



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	SHIVPRASAD SADANAND JAISWAL COLLEGE, ARJUNI MORGAON
Name of the head of the Institution	Dr. D U KAKADE
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07196-220158
Mobile no.	9404279797
Registered Email	ssjcollege@rediffmail.com
Alternate Email	ssjcollegeiqac@rediffmail.com
Address	NEAR RAILWAY STATION
City/Town	ARJUNI / MORGAON
State/UT	Maharashtra
Pincode	441701

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. K J SIBI			
Phone no/Alternate Phone no.		07196220371			
Mobile no.		8275868234			
Registered Email		ssjcollege@rediffmail.com			
Alternate Email		ssjcollegeiqac@rediffmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.ssjaiswalcollege.edu.in">http://www.ssjaiswalcollege.edu.in</a>			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="http://www.ssjaiswalcollege.edu.in/Document2019/Institutional%20Academic%20Calendar%202018-19.pdf">http://www.ssjaiswalcollege.edu.in/Document2019/Institutional%20Academic%20Calendar%202018-19.pdf</a>			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	B	2.11	2019	18-Oct-2019	17-Oct-2024
6. Date of Establishment of IQAC			15-Mar-2004		
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		
<b>No Data Entered/Not Applicable!!!</b>					

[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
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

**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)**

- Submission of AQAR for the Academic Session 201718
- Submission of SSR on 15 April 2019
- Changed domain of institutional website into [www.ssjaiswalcollege.edu.in](http://www.ssjaiswalcollege.edu.in)
- Purchased upgraded E-Governance Software for MIS
- Organized workshop on Entrepreneurship

**No Files Uploaded !!!**

**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

Achievements/Outcomes

11. To encourage research publications	Published Research papers and books by the teachers
9. To encourage Azolla cultivation	Encouraged Azolla Cultivation to students and farmers
8. To organize Annual Day Function	Organized Annual Day Function
7. To prepare institutional academic calendar	Displayed on institutional website
6. To submit SSR before due date	Submitted SSR to NAAC
5. To submit AQAR for the academic session 2017-18	Submitted AQAR to NAAC
4. To organize workshop	Organized workshop on Entrepreneurship
3. To improve the academic result	Improved academic result
2. To extension of ISR	Exclusive extension of ISR
1. To organize NSS camp	Organized NSS camp
No Files Uploaded !!!	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
COLLEGE DEVELOPMENT COMMITTEE	13-Mar-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2019
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Date of Submission	19-Dec-2019
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institution has purchased the upgraded version of cloud based EGovernance software for the Management Information System (MIS) with main Modules such as Academic, Payroll, Account and Library. This system supports the institution for maintaining all information in ICT modules. The Academic Module maintain the information of student admission, category wise information, class wise information, ID number information etc.
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The complete information of the students are maintained in the system. Academic wise information of the students can be accessed in the system. Bonafide certificate and Character Certificate can be generated by using the Module of the system. SMS and Email services are also available in the Module. All types of Accounts in relation with the administration can be maintained and operated in the Module. ICT enabled and paper free administration has been done through this MIS. Payroll is another Module in the MIS and this Module maintains all information about salary of all regular employees of the institution. Library Module maintains all the titles of the books in the library and books are issued through this module and OPAC facility also provides through this module to the readers.

## 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 institution has effective curricular planning and implementation with the management of the available time as per the RTM Nagpur University's Academic Calendar. IQAC has Academic Planning Committee in which the institutional academic calendar has been made and uploaded in the institutional website for students as well as teachers. By keeping in mind the university's academic calendar and the institutional academic calendar, teachers prepare departmental plans to deliver the curriculum to the students in time. At the beginning of the academic session, teachers convey their concerned syllabi to the students along with the departmental teaching plan. They also convey question pattern, information about university examination and the system of evaluation in the university examination. So every student must have proper information about curricular planning and its implementation. The multi-member teacher's department has usually distributed their workload among the regular teachers as well as the temporary appointed teachers. The institution has a central library with more than 15000 books in all subjects taught in each faculty. The library has enough facility of a reading room for the students as well as teachers and also a network resource centre to the students. Practical based subjects have well-equipped laboratories for the proper experiential method of learning in their respective subjects. The library has the facility of OPAC for searching books of the central library. In the rural area, students are not well prepared for entering the university level education in some subjects. Considering these difficulties, the Department of Microbiology and Physics conduct bridge course for their students at the beginning of the academic session. Faculty of Commerce has conducted a workshop on Entrepreneurship for making awareness among the students about the scope of entrepreneurship. Most of the teachers use ICT method in classroom teaching. The institution has installed roof-mounted LCD Projectors in classrooms and one interactive board installed in a

classroom for effective teaching. Environmental Studies are taught to the semester IV students in each program as the mandatory course for all students. Many of the teachers use audio-video method to convince the students in their classroom teaching. Program outcome has also uploaded in the institutional website for making awareness among the students and conveyed this to the students and encourage a visit to the website for information.

