



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

SITABAI ARTS COLLEGE, AKOLA

- Name of the Head of the institution **Dr.R.D.Sikchi**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **0724-2435140**
- Mobile no **9422161523**
- Registered e-mail **sitabaiartscollegeakola@gmail.com**
- Alternate e-mail **rdsikchi@gmail.com**
- Address **Civil Lines**
- City/Town **Akola**
- State/UT **Maharashtra**
- Pin Code **444001**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Sant Gadge Baba Amravati University, Amravati**
- Name of the IQAC Coordinator **Dr. B. S. Patnaik**
- Phone No. **0724-2435140**
- Alternate phone No. **0724-2435140**
- Mobile **9823464191**
- IQAC e-mail address **bpatnaik7@gmail.com**
- Alternate Email address **asonone67@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.sitabaiartscollege.com/naac_aqar.php

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.sitabaiartscollege.com/academic.php#>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.51	2004	08/01/2004	07/01/2009
Cycle 2	B	2.41	2011	08/01/2011	07/01/2016
Cycle 3	A	3.01	2017	27/11/2017	26/11/2022

6. Date of Establishment of IQAC

09/02/2010

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Two National Level Conferences ,One National Level Seminar and one National Level workshop organized

AQAR for academic year 2021-22 prepared and submitted

Upgradation of Library management software from SOUL 2.0 to SOUL 3.0

Establishment of non formal Sanskrit educational Centre

Solar Energy System is installed

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

Plan of Action	Achievements/Outcomes
To introduce new add on courses	Fourteen New Add on courses introduced during the year
To organize Conferences/seminars/workshops	Institution has organized one National level conference, One National Level Seminar and One National Level workshop during the year
To establish Ph.D Research Centre in New Subjects.	Research Centre in Marathi and Economics approved by the Sant Gadge Baba Amravati University ,Amravati
To introduce Solar Energy system	Solar Energy System is installed during the year

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Council	06/12/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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College Development Council	06/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	20/02/2022

15. Multidisciplinary / interdisciplinary

The Sitabai Arts, Commerce and Science College, Akola, is one of the prominent centers of Higher Education in Maharashtra and offers a blend of academic, cultural, and skill-based education in numerous disciplines of humanities ,Commerce and science and helps students expand their learning by providing enriching experiences and opportunities. It encourages students to strive for excellence and innovation and to strive towards giving back to the community and society on a broader spectrum. The institution keeps research and innovation at the crux of its goals and is working to cultivate and promote the student's passion in the field and subjects of their choice through

multidisciplinary learning. Presently, the institution is having arts, commerce and science faculties. The affiliating university of our institution, Sant Gadge Baba Amravati University is going to implement the CBCS system from next session ,i.e. 2022-23. Our college is planning to incorporate the various programmes accordingly. In the view of the NEP 2020, the institution offers several multidisciplinary programs in a flexible curriculum, including the underrepresented fields of folk art, music, and culture. The Sitabai Arts, Commerce, and Science College works towards developing credit-based courses and outcome-based programs, since learning, and knowledge is the roots of the institution's inception. We, as an institution planning to function and interact at a national as well as an international level through exchange programs, joint degrees, distant-learning programs, international seminars, intensive training, and fellowship programs, etc.

The research regarding local tribals, their rights and their study from various angles have been conducted through the different departments to bring these people in streamline. Social peace, human rights, exhibition of science in art forms (Rangoli, painting, posters, etc) are some of the good practises of our institute. Keeping in view the dropout rate of the students and multiple exit & multiple entry , the institution is following the guidelines of the university. Certificate, diploma and degree level specialised courses are to be framed by the teachers to cater the needs of the students.

16. Academic bank of credits (ABC):

Our institute follows the guidelines given by the university time to time. We Are going to register for the academic bank of credit from the next session positively. Collaboration in arranging conferences., study, tours and student related events are being organised by our institution . 'Role of Music in National Education Policy', the national conference was conducted by the department of Music in collaboration with Lok Kala Academy, University of Mumbai. Some of our faculties had designed their own courses to enhance the value education and behavioural qualities of the students. Some courses have been submitted to AICTE for the approval.

17. Skill development:

The faculties encourage the students to learn the skills to earn the living. Some skill courses from NSQF have been suggested to the students. Value based education is another best practice of our institution. Many programmes, highlighting the human values,

thoughts of legendary scholars, Constitution Day celebration, scholarly speech on Mahaparinirvana Divas of Dr Babasaheb Ambedkar, etc. are conducted frequently in the campus. The institution has done MOU with prominent institutes and industries of the city. People from these industries train our students with vocational skills. Also we're planning to start some skill courses in blended mode of online and off-line.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our college gives opportunity to learn languages like Hindi, English, Marathi, Urdu, Prussian and Sanskrit. Teaching in regional language makes the students able to learn the subject. History, sociology, political science music are taught in Marathi , Hindi and English languages. We have the Department of music with a vision to preserve and enhance Art and culture. Sanskrit department of our college arranges various programmes to inculcate the communication skills and cultural values in students.The institution also supports its faculties to conduct and work on research and design new pedagogical approaches in the curriculum for students. We have adopted approaches to vocational guidance programs and have introduced several skill-based courses and expanded access to Indian knowledge systems using the methods of presentations, online courses, e-reading materials, etc. The Sitabai Arts, Science, and Commerce College attempts to adopt application-based and practical techniques in education in order to ensure the holistic training of a student and further employability opportunities.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Course outcomes and Program outcomes with programmes are displayed on our website . We,as the institution try to focus whether the given outcomes are being achieved or not. Departments have developed their own methodologies to judge the outcomes of the programs

