then with the tools of 'Questionnaire', 'Interview', 'Survey sheets' research data is collected from the select villages or social groups. Professor functioning as research guide enables students to process the data and write descriptions and develop graphs, charts, diagrams and other pictorial representations of the findings. Finally, inferences are drawn, solutions are provided and remedies are suggested. This endeavour taken up by students turned into eight spirally bound research projects running into 60 to 95 pages. They have become outstanding social documents upon the life of the humans residing in Wadner and its vicinity. This activity generates interest in students to work with fellow students, research guides and work for the welfare of the people living in their proximity. The concrete outcome of this project is that some students began to think that illiteracy is the root cause of backwardness hence they started teaching economically disadvantaged students in night classes. The main objective of this distinctive activity of the college is to create social awareness among students and motivate them to identify with the problems and issues being faced by the people of their villages.

Provide the weblink of the institution

<http://www.saibabacolleges.org/>

8.Future Plans of Actions for Next Academic Year

1. Conduction of National Level Conference / Webinar. 2. Conduction of State Level Seminar / Webinar 3. Starting Post Graduation Programme (Distance Mode) 4. Starting Certificate Course in Yoga and Meditation 5. Starting Certificate Course in Library Science