#### 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
Food Analysis and Quality Control	00	01/01/2019	120	Scope in food industries	analysis of food sample

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

#### 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
<b>No Data Entered/Not Applicable !!!</b>		

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

	Certificate	Diploma Course
Number of Students	14	0

### 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
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

#### 1.3.2 – Field Projects / Internships under taken during the year

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

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No

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

IQAC has formed Feedback Committee for conducting feedback of the selected students in every academic year. Students' identity is kept anonymous in the process and they want to fill up the name of the teacher, class and subjects in the feedback form. IQAC has finalized the feedback form based on the five indicators such as teaching, class control, regularity, attitude and overall response. Under the first indicator teaching, there are twelve questions such as methods of teaching, adequacy of explanation, class illustration, clarity of communication, syllabus completion, response to queries, motivation provided in the subject, study material provided, extra-subject knowledge provided apart from syllabus, teaching aids used effectively and extra-classes conducted in case syllables not covered. The second indicator, Class Control has two questions such as degree of control and method of control. The third indicator, Regularity has two questions such as punctuality in classes and punctuality in the valuation of test paper. The fourth indicator, Attitude has three questions such as approachability, motivation provided in subjects and motivation provided for extra-curricular activities. The fifth indicator is an overall response of the students towards the teacher. After collecting feedback from the selected students, the feedback committee submits its analysis report to IQAC for corrective measures. The institution has an active Parents' Teachers Association (PTA). PTA conducts its meeting twice in an academic year. The institution collects the feedback from parents in its meeting for self-assessment of the overall functioning of the institution but the analysis of parents' feedback has not done. In the regular meeting parents, feedback form of the parents distribute and collect their feedback. There are ten questions in the parents feedback form based on Teaching-Learning Environment, System of Monitoring Students' Progress, Encouragement provided to students for participation in academic program, Infrastructural Facilities, Learning Resources (library, internet, computer), Competence and Commitment of Teachers, Hostel Facility, Discipline Practices, Communication and Response with the Teachers and Enhancement of Students' Personality. At the end of the feedback form, there is a descriptive response from the parents as any other suggestions. Through this feedback and suggestions from these prominent stakeholders, IQAC can understand the weakness and strength of the institution and also challenges and opportunities.

## 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
BSc	Nill	384	343	343
BCom	Nill	360	238	238
BA	Nill	660	482	482
No file uploaded.				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2018	1063	0	30	0	0

## 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
30	26	13	10	0	5

[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)

Students' Mentoring System is functioning in the institution. It has been launched for the specific purpose to track the stress-related issues of the students and identify the talent of each student admitted in the institution. Total admitted students were distributed among the regular teachers. A list of students has been prepared for each teacher in which there is the information of the Faculty of the students, Class of the students, student's name, ID number, Mobile Number. Each teacher has the responsibility for the mentorship of a group of students. A format has been prepared and this format has been filled by the mentees of each mentor. The format has been seeking basic information of the students about difficult areas of subjects, interesting hobbies and plan etc. Filled up format has been collected with passport size photo of the student by the Mentors in the institution. These mentors call the meeting of the mentees as per requirements in the campus and consult them about their problems and sometimes the mentors personally counsel them for the stress-free life in the campus. Mentors used to make awareness about the different schemes of scholarship for the mentees in their consultation meeting. The list of the mentees also displays on the Notice Board, to inform the mentees that who are their mentors in the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1063	30	1 : 35

## 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
32	30	2	0	20

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
<b>No Data Entered/Not Applicable !!!</b>			
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## 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
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**No Data Entered/Not Applicable !!!**

[View File](#)