20.Distance education/online education:

he institution is working in alignment of the guidelines of the university regarding CBCS.Students are being guided about the SWAYAM /MOOCS/COURSERA and many other platforms where numerous online courses of their choice are available. These online courses demands the knowledge of use of technology and updated tools. Smart boards, online links of study, material, e-books and contents , use of digital library are some of the

institutional practises which help to make students even more smarter and techno-savvy.

Through the online mode made possible by video lectures and e-notes, the institution simplifies learning for students residing in distant towns and cities by breaking location barriers. The institution promotes value-based education that connects learners to Indian culture and traditions.

Extended Profile

1.Programme

1.1	45
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	4210
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	3217
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1002
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	49
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	00
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	36
4.2 Total expenditure excluding salary during the year (INR in lakhs)	55,01,860
4.3 Total number of computers on campus for academic purposes	67
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	
<p>Our Institution is affiliated to Sant Gadge Baba Amracati University ,Amravati .The college follows the academic calender and plan of the university.According to the university every department prepared their teaching plan and is submitted to IQAC that in turn prepares the consolidated academic calendar and</p>	

teaching plan for the college. The draft is finalized and submitted to the principal who in turn places it before CDC for financial provisions, The important details of plan are given publicity in the prospectus and uploaded on the website. The planning process is varied for each department as the nature of courses and programmes varies.. Science department prepare laboratory manuals, Economics and Sociology departments have their Face book pages ,YouTube channels where additional content is loaded so that students can learn any time and at any place. Field visits are planned meticulously taking into consideration the local environment. commerce department carry out industrial visits. Departments plan their add-on courses as per the needs like skill development, content addition, employability and global competence.. The college follows 'Teachers' Diary' system in which every teacher maintains diary. Thus the institution's process of curriculum delivery is well planned and well documented hence very effective as reflected in its results.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

An academic calendar is prepared by the concerned official at the beginning of session in accordance with the University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards . It is updated and revised with respect to any changes suggested by the university.

1. Classes and Lab time-table - Each department prepares the time table as per the guidelines of affiliating university . Time-table is uploaded on the college website and displayed on notice boards

2. Course files and Lecture Plan- After the allocation of specific papers to the faculty, course file of each paper is prepared consisting of detailed teaching plan. It also contains the assignments ..

3. Internal Examinations-Pre-University Exam is mentioned in the academic calendar. Detailed Examination schedule is announced in

advance, .

4. Question Paper Setting- The question papers of internal exams are prepared by concerned faculties and are approved by head of the department.

5. Exam sheets evaluation- The answer sheets are cross checked in each department to ensure transparent and unbiased evaluation

. 6. University Exams- The tentative dates for university exams are indicated in the academic calendar.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in 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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
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	
00	
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)	View File
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)	
14	
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)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
491	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
The university integrates courses that teach human values in its curriculum. Almost all programs integrate courses that teach human	

values and professional ethics. Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany. Courses that teach human values and Professional ethics in its curricula are Political science, Commerce, English, Sociology, Marathi, Hindi, Sanskrit. N.S.S. and NCC promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. and NCC units undertake a host of activities in the nearby vicinity and in the adopted villages and organize programs including tree plantation, village cleanliness, construction of weir, plastic free drive, open defecation free village, water conservation etc. Various activities like quiz, seminars, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. The college has taken active participation in Swachh Bharat Abhiyan and Swachhta Pakhwada Programmes started by the government. The college celebrates National festivals like Independence Day and Republic Day which serve as a platform to enlighten patriotic and moral values. Major gender issues are focused and addressed through different activities.

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.	No File Uploaded

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

00

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	www.sitabaiartscollege.com
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	www.sitabaiartscollege.com

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 students admitted during the year

4210

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

3217

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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 Institution has developed various practises to identify the slow and advanced learners. Every department conducts subject related assessment methods to find out the learning levels of

students. Some of the methods are given below:- 1. Previous year results.) 3.Written tests(language Departments) 4.Oral/voice test(Department of Music/English) 5.Group Discussion/Brain Storming(subject related) 6.Mock tests . After identifying the slow and advanced learners, some special programmes are being organised. Programs for slow learners:- 1.Remedial Classes 2.Subject related extra classes 4.English grammar coaching 5.Motivational sessions to boost their moral 6.Class notes in simple language.. programs for Advanced learners:- 1.Competitive Exam Coaching 2.NET/SLETCoaching 3.Career Guidance Seminars and Workshops 4.Conducting the programs to boost Scientific approach . 5.Personality development related programmes. 6.Training of soft skills and attitude enhancement. 7.Programs regarding the placement avenues. Advanced students were guided to take part in various online competitions,workshops,quizzes and subject related seminars.Slow learners were provided with study notes,online study materials,PDFs, you tube links ,notes and e-books.Frequent meetings in person as well as on zoom were conducted to be in touch with students and keep their spirits high .

