



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SADABAI RAISONI WOMEN'S COLLEGE

**KHASAR NO. 50, NEAR CRPF GATE NO. 3, MADHAV NAGRI, NAGPUR - 440
016, MAHARASHTRA
440016**

www.srwc.raisoni.net

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sadabai Raisoni Women's College, Nagpur, established in 2006, is affiliated to the S.N.D.T Women's University, Mumbai. S.N.D.T was established by Maharishi Dhondo Karve in 1916 aiming towards women's empowerment through education. The University has the distinction of being the first women's university not only in India but in the entire south-east Asia.

The college is a part of Raisoni Group of Institutions, RGI is one of the premiere most group in the field of education in Central India and is known for its committed efforts towards catering quality education to the aspirants and providing them with the suitable industrial opportunities through its various placement drives. SRWC being part of such esteemed group always strives hard for excellence.

With its consistent performance the institute has created a place for itself in SNTD University. The management and the staff are committed to meet up with the needs and aspirations of local population through its efficient and effective delivery of the academic programmes.

Two courses are offered in the field of computer science & technology, namely BCA and B.Sc.(IT) Both are UG courses with a duration of 3 years each. Courses are run in a semester pattern, with 2 semesters each year making it in all a 6 semesters for the entire curriculum. BCA program has been developed to endow students with the software requirements of the industry whereas the curriculum of B.Sc.(IT) is aimed towards inculcating software, hardware and networking skills in the students making them capable of satisfying any computer and IT requirements of the industry.

Vision

“To achieve excellent standards of quality education by keeping pace with rapidly changing technologies to create technical manpower of global standards with capabilities of accepting new challenges”

Mission

“Our efforts are dedicated to impart quality and value based education to raise satisfaction level of all stakeholders. Our strength is directed to create competent professionals. Our endeavor is to provide all possible support to promote research and development activities”

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Strength, Weakness, Opportunities and Challenges(SWOC)

Institutional Strength

- State of art infrastructure with airy and spacious classrooms with WIFI connectivity, well-equipped computer laboratories, well stocked library, OPAC facility, CCTVs, LCDS, latest teaching aids, canteen and sports room.
- Proactive and visionary management leadership, e-governance, paperless office.
- Experienced, dynamic, committed leadership faculty, staff and disciplined students.
- Exemplary performance in University examination.
- Teaching beyond university curriculum after gap analysis with peer institutes.
- Skill set training to upgrade faculty and students
- Active and resourceful IQAC cell.
- Efficient implementation of planned comprehensive academic calendar.
- Extension activities to enhance the holistic development of students.

Institutional Weakness

- Students lack in communication skills
- University curriculum has not been updated since 2013.
- Non-availability of post-graduation courses in the city from the affiliating University.
- Lack of adequate research.

Institutional Opportunity

- To further improve placement by providing skill based training program.
- Added linkages with industry for Summer Internship Training, Placements and Funding.
- Offer consultancy to industry.
- To achieve autonomous status to have better control over academic delivery to match industry requirements.
- Effective use of strong network of alumni across the country.
- Opportunity for faculty and student exchange.
- Undertaking innovation, R& D activities.

Institutional Challenge

- Sustaining competitive capabilities of students
- To train and motivate students for Entrepreneurship.
- Collaboration with national and international institutes.
- Limitation due to fixed curriculum.
- Getting industry funded projects.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute is affiliated to Shreemati Nathibai Damodar Thackersey(SNDT) University, Mumbai and follows curriculum provided by them, The Institution has developed a structured and effective implementation of the curriculum. Academic planning is done keeping in view Institute Vision, Mission, and PSOs of various programs

Principal – Staff Meetings are held once a month. Review is taken by Principal.

Laptop, internet facility, Wi-Fi and LCD projectors is provided for propagation of ICT tools..

Academic Calendar and Activity Calendar are prepared before the start of each Academic Year and is approved by IQAC Cell. Identification of slow and advanced learner is done. The College invites industry experts, academicians from various universities and research bodies to deliver lectures and to interact with students.

