



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	SHARADCHANDRA ARTS AND COMMERCE COLLEGE
• Name of the Head of the institution	Dr. Prakash Neulkar
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07103297111
• Mobile No:	7414912290
• Registered e-mail	sharadchandra.sacc@gmail.com
• Alternate e-mail	pneulkar68@yahoo.in
• Address	P-16, MIDC, BUTIBORI, DIST. NAGPUR, MAHARASHTRA, Pin- 441122
• City/Town	NAGPUR
• State/UT	MAHARASHTRA
• Pin Code	441122
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR				
• Name of the IQAC Coordinator	DR. POORVA BHONDE				
• Phone No.	07103297111				
• Alternate phone No.	07103297486				
• Mobile	9421781574				
• IQAC e-mail address	sharadchandra.sacc@gmail.com				
• Alternate e-mail address	poorvavbhonde@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://sacc.edu.in/files/AQAR_20_19_20_Edited_Review_Submitted.pdf">https://sacc.edu.in/files/AQAR_20_19_20_Edited_Review_Submitted.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sacc.edu.in/files/Academic_Calendar_Session_2020_21.pdf">https://sacc.edu.in/files/Academic_Calendar_Session_2020_21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.63	2016	29/03/2016	29/03/2021
<b>6.Date of Establishment of IQAC</b>			20/07/2016		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			03		

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
05	<ul style="list-style-type: none"> <li>• Organization of the one day online National Conference on the Opportunities for India in the Post -Covid World</li> <li>• Encouragement and support in webinar with the cluster of college on the topic Entrepreneurship Development.</li> <li>• One day Workshop on Data Submission and Analysis of Criteria wise inputs for teaching faculty</li> <li>• Organization of programmers for value -orientation like birth and death anniversaries of great men of India and important days.</li> <li>• One day Workshop on 'Work Culture and work ethics for Non teaching staff of college.</li> </ul>	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Maintenance of discipline among the college staff	i) Printing of separate Code of Conduct Handbook for the teachers. ii) Organization of one day workshop on
To disseminate valuable thoughts of great Social Thinkers of India amongst the students.	Organization of Lectures on the occasion of Birth and Death Anniversaries of Great Men of India and celebrations of the Days of National and International importance with an aim to disseminate values and spread awareness
To create awareness about environmental issues and to contribute to clean India movement	Drive for plastic free campus by displaying placard with relevant messages
To offer insights into preparation for the second cycle of accreditation by NAAC	Workshop for Teaching staff on Data submission and Analysis of criterion wise Inputs was organized at the Institutional level -
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
The Governing Body	07/05/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2018-19	29/01/2020
<b>Extended Profile</b>	
<b>1. Programme</b>	
1.1	03

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		342
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		870
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		99
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		13
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		18

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	11
4.2 Total expenditure excluding salary during the year (INR in lakhs)	714715
4.3 Total number of computers on campus for academic purposes	50

### **Part B**

#### **CURRICULAR ASPECTS**

##### **1.1 - Curricular Planning and Implementation**

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

For effective implementation of curriculum, the following methods are used.

- Academic Calendar is designed to execute Annual Plan for teaching in order to complete it a stipulated time. Annual teaching plan Month wise is chalked out so as to implement teaching accordingly and is followed by each faculty members.
- Regular classroom activities are written in the diary and are checked by the principal for achieving the desired plans and monitored by the IQAC Committee.
- Classroom seminars, group discussion, surprise tests, oral tests, mock tests are conducted for the evaluation of the students for regular assessment.
- Four unit tests and two term exams each before the conclusion of the session are conducted to make the students examination friendly • PPTs are shown to the student to make teaching learning interesting.
- ICT in teaching is used to simplify the subject and arouse the desire and curiosity of the learners.
- Regular staff council meetings are organized for assessing

effective implementation of curriculum.