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

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

Number of Students	Number of Teachers
4210	49

File Description	Documents
Any additional information	No File Uploaded

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

Students are encouraged to participate in the teaching learning process. Group discussions, study tours and field visits are the most effective tools ,measured for student's participation. Poster,Rangoli competitions highlighted with subject material and other subject related quizzes ,elocutions are conducted by the

college departments. Problem-solving methods in subjects like mathematics, physics, political science, accountancy are followed and developed keeping in view the need of the students. Various videos regarding value education, gender equality, self defence, geriatric care ,etc we're circulated to different groups of students. Behavioural aspects were inculcated among them along with the education. Also they were encouraged by providing numerous Links for study material, experimental videos and e-books and notes. Adopting online study sessions in pandemic was difficult for the students of ours as they are from the rural backgrounds, but still it was observed that the students are coming forward to accept the changes and challenges in new era.

File Description	Documents
Upload any additional information	No File Uploaded
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

Teachers from every faculty can have the benefit of learning and practising computers. There are LCD projectors for PPT presentations of seminars and study material. Handling these tools promotes the teachers as well as the students towards digitalisation. E-books and e-contents of renowned digital libraries are available for students and research scholars. Digital and electronic tools of Music like Tanpura and Tabla are used in classes and students are encouraged to handle and learn them. Some editing tools and apps are being used by the students of music to enhance the videos, audios and podcasts. Another very useful utility is smart boards and Google classroom. It is proved that the audio-visual and interactive learning process can be very effective and increases learning ability of the students. A strong Wi-Fi is provided to experience a continuous study process. The above stated tools are the splendid collection of the institution. Though in pandemic the colleges were closed and online teaching and learning process was going on, many other ICT tools were adopted by the teachers to cater the needs of the students. Web cameras, headphones, video recording softwares, meeting applications can be stated as some of the commendable ICT tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

49

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

25

File Description	Documents
Any additional information	No File Uploaded
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)	View File

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

11

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 institute has strong mechanism to assess the progress of the students. Keeping in view the every aspect of student, the assessment is done. Internal exams, based on completed portion are conducted twice a year and students are bound to appear for them. Internal exam committee looks after the whole exam process. Apart from these exams, class level tests and exams are being held to understand the student's level of understanding. Practical vocal sessions are carried out for the students of performing subjects like music. Teachers from science faculty arrange various experimental tests for their students. Teachers from the humanities and commerce faculty also arrange the tests and assign them subject related works to assess their progress. All the data regarding the exam as papers, answer sheets, result sheets e.t.c. Is properly been collected and kept in the particular department and committee. In pandemic also students were guided to solve subject related MCQs and write descriptive answers type questions.

The question banks, created by the departments helped a lot to assess the students even in pandemic situation . Also by indulging the P.G. students in various projects, study tours , group discussions, report writing, dissertations etc,

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The institution has a robust mechanism to deal with exam related grievances. There is a 'Grievance and Redressal Cell' formed by the institution to deal with internal exam related issues. This Cell looks after all the matters very efficiently related to queries and complaints of the students. Meetings are conducted frequently to adhere the issues. Emergent meetings are also conducted if found necessary. The Decisions taken, are quick and time-bound as the students are the centre of the issue. One more thing is to be mentioned here that all issues are dealt with the great transparency and without any discrimination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The detailed outcomes of programmes and courses, run by the institution is displayed on the College website. Feedback links of students along with other stakeholders are also displayed on the College website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	www.sitabaiartscollege.com
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Our Institute adopts the syllabus of Sant Gadge Baba Amravati University, Amravati. The syllabus not only contains the study material but also helps to promote the students towards holistic development. The different subjects, taught in the institute, if studied properly, are able to groom the personality of any aspirant. Every faculty has developed its own evaluation process according to the subject Component. Language departments Conduct orals, debates, seminars to find out the outcome attained by the students. Almost in every department written tests, seminars and Group discussions are conducted to measure the outcome of the course or programs. 'Kavya Vachan' by Marathi and Hindi Department, musical performances of students by Music Department, MCQ based quiz competition by the various Departments of Social Science are some of the common practices to check the attainment level of students. Some departments encourage to develop the skills and promote the students towards self employability. The Institute promotes the ethical and social values of students by some very Unique methods. The students are encouraged to visit the hospitals, Anganwadis, Old-age homes, Orphanages, HIV patients etc To inculcate in them the human values and kind perspective towards social imbalances.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	www.sitabaiartscollege.com

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

967	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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://sitabaiartscollege.com/pdf/IOAC/SSS-2021-22.pdf>