36 certificate courses like Python,office automation, bridge course in mathematics,26 value added courses like soft skills, campus recruitment training, communication skills are organized for skill development of students.22 new courses are in introduced in last five years. The syllabus has a provision of elective options. About 90% students were benefited from addon programs.

Institute initiate numerous activities relevant to cross-cutting issues like gender sensitivity, environment, and Professional ethics into the curriculum. Institute has a formal mechanism to get Students, Parents, Alumni, Teachers and Employers Feedback through online and offline mode. Every feedback received from any of the stakeholders is analyzed critically. The valid points of improvement from all feedback reports are prioritized in terms of their relevance and importance and are taken into consideration for improving the curriculum. Feedback is collected and analyzed for all the stakeholders.

Teaching-learning and Evaluation

Taking into consideration the different learning capacities, the college provides a seamless learning atmosphere by productive and interactive teaching learning techniques. These tools and techniques create higher order thinking in students. The admissions are done strictly adhering to the rules and regulations of UGC and SNDT Women's University, Mumbai. The norms regarding the eligibility criteria, admission policies for different courses and facilities offered by institute are published in information brochure by institute. The institute takes special efforts for initial assessment of enrolled students from diverse backgrounds to understand their learning levels and accordingly plans various activities for their overall development. For this, various teaching learning techniques are implemented by institute which includes synergistic, participative and collaborative approaches through learning management systems and practicum.

Institute maintains teachers' quality by decorous recruitment process and upgrades their quality through different training programs. Institute arranges domain specific industrial visits to bridge the gap between academia and industry.

Institute invites alumni students to have interaction with students to share views about the recent developments

and current market requirements.

To accelerate the effectiveness and efficiency of students, the institute makes reforms in continuous internal evaluation process. The institute monitors the evaluation process by testing quality of exam questions, regular conduction of examination, timely declaration of results and redressal mechanism for grievances.

For continuous improvement in teaching learning process institute takes various feedbacks like, student, parents, teachers, alumni and employer feedback. Thus, Teaching-learning criteria cater for overall development of students and institute tries to makes ideal technocrats.

Research, Innovations and Extension

Institution has created an ecosystem for innovations including incubation center to promote startup and entrepreneurship innovations development. Also other initiatives taken for creation and transfer of knowledge like Industry Institute Interactions, Guest Lecture, Industrial Visit, and Industry sponsored projects, motivation to faculty member and students for publications, professional membership etc. 53 Seminars have been arranged for IPR and innovative practices.. Institute has stated code of ethics to check malpractices and plagiarism in research. Institute provides incentives to teachers who receive state, national and international recognition/awards. Faculties have published 23 books and chapters; 13 research paper in UGC notified journals; many papers published in nation/international conference- proceedings.

The college has significantly contributed in extension activities and outreach programs under corporate social responsibilities like blood donation, tree plantation, 'Swachha bharat abhiyan'(cleanliness drive), visit to old-age home, computer awareness program for village students, training of teachers of other schools by trained faculty of our institute(Teacher in You), cyber awareness programs to nearby school and high school students. Traffic awareness program, rallies for river, rally for de-addiction drive, etc. is organized in the village. The institute also organized various activities through NSS, Rotary Club. Due to above contribution to the society, institute has received various awards from Governments and Non-Government agencies.

Through various linkages like internship, field trip, live field projects, and collaborations, MoUs with industries, corporate houses etc. the institute focused to bridge gap between industry and institution during last five year.

Infrastructure and Learning Resources

Institute has well developed infrastructure in 10 acre area. The institution has provided adequate facilities for teaching– learning, viz., classrooms, laboratories, computing equipment, etc. as per State Government and SNTD women's University,Mumbai norms. Institute is also focused on providing sports facilities for indoor games, facilities for cultural, yoga Centre, etc. Institute has ICT facilities and are effectively utilized. Institute has also established one smart class room to make students more aware of recent teaching techniques. Institute is also more focused on infrastructure augmentation, yearly average budget allocated for infrastructure augmentation.

Library is well developed along with digital library and reading room. Library has sufficient number of books and other data resources. It is also enriched with rare books, special reports, manuscript, NPTEL video lectures. The Library is automated with SyNchRoniK software, which is annually updated from service

provider. The institute has membership of e-journals to make students and faculties up to date with current research. Institute has taken subscription from DELNET for availability numerous e-books, journals, etc along with that institute has preserve wide database of various e-resources like e-books/pdf books, NPTEL video lectures, etc.