- Guest Lectures are organized to provide supplementary knowledge to the students.
- NSS do cleanliness drives in the college. The college campus is plastic free. Tree Plantation Programs are organized by NSS.
- Departments organizes various programmes of National importance and National leaders.
- Faculties along with departments maintain the detailed record of the classes, assessments, project reports etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

1.1.2 Academic calendar is prepared at the beginning of the new session. The academic calendar of the University to which the college is affiliated forms the basis of Institutional Academic Calendar. Departmental heads submit their tentative schedule of Departmental activities, and the department of exams submit their tentative schedule of Internal evaluation- the unit tests. Academic calendar is prepared by making use of all this data and is uploaded on the website. Efforts are made to adhere to the academic calendar throughout the session.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sacc.edu.in/files/Academic_Calendar_Session_2020_21.pdf">https://www.sacc.edu.in/files/Academic_Calendar_Session_2020_21.pdf</a>

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

0

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

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

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

0



File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

0

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

0

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

### 1.3 - Curriculum Enrichment

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

Being an affiliated college, it adheres to the curriculum prescribed by the RTM Nagpur University. The academic body of university takes care to integrate crosscutting issues like Gender, Human Values, Environment/Sustainability etc. into the curriculum. For example- the curriculum of languages (English and Marathi) address all the above mentioned issues through lessons, articles, poems, essays etc.

B.A and B.Com part II students have to take a compulsory paper on 'Environment Science'. Students are evaluated and the grade is given to them in final assessment sheet. Mahila Adhyayan Kendra at college takes initiative in spreading awareness about Gender issues through various creative activities/programmes.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

1

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

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

37

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.sacc.edu.in/FeedbackReport">https://www.sacc.edu.in/FeedbackReport</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

870

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

266

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The two Unit tests - (one in each semester) form the basis of assessment of the learning levels of students. Every department maintains the list of slow and advanced learners.

Strategy adopted for slow learners :

- Remedical Coaching
- Extra Practice hours.
- Individual problem solving

Strategy adopted for Advance learners :

- Encouraging participation in various activities collegiate/intercollegiate.
- Exposure to challenges in respective subjects.
- Extra coaching improve performance in university exams.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
342	14

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Every department submits the Departmental Activity Plan at the beginning of the session. Departmental activities are divided into these parts -1. Curricular 2. co-curricular and 3. Extracurricular activities. This broad division takes care of student centric methods such as experiential learnings and problem solving methodologies - which enhance students learning experience.

Examples -

Experiential learning- Field visits to Industries, factory, Bank etc

Participative learning - Role play, Group discussion, elocution, debate etc

Problem-solving methodologies- task-based activities, Creative writing for wall-paper, departmental Magazines

Due to Covid-19 lockdown, and absence of students at campus, it was difficult for the departments to execute these activities. Most the teaching and departmental activities and the evaluation as well were carried out in virtual mode

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

All the departments in college make use of ICT enabled tools for effective teaching-learning process

Teaching process continued smoothly even during lockdown due to use of ICT in teaching. The college has smart classroom, language lab, seminar hall with overhead projector and screen, as well as well-equipped computer lab. Cell phones were used extensively to teach by using various e-platforms like Zoom, Google Meet, Webex etc. Google forms were used to set question papers for online exams. Video links of lectures were provided to the students. Whatsapp group of all the students were formed to share study material.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

08

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

22 yrs.avg.experience

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college conducts two Unit Tests to evaluate students performance. Tentative schedule of Unit Tests is mentined in the

Academic Calendar. Time table and the list of Roll nos are displayed. Notice is circulated and exams are conducted as per Exam-time table. Answer Book are evaluated by the respective subject teacher and lists of marks obtained submitted to the incharge of the Dept. of Exams

Due to lockdown the Unit Tests were conducted in virtual mode. Question papers were made available on the whats App groups of a respective subjects.

Being an affiliated college, main exams are conducted by the university but internal assessment of 20 marks in each subject has to be done by the respective subject teacher. Before every Semester, respective Head of the department conducts internal assessment through Viva-voce, assignments etc. and the Internal marks are submitted to the university.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The list of subject wise marks scored by the students are submitted by the respective teacher to the Incharge of internal Exams within the given time limit. Evaluated Answersheets are given to the students. Any grievance -related to evaluation is immediately resolved by the respective subject teacher.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

Programme Course Outcomes are displayed the Institutional website.in Induction Programme too Programme/ course wise outcomes are made



known the students by the teachers. Sincere efforts are made to attain all the outcomes at the end of the course/ programme.