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)

00

File Description	Documents
Any additional information	No File Uploaded
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)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

17

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

02

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our Institution provides healthy atmosphere, infrastructure, resources, for enhancement of the capacity and competencies of students and teachers in research and innovative activities. Our institution is a University recognized "Research Centre" in 6 subjects. Our faculty members are recognized supervisors for PhD. A total of 43 research scholars are pursuing their research under their able guidance. The faculty members are also encouraged to undertake Minor / Major research projects. Workshops, seminars and conference are conducted for providing the latest knowledge to the faculty and students. The students of post graduation are motivated to undertake research projects. To enhance innovative ideas, students and teachers are encouraged to participate in Avishkar Research Festival organized by Sant Gadge Baba Amravati University, Amravati. Our Library is equipped with books, journals, E-books which i helps for creation and transfer of knowledge.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

23

File Description	Documents
URL to the research page on HEI website	www.sitabaiartscollege.com
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

60

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

07

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Name of the Extension Activity

Number of Particip-ants

Dat

From -

to -

Objectives of the Extension Activity

Proof Doc. -

1) Visit to Old Age Home

T-04

S-16

28 /9/2021

- To sensitize students to the difficulties and problems of homeless, aged people.

2) Visit to Old Age Home

T-05

S-20

18/ 2/2022

- To sensitize students to the difficulties and problems of homeless, aged people.

1. Visit to Municipal Cooperation Akola

T = 04,

S = 20

26 January 2022

- Student will understand the Problems of self government
- To create political awareness of political issues

4) "Distribution of School Stationary in Zilla Parishad School at Astool, taluka Patur,

T - 6

S - 35

23 Oct. 2021

- To help students of weaker financial background.

5) Swachhata Abhiyan.

T - 5

S - 32

O - 40

28 Oct. 2021

- Create Awareness about cleanliness among students.

6) Organized Meditation Camp Entitled "Sahajyog Dhyan Shibir"

T = 40;

S = 300;

07/01/2022

- Generate Significance of Meditation in daily life.

7) Income Tax Awareness Program

25

13 May 2022

- Awareness and easy knowing procedure of Income Tax Filing

8) Programme on Goal setting in Students life.

80

07-09-2021

- How To prepare goal
- Importance of goal

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - 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

3.4.3.1 - 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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1654

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

19

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 is situated at the heart of city easily approachable from railway station and bus stop. One can easily get public transport for travelling. We have very green and soothing campus, having pleasant environment with big trees and plants. The college has developed excellent infrastructural facilities to support the teaching and learning which is shared by all the programmes in two shifts. Total built up Area of the Main College Building is constructed in 5805.59Sq.Mts. Administrative building consist of Principal Chamber, Office Superintendent Chamber, Account section and six separate windows serving as helpdesk like enquiry, admission , results, forms ,Scholarship etc. All departments have been provided different cabins .There are adequate number of class

rooms .At present college has 35 Nos of classrooms, few of them are well-equipped with projectors , LMS & ICT facilities including two smart classrooms. Girls common room and separate toilets for girls and ladies staff are provided. Separate cabin and research facilities are provided to Ph.D. Research centre. The college has recognized Ph.D. Research center of the Sant Gadge baba Amravati University in the subjects of Sociology, Music, History, Political Science, English, and Library Science. During the current session university has also approved the Ph.D. research centre in Marathi and Economics. The Separate Cabin is provided to IQAC with computer, Internet (Wi-Fi) and printing and photocopying facilities. The college has examination centre with latest IT infrastructure. We have 6 laboratories i.e. Microbiology, Physics, Chemistry, Botany, Zoology and Computer.

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

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

The sports facilities including Play Ground / Games Area are 1888.00Sq.Mts. The college has Seminar hall for cultural and other activities with area of 134.08 Sq. Mt. with all ICT facilities including LCD projector. The Institute provides state of the art sport facilities to our students. Facilities for indoor games such as, Judo and Wrestling with all necessary equipments provided by the college. Students have active participation in it at National and University level sport events. We are proud to mention that a few of our students have bagged National as well as State level awards in sport events. Facilities for Outdoor games such as, Basketball, Volleyball, Kabaddi also available in the campus. Every game has a separate area for playing. We have a special gymnasium center for workout. Yoga center is also provided to students for overall growth and development. Specialized gym & yoga trainers are available for guidance.

NAME

AREA (in Sq Mts.)