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

The IQAC has Continuous Internal Evaluation (CIE) Committee to monitor the internal evaluation of the students. As per the semester pattern introduced by the affiliated RTM Nagpur University, Nagpur, there is 20 credit in internal evaluation. At the institutional level, every teacher is continuously evaluating their students at different levels through different methods. Teachers used to evaluate the students by conducting the unit test, oral test, conducting students' seminar on the specified topic taught in the class, giving home assignments and periodical checking of their regularity in the class. Very short answer questions are the part of the semester pattern. By displaying such very short answer questions in LCD projector and ask them to answer in the classroom teaching is a very effective practice in the institution. ICT method is adopted by most of the teachers in teaching, learning and evaluation. Many of the subjects are practically based, in such subjects teachers assess the academic performance of the students in practical sessions of their subjects. Internal Evaluation of the students is conducted to prepare the students for the university examination. Students would be very familiar with the pattern of the university examination.

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

Affiliated RTM Nagpur University publishes its Academic Calendar before the beginning of every academic session. By following the academic calendar of the university, IQAC directed every department of the institution to prepare departmental planning for delivering the curriculum to the students. Along with conveying the prescribed syllabus, teachers also convey the teaching plan to the students in the classroom teaching for a better understanding of the academic plan. IQAC monitors the entire functioning of the internal examination of the students through its Continuous Internal Evaluation (CIE) Committee. IQAC through its Continuous Internal Evaluation Committee distributes the paper for taking the continuous evaluation of the students within the stipulated time as per the academic plan approved in the IQAC. Regular teachers in every subject are one of the important potentiality of the institution. And institution has sufficient infrastructure facility for adhering to the academic plan. The institution is the centre of university examination and well equipped with conducting university examination. In short, the institution has strictly adhered to the academic calendar of the concerned university as far as the internal and external examinations are concerned. Following the university's academic calendar, the institution prepares its institutional academic calendar for the smooth functioning of the academic performance. The institution uploads the institutional academic calendar on the website for students' accessibility regularly.

**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://www.ssjaishwalcollege.edu.in/Document2019/PROGRAM%20OUTCOMES.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	BA	Nill	51	46	90.19
00	BCom	Nill	58	50	86.20
00	BSc	Nill	81	65	80.24
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## 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.ssjaishwalcollege.edu.in/feedbackf.php>

## 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 !!!				
<a href="#">View File</a>				

### 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 !!!				
<a href="#">View File</a>				

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 !!!					
<a href="#">View File</a>					

### 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
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)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 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
Geography	1
History	1
Political Science	2
Microbiology	1
Physics	2
English	1
No file uploaded.	

### 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
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

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

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

Number of Faculty	International	National	State	Local
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

## 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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 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
None	0	None	0
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 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
00	00	00	00
No file uploaded.			

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 !!!					
<a href="#">View File</a>					

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 !!!			
No file uploaded.			

## 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
1136000	761490

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing



Total	67	38	67	46	2	5	10	25	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS
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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
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
982000	530805	960000	280745

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)

<p>The institution has well-planned policy and procedure for maintaining its physical infrastructure, academic infrastructure and support facilities such as laboratories, library, sports infrastructure, IT infrastructure and classrooms. Maintenance of the existing building and new constructions on the campus are looked after by the Management Body. The institution has outsourced a person for the regular cleanliness of the toilets and washrooms in the campus. For repairing electrical and plumbing work also, the institution has contracted with an outside person. The institution has outsourced an outside person for regular maintenance of its IT infrastructure. There is library attendant for maintaining the library properly and laboratories are also maintained by the respective attendants of each department. There is the yearly practice of stock verification of sports items in the Department of Physical Education, library and other laboratories of the departments. One peon is allotted to the Department of Physical Education to look after the Gymnasium and other sports facilities. Canteen has been maintained by its vendor in his capacity. E-Governance and Library Management System have been maintained and updated by the master software, Nagpur. IQAC has cleanliness committee to maintain the cleanliness of all rooms including classrooms and administrative block, ICT Hub and IQAC Office and this committee in its supervision done the cleanliness work from the peons of the institution.</p>
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#### 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	0	0	0
Financial Support from Other Sources			
a) National	GOI Scholarships	817	1411073

b)International	0	0	0
No file uploaded.			

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
Bridge Courses	15/07/2018	120	Internal Faculties
Yoga Day	21/06/2018	50	Yoga Trainer (Patanjali)
Personal Counselling	15/07/2018	1063	Internal Faculties
No file uploaded.			

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
2018	Career Counseling	150	0	0	0
No file uploaded.					