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

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

exam Results form the main basis of evaluation attainment of Programme Outcomes and Course Outcomes. Exams are designed in such way that help students' performance at knowledge level. Internal Assessment designed to test communication skills, manners, personality and domain knowledge. Participation of students various co-curricular and extra-curricular activities and their performance them help assess the integrity, sense of social responsibility and good citizenship.

Due to covid-19 lockdown it was difficult to conduct offline activities. Yet due care was taken ensure fulfillment of programme and Course outcomes through teaching and other activities conducted through virtual mode.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sacc.edu.in/CourseOutcomes">https://www.sacc.edu.in/CourseOutcomes</a>

2.6.3 - Pass percentage of Students during the year

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

95

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.sacc.edu.in/AnnualReportFinalYear">https://www.sacc.edu.in/AnnualReportFinalYear</a>

## 2.7 - Student Satisfaction Survey

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

<https://www.sacc.edu.in/SSSReport>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

0

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

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

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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

06

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

**Extension Activities**

Due to covid19 lockdown, it was difficult to carry out any offline extension activity for the community hence, online awareness programme on 'Road Safety' was organized to ensure awareness among students regarding traffic rules.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

0

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

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS**

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

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

01

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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

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

0

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

**3.4 - Collaboration**

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

0

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

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has state of the art infrastructural facilities for teaching and learning. The college building is on its own land. Out of 8.5 acres of land owned by the society, 1 acre has been allotted to the college. With 10 classrooms, 1 Seminar hall, 1 Smart classroom, and 2 labs for B. Voc, the college is well-equipped to facilitate teaching-learning process for all three courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sacc.edu.in/FeedbackReportIQAC">https://www.sacc.edu.in/FeedbackReportIQAC</a>

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

The college has ample open space as well as a well-equipped Seminar Hall with overhead projector, LCD Screen, air-conditioners and seating capacity of 200 for holding cultural events or activities. Recently completed and inaugurated Sports Complex provides all facilities for indoor sports/ outdoor sports like Badminton, billiards, table-tennis, basket-ball, swimming etc. The swimming pool is made as per international standards. The membership is open for the students as well as the community. Due to Covid-19 restrictions, the drive for membership is yet to gain momentum.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sacc.edu.in/CapacityBuildingSkillEnhancement">https://www.sacc.edu.in/CapacityBuildingSkillEnhancement</a>

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

02

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

02

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.sacc.edu.in/ClassroomSeminarHallICTFacilities">https://www.sacc.edu.in/ClassroomSeminarHallICTFacilities</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

714715

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Though the library is not automated, it is well-stocked with 14441books. The library is used regularly by the students as well as teachers. It has a Reading Room with proper Seating arrangement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-

D. Any 1 of the above



### ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Wi-Fi and other IT facilities are updated by the institution as and when required. The service provider takes care of up -gradation

work.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

80

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

714715

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**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 physical facilities including Laboratories, Classrooms and Computers are made available for the students. Funds are allotted for maintenance of the laboratories and the classrooms which are a part of the teaching and the learning process. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of regular staffs of the institute and with support service from outside. The college garden is maintained by the gardener appointed by the institute. The college has adequate number of the computers with internet and Wi-Fi connections and they are maintained by Experts Personnel of IT/ITes Department. The Language Lab, Computers systems and Software are maintained with AMC of the corresponding service provider. Electrical and the plumbing related maintenance is done with the help of Institute appointed skilled personnel and the expenditure is done from yearly allotted budget approved by CDC.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

76

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

0

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="https://www.sacc.edu.in/CapacityBuildingSkillEnhancement">https://www.sacc.edu.in/CapacityBuildingSkillEnhancement</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

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

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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