Basketball Ground

740

Volley ball Ground

411.18

Kabaddi Ground

390

Wrestling

48

Judo

48

Yoga Center

136.895

Gymnasium

96

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

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

35

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

21,23,042

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software:- Software for University Libraries(SOUL)
- Nature of automation :- Fully
- Version:- SOUL 3.0 (Updated during the session)
- Year of Automation :-2005

The college has a well-equipped and spacious library with more

than 57,000 books (Including Some Rare books) Journals and numerous periodicals, newspapers and E-resources facility, provides excellent opportunities for academic exploration and research to the students, teaching staff and research scholars. Library is using SOUL3.0 Version (Software for University Libraries) software developed by INFLIBNET (An Inter University Centre of UGC) for the library automation. First version of SOUL 1.0 was installed in the year 2005. The second upgrade version of SOUL i.e SOUL 2.0 was installed in the year 2010. Recently the INFLIBNET (An IUC of UGC ,Gandhinagar) has launched the third version of SOUL i.e SOUL 3.0 (Software for University Libraries). During the year(21-22) library upgrade the Library Management Software SOUL 2.0 to SOUL 3.0 with new applications including Web-OPAC .

Modules of the Software

- Acquisition-
- Circulation-
- Catalogue -
- Serial Control-
- OPAC-
- Administration -

Library is using all modules to automate its functions and activities. It is now fully computerized with Barcode facility.. Master database for SOUL software is created in the year 2005. All books and all users details including Students, Research Scholars and Teaching and Non teaching staff s database is also created in SOUL 3.0. Library regularly update the users database . Issue -Return of Books, ID Cards of users, Report generation, OPAC all facilities are automated .

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

1,30,447

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

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

128

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

During the session (21-22) 10 new computers with (Windows 10 Pro) and two printers added in the IT facilities.

Details of computing facilities available in the institute:-

- 67 Computers and 18 Laptops.20 printers ,Copier -03
- All systems are connected to 50 MBPS Wi-Fi Broadband Internet connections.
- The campus is under the surveillance of CCTV installed at strategic location.

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

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)

5501860

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Budget for maintenance is allocated every year for different infrastructure facilities. The College development committee provides the civil engineers and skilled workman whenever the requirement emerges for the maintenance of buildings, electrical systems, plumbing, carpentry and gardening. The Sport grounds, pathways, common areas, faculty rooms, classrooms, laboratories and administrative office, library cleaned and maintained regularly by the outsourced daily wages workers. Rain water harvesting units and environment conservation panels are periodically checked. Under the green campus initiative, dustbins are available with color distinction for segregation of waste at source into biodegradable and non degradable. The water purifiers are available on each floor to provide pure water to the students and staff. The institution makes AMC with expert trained technician for the maintenance of the electrical system. The availability of consumable products in Chemistry, Microbiology, Botany, Zoology and Physics laboratories and Kitchen in the department of Home Economics is checked every day by the respective lab in-charges and restocked immediately based on the requirement of the department. For purchasing of equipments and maintenance as per requirement, the college development committee takes decision and called quotations from different agencies. Quotations puts before the purchase committee for final decision.

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	
3142	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File
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	
00	
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)	View File
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	A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

719

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

719

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

16

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

161

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	View File

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

05

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

06

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

1. Internal Complaint Committee:-

PunamGautamIngle:- Student Representative

PallaviDivakarGopnarayan:- Student Representative

Nikita PramodIngle:- Student Representative

2. Internal Green & Environment Audit Committee

Ashish Dongre :-Student Representative

Vaishvani D. Ugale :-Student Representative

IQAC

1.Ashish Dongre :-Student Representative

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

14

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

Alumni Association of the institution has been registered in 2020 and the registration number is 58/2020/Akola. Bank account of the association is in Central Bank of India (RLT extension counter) account number is 5167287816. The Following Members from various sectors of Society are working actively in this association and we are proud to have members from the elite class society.

Sr.No

Name

Designation

1

Adv.Shrinivas G Khot

President

2

Dr.Shivaji N Nagre

Vice-president

3

Dr.Sandeep B Kale

Secretary

4

Dr. Mamta J Ingole

Joint secretary

5

Prof.Aniruddh M Khare

Co-ordinator

6

Dr.Sunil P Gaygol

Treasurer

7

Dr.Santosh G Kulkarni

Member

8

Prof.Swati D Damodare

Member

9

Sau.Seema S Rothe

Member

10

Dr.Kiran P Waghmare

Member

11

Adv.Nitin O Dhoot

Member

12

Prof.Vishwanath B Garde

Member

13

Prof.AmrishS.Gawande

Member

14

Prof.Padmanand M Tayade

Member

15

Prof.Shailendra G Dubey

Member

16

Prof. Vivek H Hiware

Member

17

Dr. Santosh s Hushe

Member

18

Shri Ninad R Athawale

Member

19

Dr. Radheshyam D Sikchi

Principal & Member

In the Academic Session 2020-2021 the Alumni meet was organized on larger scale and all

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission of the college is as follows

Vision -

To create effective learning environment.

To impart student-focused quality teaching.

To harness student's innovative, creative, and critical faculties.

To generate in them a strong sense of purposefulness.