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
None	0	0	None	0	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

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
SET	1
GATE	1
No file uploaded.	

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

Activity	Level	Number of Participants
Cultural Activity	Institutional	90
Sports Activity	Institutional	105
No file uploaded.		

### 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 !!!						
No file uploaded.						

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 Public Universities Act, 2016 and Direction No.39 of 2017 of the RTM Nagpur University, every affiliated colleges have to form the statutory Students' Council in the campus for ensuring the leadership participation of students in the overall functioning of the administration and the president and secretary of the Students' Council become the members of the College Development Committee but the affiliated university has not directed the institution as per the decision of the Maharashtra State to form the Students' Council in the academic session 2018-19. Even though the institution has not formed the Statutory Students' Council but the institution ensures participation of students in almost all committees of the institution such IQAC, Library Advisory Committee, Sports Advisory Committee, Committee for Cultural Activities and organizing committee of the Annual Function. Whenever there is any program conducted on the campus, the institution always guides the students to lead the role of compering the program with enough confidence. The institution has a large number of NSS volunteers (200) with maximum participation of students' leadership in all the activities. NSS has played a paramount role in the formation of leadership qualities among the students. Teachers and program officers play a very substantial role in making participate leadership of the students on the campus. This practice has ensured to fulfil the mission of the institution to make the students as a responsible citizen in future.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:



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

0

5.4.4 – Meetings/activities organized by Alumni Association :

One meeting of the Alumni Association held during the academic session 2018-19

## **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)

Practice I The institution has to prepare and submit its Self-Study Report (SSR) before the due date of gradation expiry on 4th May 2019. The entire employees of the institution have shouldered its responsibility to complete this great mission of self-assessment of the institution during the assessment period. The institution has prepared its Self-Study Report within the stipulated time with maximum participation of all stakeholders of the institution. IQAC has played a very coordinating role in the self-assessment of the overall performance of the institution as per the new revised NAAC Manual which is 70 quantitative and 30 qualitative metrics. For understanding the new revised NAAC Manual, the IQAC has met in its continuous brainstorming sitting from the beginning of the academic session 2018-19 and after that criterion wise committees were formed for completing the mission of preparing the self-study report with maximum participation of the teachers and non-teaching staff members. Head of each criterion wise committee is being appointed from the teachers whose medium of instruction is English. IQAC has again reduced the stress of its coordinator by appointing two assistant coordinators for supporting quantitative and qualitative metrics. IQAC members have active support and participation in preparing the self-study report. IQAC has decentralized its mission for preparing the self-study report by constituting seven committees for consolidating all data and information concerning the overall performance of the institution during the assessment period. Even after the submission of the SSR, all teachers have devoted their time to complete the students' satisfaction survey (SSS) by making awareness among the students and ensure immediate response to the NAAC survey on teaching, learning evaluation of the institution. Practice II Annual Function of the institution was the biggest cultural and sports event in the academic session 2018-19. It was impossible to organize such a big event without the participation of the teachers and students' participation. IQAC for this purpose had constituted different committees to organize the Annual Function under the leadership of one teacher and ensure the participation of the students in each committee. NSS program officers and NSS volunteers had also played an important role in the organization of the Annual Function. Cultural Committee had played a good role in roping best-talented students and encourage them to perform in the Annual Function and boost their confidence for future performance in their life. Three days function was organized by following the principle of decentralization and participative management. Meritorious students were facilitated on the occasion by the management members. It is a great convergence of all stakeholders of the institution. It is the continuous practice of the institution since its inception of the institution.

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	<p>There is transparent mechanism for admission of the students by following govt. rules and university rules. Applications are collected and displayed merit list on the Notice Board. Information regarding admission has been displayed on the website and prospectus with application are distributed from the college office. IQAC has formed an Admission Committee to monitor the entire admission process very smoothly. The admission committee has counseled the students wherever necessitated.</p>
Industry Interaction / Collaboration	<p>The institution has organized workshop on Entrepreneurship in the campus and also organized an industrial tour for the students in collaboration with MCED, Bhandara. In collaboration with Lifeline Blood Bank, Nagpur, blood donation camp has been organized.</p>
Human Resource Management	<p>There are many vacant posts in teaching and non-teaching staff but the institution is helpless because of the state government policy. The institution has recruited temporary teachers based upon quality of their performance for the teaching staff and some temporary appointments have been arranged for the support of the administrative staff.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library functions with full automation with its software Lib-Man Software under the E-Governance Software, Centralized Campus Management System (CCMS) with cloud based integrated technology. The institution has augmented its IT infrastructure with enough facility of computing. Laboratories have well equipped with sufficient instruments and materials for the experienced learning. Network Resource Center is in Library with computers with LAN and also OPAC facility is provided to the readers. Besides this, Research Journals, Magazines, Weeklies and Dailies in English, Hindi, Marathi, are available in the library.</p>
Research and Development	<p>IQAC always encourage the teachers to do quality research in their subjects. As a results, many of the teachers have published their books, chapters in book</p>