Institute regularly updates the various IT facilities. Institute has internet facility through lease line by service provider.. Institute has adequate number of computers. Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years is 69.89%. Institute has established SOP'S for maintaining physical, academic and support facilities.

Student Support and Progression

Institute assists the students to avail the benefit of scholarships that are at government & non-government level. For student's-welfare various committees in college are formed, that takes care of circular & extra circular activities. At institute level various expert lectures, and workshops for career guidance, competitive and entrance examinations are organized. Technical event is organized every year by institute. Besides organizing extra classes, Institute organizes personality development and communication skill enhancement workshops. Institute supports student to excel in different domain such as awards in academics, sports, placement and higher education.

In order to give opportunity and platform to talented students and sportsman, college organizes Annual sports meet and social & cultural gathering every year. These are organized by Students and sports committees. Institute takes effort to make atmosphere friendly under the scheme of mentor-mentee. It provides necessary support in academic professional and professional needs.

G.H Raisonni Alumni foundation has been formed & maintain to provide platform for its alumni to connect lifelong connection.. Alumni meets are conducted every year by college. Alumni contributes in teaching & learning process like expert lectures, arranging industry visits. T& P department is formed that provides training in technical aptitude & personal competency & facilitates job placements.

Governance, Leadership and Management

Institute vision and mission is stated and to achieve it various decision making levels are structured. Participative management from each level is executed using decentralization.

Internal Quality Assurance Cell (IQAC), College management Committee, T&P cell, Grievance Redressal Cell, Internal Complaint Committee, Research and Development, Anti-ragging Committee, Library Committee, Minority Committee and so on so forth contribute to participative management.

Organizational structure defines the functions of various levels. According to the area of e-governance, software like TALLY ERP 9,RAMS, AIMS, and SyNcHrOnIk are used.

Different welfare measures for teaching and non-teaching are stated and provided. Financial support is provided to teaching staff members for attending technical programs. Institute has organized 59 professional development programs for teaching staff members. Performance appraisal system for teaching and non-teaching staff has been described in detail.

Various internal and external financial audits carried out regularly. We have stated different institutional strategies, policies and procedures for mobilization of funds.

Benefits, strategies and processes of IQAC has helped institute in improving quality standards. Teaching learning process, methodologies of operations and learning outcomes are stated. Institutional reviews and teaching learning reforms described with the help of outcome base teaching learning and CIA evaluation

Institutional Values and Best Practices

During the last five years institute has organized numerous Gender Equity programs in the campus. For providing safety and security CCTV-cameras installed, Counseling done and common room facility provided. A dedicated Internal complaint committee (ladies grievance cell) is formed to redress the grievances of females. We have replaced 60% of light bulbs are replaced by LED bulbs.

Solid waste and sewage water is used as fertilizer for plants. Water is charged into the groundwater by successfully implementation of Rainwater harvesting practice. Used sanitary napkins are disposed of by specially installed bins maintained by a Hygiene company in girls' toilet. We regularly conduct different activities for green initiatives like Tree plantation, Plastic free campus. Green audit has been done. The Institute has a tie-up with a company (Eco-centric Pvt.Ltd) that deals with e-waste. It regularly collects the e-waste and takes it away for proper disposable.

We have facilities for Divyangjan like wheelchair, Ramps, Braille software, Rest Rooms, Common Rooms, scribes for examination and Ambulance.

We implemented total 20 programs during last 5 years. The institute organized "Admission Counselling for Maharashtra" and Other than Maharashtra Candidates, conducted "Mock MH-CET Exam-2019" at GHRAET Campus, Nagpur. Also, we organized a program on "Women Saving Group", Healthy baby contest at ICDS center, Eye Care camp ,a cleanliness program "Ek Kaadam Safaye Ke Aur" (Cleanliness drive) at Sukhali Village, district Nagpur. Distribution of Books at Govt. School at Isasani Village, Organised a Computer Literacy program through mobile computer van at Sukhali Village.