To encourage their quest for learning and intellectual achievement

Mission -

Sitabai Arts College is a student-centered institution. All our efforts is on the development, promotion, support and empowerment of student's moral, intellectual and professional abilities as well as social and cultural responsibilities. We highly value excellence in every sphere of life and strive to inculcate that value system in our students. This is being translated through effective governance. The Governing Body, Principal and Faculty plays vital role in effective governance. The college management is headed by the Principal and has the responsibility for the

both, academic and administrative work of the college. Various committees comprising members of teaching and non teaching faculty are involved in curricular and co-curricular affairs and administrative functions of the institution. The heads of the departments are authorized to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the Principal. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing Body of the institute is the policy making body. The Governing body comprising of Academicians, Educationalists, Professionals ,shape the academic policy keeping in view the national policies in higher education .The Principal along with the chairperson of CDC and other members are given freedom to plan academic and administrative activities for the smooth conduct and continuous progress of the college. IQAC has the freedom to formulate quality policies and its implementation a discussed and planned at the several meetings conducted in the year. Head of the departments have the freedom to plan, implement, and finalize the activities in view of the available resources by conducting department meetings. The college follows the principle of participatory management. The CDC meetings review college. functioning, making and approving budgetary provision etc. The student council serves as good interface between college authority and students. The faculty members participate in various activities alike seminars, conferences, refresher courses etc. and share their experiences and ideas to continuously bring about improvement in functioning of the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our institution provides healthy atmosphere, infrastructure, resources, for enhancement of the potential and competencies of students and teachers in research undertakings and innovative activities. Our institution is a University recognized 'Research Centre' comprising 8 subjects. 12 of our faculty members are recognized supervisors for PhD. A total number of 53 researchers are persuading their research work under able guidance of our faculty members. The faculty members are also encouraged to undertake Minor/ Major research projects.

Various workshops, seminars and conferences are conducted for providing the latest knowledge to the faculty and students. The students of post graduation are motivated to undertake research projects. To enhance and uplift innovative ideas, students and teachers are encouraged to participate in Avishkar Research Festival organized by Sant Gadge Baba Amravati University, Amravati. Our library is equipped with various books, journals, E-books which help for creation and transfer of knowledge.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 Governing Body:

The Office Bearers are[1]-President, Vice-President and Secretary of Berar General Education Society. The Principal is an ex-officio

member, while there are 2 Teacher Representatives and 1 Non-Teaching Staff Representative.

Administrative Set Up:

The Chairman and secretary Secretary of B. G. E. Society and the Principal are the center of the administration with the former being the final authority in all financial matters. The Principal shares the work with financial projects before the Chairman and Secretary of B. G. E. Society who endorses the same. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the official staff to assist in the discharge of college work.

The Functions of Various Bodies:

The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

There is the Teachers' Council and the Association of the Non[1]teaching staff.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the S.G.B.Amravati University and Government of Maharashtra. The recruitment rules for the teaching staff are as per the government of maharashtra along with the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per Government of Maharashtra.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	www.sitabaiartscollege.com
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Following welfare measures are available to the teaching staff -

- 1) Facility of Provident Fund Loan
- 2) Membership of Group Insurance
- 3) Financial support provided to parents of staff member who died due to Covid 19
- 4) Financial help to participate in Seminars and conferences
- 5) Relaxation in fees to the ward of the staff
- 6) Facility of loans by the Credit co-operative society of the college
- 7) Duty leave to attend seminar and conferences
- 8) Casual Leave
- 9) Medical leave
- 10) Provide free medical checkup
- 11) Family Pension

Following welfare measures are available to the non-teaching staff -

1. Facility of Provident Fund Loan

2. Facility of loans by the Credit co-operative society of the college

3. Provision of advance payment given at festival time

4. Casual leave

5. Medical leave

6. Washing Allowance

7. Relaxation in fees to the ward of the staff

8. Provide free medical checkup

9. Family Pension

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

5

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)	View File

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

4

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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**

4

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**The achievements of the teachers are monitored through Performance**

Appraisal System as per the guidelines of UGC, Govt. Of Maharashtra and Sant Gadge Baba Amravati University Amravati. All the faculty members submit appraisal report at the end of the session to IQAC. The API reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of clock works in a week are computed. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject, that can upgrade his overall performance. The performance report duly filled is assessed by the Principal. The Governing Body of the college ensures the expeditious implementation of all the benefits after the appraisal of the faculty. The appointment of the non -teaching faculty is made through the Government of Maharashtra and after joining the department as per service rules Departmental Promotion Committee (DPC) is being conducted. The principal concerned is being asked to give report (Annual Progress Report of last 3 years) where in the general performance, conduct, and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected Page 134/15

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

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

The college has internal and external audit mechanism. Institution is hiring the services of chartered Accountant for Internal and External Audits regularly. The college audits the salary and non salary grants .The Cash Book is check by accountant daily. It is verified and attested by the daily verification of fees collection and of voucher is done. All the financial aspects are first verified by the superintendent, then principal of the college, Chartered accountant at the end of the year do the internal and external financial audits at the end of each year of every

department. The external auditor verifies these cash books, ledger books, fees, vouchers, stock book, etc. after verification of account books auditor prepare trial balance and receipt payments. After verification auditor prepares and submit the audit report. This audit report is then presented in College Development council meeting for the approval of management. Any queries and suggestions are discussed and resolved satisfactorily. Every year, the audit accounts are submitted to the Joint Director's Office. Up till now there were no major audit objection and whatever minor objections were raised was settled. The external financial audit is carried out by the Auditor of Higher Education, Government of Maharashtra . Auditor suggests budgetary provision for next financial year which was accepted and implanted in next financial year.