and research papers in research journals. The institution has developed Azolla cultivation plant in the campus for making awareness among the rural student for organic farming. The institution has conducted soil test from Soil testing laboratory Agricultural University after using Azolla as bio-fertilizer. The institution also supply inoculum to the needy farmers and students.

**Examination and Evaluation**

Continuous Internal Evaluation of the learners has been done under the semester pattern and 20 credit has been generated out of internal assessment process by the internal assessor. The institution submit the mark of the internal assessment through online process to the university. In the university examination, there is best practice of online question paper delivery. Science teachers do onscreen valuation process in the spot valuation center of the university. Examination and Evaluation are concerned, there is application of ICT method. Teachers do university level practical examination for evaluating the students along with external examiners.

**Teaching and Learning**

Teaching and Learning has played a significant role in the academic excellence of the institution. For the qualitative functioning of teaching and learning process, the institution has regular teachers with good experience and good credit in research area of their subjects. There is one tutorial period in subject viz. physics, Mathematics and English for helping the slow learners. Teachers encourage advanced learners for PPT presentation in the classroom. ICT enable teaching method adopted by many teachers in the institution. In addition to this, teachers supply E-books, Animation videos and video clips to the students.

**Curriculum Development**

There are three elected teachers in the Board of Studies (RTM Nagpur University, Nagpur) of Geography, Commerce and Economics and they do good contribution in the curriculum development as members of the Board of Studies of their respective subjects. Department of Microbiology, Physics and Mathematics have conducted Bridge Courses for their students of the entry level and they develop their curriculum

for the bridge course of the subjects. Besides this, the institution has run Certificate and Diploma Courses on Tourism as Career Oriented Program. Department of Geography contributed for the development of the curriculum of Tourism Course.

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

E-governance area	Details
Administration	Centralized Campus Management system (CCMS) Master software
Finance and Accounts	Centralized Campus Management system (CCMS) Master software
Student Admission and Support	Centralized Campus Management system (CCMS) Master software

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
2018	Non	0	0	0
2019	Non	0	0	0
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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 Course	1	11/06/2018	30/06/2018	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
The institution has issued salary certificates for obtaining personal and Housing loan from the National Banks and Co-Operative Banks.	The institution provides salary certificate to the Non-Teaching Staff for personal and housing loan.	The institution supports to the students for obtaining Railway and MSRTC passes. Physical and Medical Tests are conducted for the students

### 6.4 – Financial Management and Resource Mobilization

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

There is a regular practice of internal and external financial audit system in the institution. For an internal financial audit, the institution has a contract with a Chartered Account. Chartered Account has yearly done the internal financial audit of the institution. The external financial audit has been conducted by the senior accountant of the Joint Director office of the Higher and Technical Education, Nagpur. The internal financial audit has been done on 26/07/2019 and no audit objection has found in the institution.

#### 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
None	0	00
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#### 6.4.3 – Total corpus fund generated

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### 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	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	CDC/Chartered Accountant

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

PTA meeting held on 11.08.2018 PTA meeting held on 13.10.2018 PTA meeting held on 30.03.2019

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

Encouraged teaching staff to attend Refresher course/Orientation Program Management felicitated Ph.D. awardee along with family Encouraged the teaching staff for Research publication and Research projects

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

IT infrastructure augmented ICT enabled teaching method Cloud based E-

**Governance in Administration**

**6.5.5 – Internal Quality Assurance System Details**

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

**6.5.6 – Number of Quality Initiatives undertaken during the year**

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

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

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
<b>No Data Entered/Not Applicable !!!</b>				

**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
<b>None</b>

**7.1.3 – Differently abled (Divyangjan) friendliness**

Item facilities	Yes/No	Number of beneficiaries
<b>Ramp/Rails</b>	<b>Yes</b>	<b>0</b>