The institute maintains transparency in financial, academic and administrative work by using AIMS, RAMS and SynchRonik Software's.

To scrutinize Eco-system for academic development institute introduced mentor-mentee program, RAMS, AIMS and feedback from stake holders is taken to improve the overall progress of institute.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SADABAI RAISONI WOMEN'S COLLEGE
Address	Khasar No. 50, Near CRPF Gate No. 3, Madhav Nagri, Nagpur - 440 016, Maharashtra
City	NAGPUR
State	Maharashtra
Pin	440016
Website	www.srwc.raisoni.net

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Amina Vali	0712-6620624	9373107200	0712-6630871	187.raisoni@gmail.com
IQAC / CIQA coordinator	Shakti Sharma	0712-6617181	9822769434	-	shakti.sharma@raisoni.net

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes Approval of Minority Status.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Hindi
Any Other	

Establishment Details	
Date of establishment of the college	03-07-2006

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Smt. Nathibai Damodar Thackersey Women's University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1568960748.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Khasar No. 50, Near CRPF Gate No. 3, Madhav Nagri, Nagpur - 440 016, Maharashtra	Urban	0.52	2785.8

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCA, Department Of Computer Science	36	HSc	English	132	128
UG	BSc, Department Of Computer Science	36	HSc	English	132	130

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				27			
Recruited	0	1	0	1	0	0	0	0	6	21	0	27
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	13	0	0	13
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	1	4	0	5
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	3	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	1	0	0	0	0	4	18	0	23

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	645	40	0	0	685
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	49	54	38	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	8	7	3	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	125	113	88	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	67	42	57	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	9	18	15	0
	Others	0	0	0	0
Total		258	234	201	0

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 98

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
693	654	621	499	389

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
436	397	349	275	429

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
201	187	194	76	79

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
28	20	18	16	16

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
28	20	18	16	16

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 9

Number of computers

Response: 260

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
75	39	35	24	36

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution ensures effective curriculum delivery through a well planned and documented process

Affiliation

- The college is affiliated to Shreemati Nathibai Damodar Thackersey(SNDT) University, Mumbai and follows curriculum provided by them
- The Institution has developed a structured and effective implementation of the curriculum.

Planning for curriculum delivery

Principal – Staff Meetings are held once a month. Review is taken by Principal as below:

- No. of classes engaged & syllabus coverage as per teaching plan
- Quality of question papers of unit test
- Attendance of students in classes
- Continuous assessment of term work, assignments results of unit test and grievances if any
- Communication with parents

Institutional support

- Laptop, internet facility, Wi-Fi and LCD projectors.
- Updated library facilities, reference books, e-journals and databases.
- Financial assistance for attending workshops, Conferences etc.
- Faculty development workshops conducted regularly.

Academic Calendar:

- Academic Calendar and Activity Calendar are prepared before the start of each Academic Year and is approved by IQAC Cell.
- Planning for Technical, sports as well as cultural activities are taken care of in the calendar.
- Curriculum enrichment programs are planned at the beginning of the session.

Course File

- Each faculty prepares own course file containing- vision, mission, academic calendar, individual time-table, syllabus, lesson plan, notes, unit test papers, university question papers, assignments,

question banks, list of reference & text books

- Audio video lectures like NPTEL etc. are shared with students

Identification of slow and advanced learner.

- Information from admission data and discussion with mentors helps to identify slow as well as advanced learners.
- Result analysis of Unit test is carried out.
- Based on both the above points the weak learners are identified and remedial classes are conducted by respective subject teachers. Conduction of peer teaching by advanced learners further enhances their subject knowledge and confidence.

Student enhancement programs

- Apart from the regular faculty of the institution, the College invites industry experts, academicians from various universities and research bodies to deliver lectures and to interact with students.
- The college has MOUs with industries and organizations for internship, student projects, guest lectures & placements .
- Seminars and Workshops based on the curriculum are conducted for the academic enrichment of the students.
- Poster Presentation Competitions, Quizzes, etc. are conducted by the departments in relevant fields in connection with the curriculum.
- All classes are equipped with ICT facilities for easy and effective delivery of the curriculum. Teachers are given periodic training to update their technical know-how on recent developments in academic areas.
- Well-equipped library has been set up to provide students with specialized knowledge in the concerned disciplines .
- Lesson plans are prepared in the standard format provided by the institution.
- Apart from the regular curriculum topics, contents bridging the curriculum gaps & real life applications are emphasized during lectures.
- Course files for theory & lab manuals are maintained by concerned faculty.