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)

00

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

Sources of funds are as follows:

Fees from Students:

Fees are charged as per the university and government norms from

students of various grant in aid and self financed courses.

Salary Grant: The College receives salary grant from the government of Maharashtra. For this, we prepare and send an annual budget of the estimated salary grant required to the Joint Director, Higher Education. This grant includes salaries of the Full Time permanent teachers and Non teaching staff as well as contract teachers .

UGC Grants: Our College is under 2F and 12B as per UGC Act and has Permanent Affiliation of the University. So we are eligible to receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects). We receive financial support from Stakeholders, non-government bodies, individuals and Philanthropists. Our resource mobilization policy and procedures are as follows: The institution has set up a UGC (Planning and implementation Committees) per the directions of the UGC given in the XII Plan.

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

The IQAC of the college monitors all the activities and programmes related to the development of the teaching and learning process, especially in research activities of the college. The various quality assurance strategies initiated by the IQAC of the institution are as follows

- 1) Promotes the use of ICT in the teaching and learning process for the enhancement of the quality of the education.
- 2) Introduction of Add-on courses and programmes.
- 3) Promotion of research culture in staff and students.
- 4) All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars

and conferences related to the teacher-learning process and research.

- 5) Organisation of seminars, conferences and workshops.
- 6) Up-gradation of the IT infrastructure.
- 7) Initiative to inspire the eligible staff members for CAS.
- 8) Establishment of Research centre in various subjects.
- 9) To conduct course work for Ph.D.
- 10) Provide financial aid to the poor and needy students.
- 11) Provides platform for the students to participate in Inter-College, university and state level debates, competitions, seminars etc. Regular meetings of IQAC are conducted under the chairmanship of the Principal and suggestions are taken from all the members of IQAC for improvement.

File Description	Documents
Paste link for additional information	Nil
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

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:

- 1) Students feedback on Curriculum, faculty, teaching learning process and evaluation: The students feedback is conducted as per the following norms: a.) All the students are allowed to give feedback on curriculum, faculty, teaching learning process and evaluation so that actual picture is ascertained. b). After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c). The whole process is being operated through IQAC. 2) Internal Academic Audit: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class

work, regarding the syllabus completed. The Principal is informed about the performance of the faculty members. The regular meetings of the staff council and all the departmental meetings are conducted to update and improve the teaching learning process of the college

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

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

A. All of the above

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

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

Sitabai Arts, Commerce and Science College, Akola sensitizes students and employees regarding gender equity and takes opportunities in keeping the social responsibility of reacting to the events happened in the society by various activities. Campus is well secured with huge walls, also having security guard at the

main gate of the campus. In the campus high quality CCTV cameras and fire extinguishers are installed. A special police surveline called "Damini Pathak" visit the campus at regular intervals. For security purpose or any emergency the police helpline number, anti-ragging committee, faculty members, Grievance cell are displayed on the walls of college premises and website. A specific problem solving committees regarding for girls are created and they always try to safe our campus by various activities. Girls are trained for self-defence with the taekwondo. There are counselling committees like "Antargat Takrar Samiti" and "Dark Warriors". Facility of girl's common room with attached washroom and first aid box Day care unit is available for students and staff. The students are nominated as a members of various committees at a department, institute levels and the institute encourage their participation in co-curricular and extracurricular activities.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

For effective management of waste separate color code are placed in campus, it prevents mixing of waste and common dustbins are

placed at the corridors, road side, outside staff rooms and laboratories.

Blue

Dry

Green

Recyclable

Yellow/Black

Other (glassware, plastic waste etc.)

Solid waste management:

Garden waste, Botanical laboratory waste and degradable Home science waste are decomposed by spreading Micro-organism decomposer to make bio-fertilizer. Vermi compost is also used in Botanical garden. Non-degradable waste and are handed over to the concern authorities.

Liquid waste management

Proper draining facility like septic tank is available for liquid waste coming from toilet blocks of the college. In chemistry

Laboratory waste is treated with 1% sodium hypochloride and used for plants microbial liquid of Microbiology Department are sterilized by autoclaving/bleaching.

Biomedical waste :

Biomedical waste from Microbiology and Zoology Department are disinfected/bleached/sterilized by autoclave and sent for disposal and recycling through Municipal Corporation.

E-waste management:

Computers, printers and other equipment's are donated to charitable organizations after a given period of usage. The waste compact disks are used by students for decoration under best out of waste.

Waste recycling system:

Old answer sheets, submissions, practical records ,Old Newspapers are sent to recycling agency.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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).