**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
<b>No Data Entered/Not Applicable !!!</b>							
<b>No file uploaded.</b>							

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

Title	Date of publication	Follow up(max 100 words)
<b>Code of Conduct</b>	<b>01/07/2018</b>	<a href="http://www.ssjaishwalcollege.edu.in/Document2019/CODE20OF20CONDUCT.pdf">http://www.ssjaishwalcollege.edu.in/Document2019/CODE20OF20CONDUCT.pdf</a>

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

Activity	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Tree Plantation in campus Rose garden Herbal Garden Dustbin placed in Key Places Waste Management system

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE I** 1. Title of the Practice **MERITORIOUS STUDENTS’ HIGHLIGHTED ON THE FLEX BOARD AND ALSO FELICITATED IN THE ANNUAL FUNCTION** 1. Objectives: To achieve utmost academic excellence To promote the advanced learners To encourage the slow learners To augment the Teaching-Learning process To inculcate academic spirit among the students To relish these memories in the life of students To explore the potentiality of the students To promote the students in Sports, Cultural and Extra-Curricular Activities 1. The Context: Students in the institution come from rural, tribal and Naxal affected region. Therefore, excellence in academic, sports cultural activities are not appreciated as per the expectation. This practice is promoting the students participating in University, State national level competitions. In this context, the institution has been doing the practice of felicitating the meritorious students in the university examination, meritorious students in other activities at the time of Annual Function. Recognition of meritorious students boosts the academic, sports cultural spirit of the students in the rural background. 2. The Practice: Most of the Cash prizes are sponsored by the Chairman of the College Development Committee, Shri. Lunkaran Chitlange and some by the members of the Management Body, Members of the teaching staff and other Philanthropists from the local region. The institution communicates this information to the students through the institutional website and prospectus of the institution. When the result of the university examination is declared, the institution identifies the merit students from all Programmes and display on the Flex Board inside the campus. The meritorious students’ name, photo, class and percentage and subjects are displayed on the Flex Board. At the time of the Annual Function, they are all felicitated by giving Cash Prize at the hands of the Guests and also by the trustees. Students who have performed in the field of sports and cultural events at different levels are also felicitated in the Annual Function. 3. Evidence of Success: The institution has successfully generated a competitive spirit among the students in all Programmes. As a result of this practice, there is vertical progress in the number of prize winners in the institution. The impact of this practice is tremendous and the slow learners are inspired by the meritorious students’ academic achievements. Those students who are excelled in sports and cultural fields are also felicitated in the Annual Function. All the students are inspired by the felicitation Programme. 4. Problems Encountered and Resources required: Even though, the individuals who are Sponsoring the Cash Prizes in the present context are not increasing the cash prizes. Therefore, there is a need for finding new sponsors. Therefore, the institution cannot increase the Cash prizes there is a need for mobilizing funds from outside to extend this practice with more impact. **BEST PRACTICE II** 1. Title of the Practice **MENTORING SYSTEM FOR SCHOLARSHIP** 1. Objectives: To ensure scholarship to all eligible students To fill up the Scholarship Form correctly by the students To avoid any type of problems for the students 1. The Context: Most of the students are coming from the educationally backward classes. Therefore, many of the students commit some mistakes in Scholarship Form and sometimes they do not attach all the relevant documents along with the Form. Under these circumstances, it is

very necessary to form such a Mentoring System to save eligible students from being deprived of the scholarship. 2. The Practice: The information about the different type of scholarships and the name of the committee members are displayed in a key place on campus to the students and also uploaded the same on the website. The eligible students submit the online form of scholarship in Maha-DBT portal of Govt. of Maharashtra. The students approach the supportive committee members along with the hard copy of online application form and attach relevant documents. The supportive committee members check and verify the form whether it is filled up incorrect way or not before final submission in the college office. 3. Evidence of Success: All the eligible students are getting the benefits of Scholarship. The students get a positive response to the committee. The institution has successfully formed a mentoring system for ensuring scholarships to every eligible student of the institution. 4. Problems Encountered and Resources Required: Most of the students are eligible for the Scholarships in the institution. Some of them don't enjoy this opportunity because of their irregularity in college. Therefore, the committee members encounter certain difficulties. The Number of non-teaching staff is not sufficient due to the ban on recruitment process by the Govt. of Maharashtra. Therefore, some of the teachers from different Programmes extend their support to handle this imbroglio. The appointment ban on non-teaching staff must be removed by the Govt. of Maharashtra for the smooth functioning of the administration.