Teaching Methodologies:

- The classroom sessions are interactive and supplemented with PowerPoint presentations. The students are encouraged to think independently.

Laboratory:

- Training and practical based learning is implemented in order to train the students .

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 36**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	8	6	6

File Description**Document**

Minutes of relevant Academic Council/BOS meetings

[View Document](#)

Details of the certificate/Diploma programs

[View Document](#)

Any additional information

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 40.82**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	0	0

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)

Any additional information

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 22.45**1.2.1.1 How many new courses are introduced within the last five years**

Response: 22

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 89.48

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
636	595	578	402	354

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

Cross cutting issue relevant to Gender:

- Seminars are conducted for the students to sensitize them on gender issues.
- Seminars relating to girl child nutrition and hygiene are conducted.
- Seminar on Sexual harassment rules and regulations conducted regularly.
- Self-defense camps organized for students.
- Women's Day celebrated with great enthusiasm.
- Rallies and road shows for 'Beti Bachao' campaign (Save girl child).
- Entrepreneurship development program in collaboration with TIE, Nagpur (an NGO for entrepreneurship development).
- Women empowerment through internships and field projects.
- CCTV surveillance in college premises.
- Internal complaints Committee is formed consisting all female faculty to solve relevant issues.

Environmental and Sustainability:

Students have a compulsory course on Environmental Studies (Code: BCA Sem 2104) in their curriculum prescribed by the University.

Year/Semester	Subject	Subject Code
BCA SEMESTER-II	Environmental Science & RTI	BCA2104
B.Sc.-IT SEMESTER-II	Environmental Science	IT2101

- The college has taken up tree plantation drives in nearby areas regularly with a view to have green campus.
- Students of the institute taken part enthusiastically in 'Clean India Mission' and performed a skit

in rural areas to bring awareness about cleanliness, hygiene and health amongst the villagers of this region.

- Energy Audit Certification is done.
- More than 80% of lightings are replaced by LEDS for entire campus.
- Collection of nirmalaya (flowers,etc) at Ganesh Visarjan.
- Conservation of water seminars organized.
- Paper-bag making of waste newspapers and distribution of bags at nearby shops.

Human Values

The following programs were conducted by the institute to describe the Human values

- Yoga day
- Help to Old age home
- Celebration of festivals at orphanages, beggar's rehabilitation center, Deaf & Dumb home.
- Rakhi festival at Police station and Central Jail
- Blood Donation Camps
- Health Check up Camps
- Celebrations of birth dates of great peoples of India – Sardar Vallabhbai Patel, Gandhi Jayanti etc.
- 'Save and educate girl child' street plays at Ganesh Pandals
- Organ donation seminar

Professional Ethics into Curriculum

Codes of professional ethics has been established by the institute. Also the courses mentioned below, which are a part of syllabus help in creating awareness about professional ethics.

Year/Semester	Subject	Subject Code
BCA Semester-I	BUSINESS AND TECHNICAL COMMUNICATION SKILLS	BCA1101
BCA Semester-VI	Enterprise Resource Planning	BCA6102
BCA SEMESTER-VI	Intelligent Property Rights, Patents and Cyber Laws	BCA6103

BCA Semester-VI	Elective-1 E-Commerce	BCA6104
B.Sc.-IT SEMESTER-V	Internet Security	IT5102
B.Sc.-IT SEMESTER-VI	Intelligent Property Rights, Patents and Cyber Laws	IT6101
B.Sc.-IT SEMESTER-VI	Elective 3 Customer Relationship Management (CRM)	IT6104

Mechanism for plagiarism check, etc are followed to imbibe professional ethics. Seminar on Intellectual Property Rights, Patents etc are conducted on a regular basis