Sitabai Arts Commerce & Science College is always lead role in harmony, diversity, eradicate stereotypes, enhance self-esteem, encourage students to have a role of efforts and initiatives in providing an inclusive environment. Teachers deliver lectures with an acceptance and appreciation for different ideas, opinions, and learning styles of the students and make an earnest effort to understand the racial and cultural characteristics of students. Along with curriculum, additional communication and soft skills classes are conducted to make the students from different backgrounds communicate effectively. Women's cell aims at social protection, ensuring tolerance and harmony, reducing vulnerability, building human capital, empowering women and girls, cultural, regional inclusion. Every year national festivals and other events are conducted to emphasize the importance of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. NSS activities of our institution mitigate the socioeconomic diversities and progress them towards leading to a tolerant and harmonious living. Cultural committee and various departments invited lectures, educates the students and makes them aware of their social responsibilities and understand the implications of their actions. In cultural programs, traditions of various regions are respected. Students are involved and encouraged to participate in various co-curricular and extracurricular activities .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Sitabai Arts Commerce & Science College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to maintain conduct as a responsible citizen.

The institute hoists the flag during national festivals to inspire students and staff by instilling the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The students are inspired by conducting various programs based on culture, traditions, values, duties and responsibilities by inviting outside people.

For intellectual, mental, physical and spiritual development of the students and staff, the institute conducts yoga and music classes.

Institute establishes policies that reflect core values. Code of conduct is prepared for students and staff and they are encouraged to follow and maintain good conduct

Guest lectures of eminent personalities are arranged on ethics, values, duties and responsibilities and environment protection. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution, Debates.

NSS activities of our institution designed considering Philanthropic initiatives that include donation of time or resources to government, charities and organizations at local, national levels to help victims during natural disasters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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	View File
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	View File

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

In keeping with the Mission and Vision of the Institute, that aims to inculcate values and nationalism amongst the students by celebrating the national, state festivals and birth anniversaries of great Indian personalities on the college campus every year. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Talks, Essay writing, and Elocution. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

Republic Day ,Independence Day, Gandhi Jayanthi , Youth Day, National Voters Day, International Yoga Day, Earth Day, Women's Day, Hindi Day, Mathematics Day, Constitution Day, Maharashtra day,, Dr. BabaSaheb Ambedkar and Sant Gadge Baba Death Anniversary, National Social Service Day, Birth Anniversary of Mahatma Gandhi and Lal Bahadur Shastri , Birth Anniversary Celebration of "Krantijyoti Savitribai Phule", Netaji Subhash Chandra Bose Birth Anniversary observed as "Parakram Diwas, National Science day, Society inauguration day etc. are celebrated with relevant activities .

The celebration of all the above days,

- Enhances student's sensitivities towards traditions and legacies and provides them a platform to learn skills of event management and boosts their confidence.
- Makes them responsible citizens as they learn a few things about their duties and rights. Patriotism is also developed among them.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

I - Equal Opportunity to all:-

The college provides equal opportunity to the all students giving free admission to them. Nearly 80 students are from backward class community. The college makes special efforts for the development of the students belonging to backward community especially SC/ST/VJNT/OBC/Minority/Handicapped.

Goal

The goal is to provide equal oppournity of development for the

student of weaker section of society and to increase the participation of these students in higher education of the institution. The various scholarships enables the students belonging to the backward classes to continue their education. The college provides free admission.

II - Best Practice The Felicitation of Students and the Staff

The meritorious students are felicitated by giving prizes, medals and certificate of excellence. The staff members are also felicitated for their outstanding performance in research and academic activities. The felicitation programme is organized every year.

1. Goal

The Goal of this best practice is to inspire the students and the staff for their achievement and to boost them for better performance for the development of the society. The students who have given outstanding performance in the N.C.C and N.S.S. Unit are also felicitate

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

The College has completed 83 years of its existence by promoting excellence in the field of Higher education. This Institution has earned its reputation for being a premier Institution in the State .This instituion has produced severel polititions ,adcademicians ,Advocates,Engineers and also doctors of national repute..In the begining it was a single faculty arts collge at the begining.Because of dedicated efforts of faculties and management Science ,Commerce and Law faculty were introduced.Bacause of the fast growth of the institution it was inavitable to seperate the

Science, Commerce and Law faculty. In the year 1961 commerce faculty was separated and emerged as a separate commerce college named as Smt.L.R.T.Commerce College. The science faculty was separated in the year 1971 and law faculty separated in the year 2007. Due to the demand the science and commerce faculty were introduced in the year 2017. Our institution is the student centred institution the focus of all our efforts is on the development, promotion, support and empowerment of students moral intellectual and professional abilities as well as social and cultural responsibilities. To attain all these goals we never deprive any section of the society for admission. Approximately 90 percent of the students intake is from weaker section of the society.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To introduce some more job-oriented and skill based add on Courses.
2. To frame strategies for facing NAAC for 4th Cycle.
3. The IQAC plans to conduct an Energy Audit for the session 2021-22
4. To organize international/National/state level seminar/conference/workshops.
5. To apply for Ph.D. research centre in new subjects.
6. To sign MoU with other institutions.
7. To prepare Institution for Choice Based Credit System.