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

77

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Students of the college are always at the centre-stage of the most of the activities. To instill leadership qualities in them right from the beginning as well as to expose them at early stage to the working of various academic and administrative bodies, the students are given representation in various committees. Under the able guidance of in-charge teacher, the students' representatives carry out the responsibilities given to them and also act as a bridge between the stakeholders. They also voice students' expectations from time to time, thereby facilitating the working of the college towards students' satisfaction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has formed the Alumni Association but it is not registered. The alumni of the college who are placed at different positions are invited for Annual Alumni Meet. Though any fund is not raised by the Alumni, they do contribute by guiding our students or encouraging them through Guest Lectures and workshops etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year

E. <1Lakhs



(INR in Lakhs)	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The aim of the institution is providing employment oriented quality higher education to the rural students; especially the girls and economically backward students. The motto of the institution, "Towards Empowerment through Education" inspires us at every step.</p> <p>The vision of the institution is to enlighten, empower and ennoble the learners and ensure that the students are properly facilitated for qualitative improvement. The institution is keen to see that the students studying in the institution have sufficient facilities to learn, read and play. So the first priority is to build sufficient infrastructure like Good spacious class rooms, Computer labs, playground, spacious library and state of the art laboratories, separate hostels for girls and boys, college canteen, differently-able friendly campus, proper sanitation and drinking water facility . An assortment of committees and cells are functioning to empower the students like Entrepreneurship cell, Placement cell, Women Empowerment and Harassment prevention cell, NSS, Sports committee, Cultural committee.</p> <p>Covid-19 Lockdown and absence of the students on Campus have created many hurdles in achieving the goals, still efforts are made to attain them once normalcy is established.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.	
Decentralization and participative management is visible in most of	

the Institutional practices right from the governing body to various committees. At the level of Management there is complete decentralization where the President is at the apex of the hierarchy. At the level of administration too, there is decentralization, with the Principal as the authority. At Academic level, various committees have been formed to fulfil the vision and mission of the college as well as to attain the learning outcomes. From College Development Committee to various other committees, the students are given representation as Student Representative, whereas the teachers are assigned the role of Incharge Teachers. Total freedom is given to the teachers and the student representatives to put forth their views.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Perspective Plan of the Institution is prepared and the efforts are made to achieve the targets set through a well-planned mechanism under following heads.

#### Curriculum Development-

The curriculum is prescribed by the Affiliated University. The subject teachers design certain activities related to the context of the syllabus. Activities like field visits, educational excursions, guest lectures and assignments are organized to make the curriculum interesting. In the beginning of the session i.e. during induction programme and beginning of the classes the relevance of curriculum is explained and the methodology is conveyed.

#### Teaching and Learning

Teachers make efforts to make the process of teaching and learning absorbing. Novel techniques are clubbed with traditional way of teaching. Use of ICT is another feature of Teaching Learning Process at the college. Language lab is utilized for students to improve their English as the students are from rural area and are not well versed with spoken English

## Examination and Evaluation

Each subject teacher conducts minimum two unit tests. With the introduction of semester system Unit Tests are held twice in an academic session

## Library, ICT and Physical Infrastructure / Instrumentation

The library is well equipped and has a large amount of books covering all the subjects. A large reading room is a part of the library. Library uses LIB-MANAGEMENT Software. The college has gymnasium, Language lab and rest room separately for girls.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.sacc.edu.in/PerspectivePlan">https://www.sacc.edu.in/PerspectivePlan</a>
Upload any additional information	No File Uploaded

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

The planning and development is as per the academic calendar prepared by the institute every year. All the teachers and Teacher in charge of extension activities get assembled in a joint meeting and read out their activity schedule. All the activities are assimilated to form the academic calendar.

The administration related functioning of the college is computerized and digitalized. Admission process and scholarship applications, details of examination forms, generations of admission cards, preparation of identity cards and all information related to AISHE have been computerized. Computerization and digitization has helped in hassle free functioning and transparent transaction.