On the whole, the College strives to ensure that not only a technocrat is developed but a complete human being with good civic sense and healthy mind is developed

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 26

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 26

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 33.62

1.3.3.1 Number of students undertaking field projects or internships

Response: 233

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 4.64

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
41	33	29	21	13

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 83.71

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
258	257	234	203	230

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
264	288	288	288	288

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 89

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
436	397	349	275	193

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners

Learning levels are assessed initially keeping in mind the following objectives:

- Identification of slow and advanced learners.
- To meet diverse learning needs of students.
- To bring fine tuning in teaching learning process. Assessment Techniques

Induction Program:

An induction program for the freshers is conducted on the first day of college. Faculty is introduced to the students. Information about rules regarding attendance, remedial classes, mentor mentee system, detention, examination, is given.

Activities in Induction Program

- Role play
- Poster making
- Quiz contest
- Interaction with seniors

- Interaction with alumni

Entry Survey questionnaire is based on following points

- Basic knowledge of technology (Computer/Internet)
- Programming Language knowledge
- Location of 12th passing or graduation
- Board of 10th and 12th Medium of education
- Communication in English

The institute has streamlined mechanism for continuous monitoring and evaluation of the students. To find out the learning levels of students, institute does following summative and formative evaluation, based on which they are identified as slow and advance learners.

Formative Evaluation:

Formative evaluation summarizes the student's development during outcome based continuous assessment in following ways:

- Question answer session during lectures.
- Tutorials
- Assignments
- Chapter Test/ Unit Test
- Surprise test
- Technical quiz

Summative Evaluation:

Summative evaluation refers to the assessment of students where the focus is on the outcome of a program. The following approach is adopted for assessment:

- Previous semester/year result analysis

If students score less than 40% in summative and formative evaluation then they are identified as slow learners. And if they score more than 60% in same then they are categorized as advance learners.

After the slow and advanced learners have been identified then further action is taken as follows

- Remedial classes are organized for the slow learners so that they can keep pace with the class
- Advanced learners are encouraged to take up task work so as to further enhance their performance

Mentoring is done on the basis of -

- **Unit test performance**

- **Subject Teacher opinion**

Facilities provided for Slow Learners:	Facilities provided for Advanced Learners:
Communication Skill classes	Peer Teaching
Remedial Classes	Participation in extracurricular activities
Mentor Mentee Scheme	Leadership in various activities
Psychological counseling	Help to teacher in research activity
Question Bank	Conduction of activities like Poster presentation Conferences
Model answer	Question Bank
Notes	Involvement in co-curricular activities
Guidance on how to answer the paper	Additional Book Facility

Outcome:

- Results of identified slow learners are improved
- Advanced learners secured merit ranks

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio**Response:** 24.75

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response:

Student centric teaching is our thrust for teaching-learning process. To meet this requirement the institute adopts the following practices:

Experiential learning:

To increase the practical knowledge institute practices the following:

- Institute encourages students for internship and supports them with the list of organizations and request letters to gain experience of industry environment.
- Institute arranges domain specific industrial visits to foster a closer relationship between academics and industry.
- Projects/mini-projects are selected and completed as per the domain specific /application requirement. In execution of projects technical support is provided.
- For classroom based experiential learning institute supports seminars, presentations and group work

Synergistic/ Participative Learning:

To increase the knowledge through interactive and participative learning, following methods are practiced by the institute:

- Lectures are delivered using interactive methods such as discussion, brainstorming on question answers and tutorials.
- Under continuous internal evaluation, interactive experimental learning in the laboratory is accomplished by students with the necessary guidelines by subject teacher.
- Expert lectures by academicians/industries are arranged for required subjects and advanced topics to enhance the concepts of the students.
- Students are encouraged to participate in group discussions, hands on sessions, workshops, technical events, seminars with required guidance to meet the outcome based education.
- Peer learning: Assignments/seminars are framed/arranged such that these are performed in groups for participative learning based outcomes.

- Various student clubs are formed for exploring the hidden potential of students.