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

[http://www.ssjaishwalcollege.edu.in/Document2019/Best\\_Practices.pdf](http://www.ssjaishwalcollege.edu.in/Document2019/Best_Practices.pdf)

### 7.3 – Institutional Distinctiveness

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

Under the noble concept of Institutional Social Responsibility (ISR), the institution has an excellent achievement in the domain of Rural Development. National Service Scheme (NSS) is one of the dynamic unit of the RTM Nagpur University under the efficient leadership of Program Officers. During the academic session 2018-19 also, the institution has contributed to the cause of Rural Development through different programs. NSS Unit has organized camp from 16 January 2019 to 22 January 2019 at Dabhana a small village nearby Arjuni-Morgaon on the theme, "Youth Power for Cleanliness". During the camp period, many experts were invited and they delivered lectures on different topics such as Water Management, Changing Situations of Bank Business, Social Responsibilities of Youth, and Superstition in Society, Preparation of Competitive Examination. The NSS camp has also introduced Fire Extinguisher to the students as well as villagers to make awareness. Officers from the Tehsil Office also have informed about the functioning of the EVM for making awareness among the voters. In collaboration with Bhandara District Hospital, there was a blood donation camp at the village. Many people and students had donated blood. The drainage system of the village was cleaned by the NSS volunteers. NSS volunteers had also made a road for the villagers. NSS volunteers had stayed at the homes of the villagers as part of the Homestay program. NSS volunteers had a very different experience. NSS volunteers also conducted a socio-economic survey in this village and understood the problems of the villagers. NSS volunteers presented cultural programs at night on a different topic such as clean India, superstition, addiction, gender equity, environmental issues, dowry, tree plantation etc. The institution had sent NSS volunteers to participate in the State Level NSS camp at Dr Babasaheb Ambedkar University, Aurangabad. Many activities and programs were organized by the institution for the rural development context. Sixteen Thousand saplings were planted on July



2018 at the village, Khamkhura. On 11th July 2018, World Population Day was observed for making awareness among the rural students. There was a program of birth Anniversary of Tilak organized on 1st August 2018. Krantidin was celebrated on 9th August 2018 very enthusiastically. There was a Cleanliness Drive on the campus on 14th August 2018 on the eve of Independence Day.

Independence Day was celebrated on 15th August 2018 in the presence of stakeholders. From 20th August 2018 to 5th September 2018, NSS observed the "Sadbhavana Pandharvada". During this period, an Essay Competition organized on "Protection of Environment" and slogan competition on "Water is Life" and also organized a singing competition. On 24th September 2018, NSS had organized a program on its Foundation Day. Gandhi Jayanti and Shastri Jayanti were also celebrated with a cleanliness drive in campus, market and roads. Savitribai Phule Jayanti was celebrated in the campus and conveyed the message of gender equity to the students on the occasion. NSS volunteers and students were called at the Police Station at Arjuni-Morgaon and informed the students about Laws, Rules and weapons.

Provide the weblink of the institution

<http://www.ssjaiswalcollege.edu.in/Document2019/7.3.1.pdf>

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

- Reconstruction of Flag Hoisting Platform
- Establishment of Information and Communication Technology Hub
- Added more computers for Network resource Centre
- Establishment High-Speed Wi Fi facility
- Open FaceBook and Twitter Account as Social Media Champion (SMC)
- Renovation Administrative Office
- Renovation of University Examination Control Room
- Renovation of IQAC Office
- Refurbishment of Ground Floor and First Floor
- Refurbishment Seminar Hall
- Construction of the Seminar Hall on the second floor
- Completion of Indoor Stadium
- Renovation of Students' reading room
- Renovation of classrooms
- Rearrangement Library setting
- Renovation of Canteen
- Promotion of SWAYAM MOOC
- Establishment of separate departments for Mathematics, English, History and Social Sciences
- Establishment of Cement Benches in the campus as amenities for the students
- Installation of Interactive Board in Seminar Hall
- Roof mounted LCD Projector in ICT Hub
- Establishment of Conference Room
- Maximize ICT facility in IQAC Office
- Fitting of Paver Blocks in the Campus
- Display of Flex Board with meritorious students as Best Practice
- Renovation Principal Chamber
- Painting of all building
- Development of Herbal Garden
- Establishment of Azolla Cultivation Plant