Student Admission and Support has been computerized. All the details of the student's database are created for easy access to information. Support services like scholarship and EBC are computerized. The data for enrolment and examination related information is sent online. The admission cards for examinations are generated and printouts are distributed to students.

Subject teacher conducts Unit Tests annually. The tests of different

types like multiple choice questions tests, open book tests and surprise tests are conducted to evaluate the level of preparation of the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.sacc.edu.in/Organogram">https://www.sacc.edu.in/Organogram</a>
Upload any additional information	<a href="#">View File</a>

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

#### Teaching

There is a provision of Welfare Scheme for Teaching faculty as and when required

#### Non teaching

There is a provision of Welfare Scheme for Non Teaching faculty as and when required

#### Students

**Students Insurance Plan from RTM, Nagpur University. Free medical check-up facilities are available to the students.**

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

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

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

0

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

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

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

2

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

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

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

06

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The teachers fill up the UGC recommended PBAS [Performance based Appraisal Forms] annually. The detailed information of their contribution to academics and the research work done are mentioned in the PBAS. The forms are checked by the Screening Committee and are signed duly by the Principal After verifying the evidences. The PBAS Forms form the basis of periodic placements of the teachers in

higher grade.

For non-teaching staff, the CR Form [Confidential Report Form] is filled up and the Confidential Report is prepared. After verification of the form by the Head Clerk, the Principal gives the remark

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

Entries of expenditure are taken by using Tally package. Auditing process is completed after 31st March and the yearly audit is done by the Chartered Accountant. Final balance Sheet is made after the audit.

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

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

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

0



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

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

Being an aided college, the salary is received from the State Government. It is distributed to the staff as per norms. Other sources of the funds are:

1. Tuition fees
2. Form fees
3. Other income sources.

Salaries from the unaided posts are done from the tuition fees and other sources like the Management.

UGC grants are spent for the specific aids for which the grants are given.

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

#### 6.5 - Internal Quality Assurance System

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

IQAC of the college is instrumental in planning, executing and institutionalizing the quality assurance strategies and processes. The Action Plan was prepared at the beginning of the session. The thrust areas for the session 2020-21 were-1] Maintenance of discipline among the college staff. 2] Disseminating values, ethics and morality among the students. 3] Creating awareness about



environmental issues. in order to give active contribution to Clean India.4] To train the teaching staff to submit criteria wise data with accuracy and efficiency. By keeping in mind the above given objectives various activities were planned. Covid induced lockdown proved to be a major hurdle in the path, yet the IQAC efficiently managed to overcome the hurdles by opting for online mode in teaching as well as in conducting various activities like workshop, conferences, and seminar.

File Description	Documents
Paste link for additional information	<a href="https://www.sacc.edu.in/IQACPlanofAction">https://www.sacc.edu.in/IQACPlanofAction</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Meetings of IQAC are held at regular intervals to review the strategies adopted by the institution to improve the functioning of the institution at various levels like - teaching and learning, use of innovative methodologies, assessment, evaluation, learning outcomes etc. IQAC of the college plays a vital and proactive role in giving valuable suggestion on effective curriculum delivery, adopting novel teaching methods, encouraging the use of ICT, supporting and suggesting co-curricular and extra-curricular activities, and acting as a bridge between the management and the institution to take the institution to newer heights.

Since its inception in the year 2016, after successfully getting accredited by the NAAB the IQAC has been successfully submitting the AQAR regularly and is ready to go for the second cycle of Assessment & Accreditation by the NAAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

C. Any 2 of the above

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The college, being a co-education college, emphasis is given to promoting Gender Equity. Womens' Grievance Redressal Committee takes care of the grievances, if any, from the girl students/ lady teachers or employees. Special facilities are provided to the girl students-like Girls' Common Room, Sanitary Napkin Vending Machine etc. The occasion of Womens' Day is used to inspire girl students to carve a niche for themselves in every field.

File Description	Documents
Annual gender sensitization action plan	<p><a href="#">Report on Gender Sensitization As per the Action plan for Gender sensitization for the session 2020-21, the following programmes had been planned. Sr. No. Programme Schedule 01 Essay Competition Sept - 2020 02 Poster Exhibition Nov. - 2020 03 Guest Lecture Jan. - 2021 04 Projeet Feb. - 2021 Due to Covid - 19 induced lockdown the students could not remain physically present in the campus. Hence none of the above mentioned programmes could be conducted Report on ACTION PLAN FOR GENDER SENSITIZATION Women cell at Sharadchandra Arts &amp; Commerce college has proposed to conduct following activities in the session 2020-21 under Gender sensitization programme for the students. Sr. No. Programme Schedule 01 Essay Competition Sept - 2020 02 Poster Exhibition Nov. - 2020 03 Guest Lecture Jan. - 2021 04 Projeet Feb. - 2021 Note : Implementation of the above mentioned schedule fully depends on the Covid-19 situation at that time.</a></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><a href="#">i) Vending Machine ii) Ladies Toilet ii) Girls common Room</a></p>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste**

management Biomedical waste management E-waste management Waste recycling system  
Hazardous chemicals and radioactive waste management

The college manages waste material by segregating it into different dustbins. Specially made small hand-driven carts are also used to move the waste material. The institute also has E-waste management mechanism to deal with the E-waste generated within campus. Due care is taken to dispose it off by following Government's rules and regulations.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

**E. None of the above**

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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college is committed to spread the message of tolerance and harmony through various activities like Guest Lectures, Seminars etc. In the current session a National Seminar was organized on the topic ' Opportunities for India in Covid-19'. On the occasion of the celebration of 'Constitution day', message of religious and cultural harmony was spread

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

With an aim to sensitize students and the employees of the institution to the constitutional obligations like values, rights, duties, and responsibilities of citizens, the institution organized programmes like providing information about various welfare schemes by the government, celebration of Constitution day, and the Workshop on 'Work Culture and Work Ethics' for the non-teaching staff of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

It is the regular practice of the institution to celebrate national/ international commemorative days, events and festivals with an aim to disseminate values, propagate culture and instill in students values like nationalism, patriotism, and good citizenship. Due to Covid- 19 lockdown, the festivals could not be celebrated but commemorative days like Teachers' Day, Gandhi Birth Anniversary, Vachan Prerana din, Swami Vivekanand Birth Anniversary, Shivaji Birth Anniversary, Women's Day were celebrated in virtual mode.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

The IQAC has identified the two Best Practices for the Session 2020-21 after thoroughly discussing their institutionalization. The first practice is a conglomeration of three practices which are unique - 1] The Sai Temple 2] The Cow Shelter & 3] The Outer Parking . The Second Best Practice is - Social Awareness Programmes carried out regularly by the college.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

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

Priority of the institution is to make rural students employable. With this aim in mind the institution is committed to pay extra attention to train the students in communication skills, soft skills etc. apart from professional knowledge. The Dept. of commerce regularly organizes programmes to encourage students for self-employment. The college has a language Lab to train the students in communication skills. Due to Covid-19 lockdown it was difficult to make optimum use of these facilities. Yet the efforts were made to spread the message on 'Self Employment in Covid-19' from online conference platform.



File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

The Future Plan of Action for the next Academic Year 2021-2022 is as follows:

- Increase registration with the cluster of colleges.
- Increase subscription of Journals and Magazines
- Initiate value-added courses for each department
- Conduct community awareness and Development programme.
- Conduct Extension activities with Government organization or N.G.Os.
- To form linkages and collaborations for B.Voc. for internship, on- job training field research etc.
- To organize National level Seminars/Conferences.
- Infrastructure painting work as per need.
- Initiate membership drive for newly constructed Swimming pool and indoor Sports Complex.
- Strengthen entrepreneur development cell.
- Conduct more programmes on Gender Equity.
- Increase students' enrolment in BA/B.COM/B.VOC and Community College as well as to admit students to other B.Voc courses.
- To conduct External Academic Audit.
- To encourage teachers to write Quality Research Papers for UGC Care listed journals.
- To organize awareness programmes for the community.