Problem solving Methodologies:

The institute has adopted the following methods for problem solving learning:

- To effectively utilize the contact hours numerical based tutorials/assignments are given to the students to complete in order to improve problem solving skills.
- Mathematical tricks and techniques are taught to speed up their problem solving abilities.
- Aptitude tests are conducted for final year to enhance their analytical thinking.
- To understand and reinforce concepts, the institute supports students to perform interactive simulations using modern design tools and software under the guidance of faculty.
- In addition to all this students are encouraged to handle events and activities which helps them to build leadership skills and teach them team work spirit.

The Outcome of all these techniques are:

- Problem solving capability is enhanced.
- Creativity ,curiosity, accountability is explored and enhanced.
- Sharpened technical and managerial skills.
- Improved confidence level which helped in placement drive.

File Description	Document
Any additional information	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 28

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 24.75

2.3.3.1 Number of mentors

Response: 28

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

To create a responsibility of learning in students and making learning as a process of knowledge construction, the institute has taken the following steps

- Institute invites industry experts to take lectures for students on latest development & issues.
- Institute arranges domain specific industrial visits to bridge the gap between academia and industry.
- Institute invites alumni students to have interaction with students to share views about the recent developments and current market requirements.
- Faculty members conduct workshops on recent trends and technologies using subject related modern tools and software. A pre and post questionnaire is given at beginning and after the workshop ends to assess the understanding of the students.
- For experiential learning, students attain the industry internship programs during vacation period in consideration with the institute. With the help of this activity students gain recent practical knowledge as well as become familiar with industry environment.
- Faculty members use modern practical tools like videos and power point presentations for better understanding of course.
- Faculties take different kinds of brainstorming sessions like puzzle, educational games, aptitude test for students in order to enhance analytical thinking
- Peer learning with respect to understanding of concepts, project work, difficulties is promoted as per the requirement.

To improve the teaching techniques in faculty members and make the learning process more students centric, the institute has taken following steps:

- Institution organizes in-house training programs for faculty to sharpen their instructing and mentoring skills.
- Faculty members are encouraged and/or sponsored for technical as well as other training programs which help them to embrace new and innovative methodologies.
- Expert faculty members guide the budding teaching faculty members to improve conveyance techniques. The impact of these efforts is observed in enhanced academic performance.
- The institute promotes faculty members to attend FDP, STTP, research publications, etc., with necessary seed funding to galvanize their knowledge.

File Description	Document
Any additional information	View Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 10.29

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	2	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.14

2.4.3.1 Total experience of full-time teachers

Response: 228

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 96.94

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	2	2	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 27.34

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	5	5	5

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Continuous Internal Evaluation (CIE) system at the institutional level is in the following ways:

- Regular assignments are given to the students based on the chapters
- Two Unit tests are conducted every semester and an average percentage of these marks are considered for internals.
- One Pre University exam is conducted every semester

Institute assesses term work internally considering various assessment tools. There is a structured a common pattern to assess the term work which includes weightage for attendance, performance in academic tests and assignments of respective subjects.

The distribution of Internal Marks is done as follows

S.No.	Particulars	Total(25)	Total(50)
1	Attendance	5	10
2	Assignments	5	10
3	Unit Test (Average of 2 tests)	4	8
4	Pre University Examination	6	12
5	Class room Conduct	2.5	5
6	Other Activities	2.5	5

As per the instructions of SNDT Women's University, Mumbai, the institute has appointed College Examination Officer (CEO), for the smooth conduction of various examinations with necessary time bound communication to SNDT. Results and related grievances for all examinations conducted by the University are declared and communicated to students through CEO.

Reforms in the CIE:

In order to increase the employability skills of the students the institute introduced a 12-15 days workshop in Campus Recruitment Training for the students of final year from the year 2015-16. This training is done with the objective of enhancing the aptitude skills of the students. Extensive sessions on logical reasoning, problem solving, resume writing, group discussions and interview skills are conducted.

AMCAT has been introduced in the year 2018-19

Industrial Visit Reform:

A feedback report written by the students after a visit to the industry has been initiated since the year 2018-19 in order to gauge their understanding and knowledge.

Institute invites the external faculty as per requirement to evaluate project work done by final year students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Transparency in Internal Sessional Examinations:

Internal Sessional Examination (ISE) aimed at continuous assessment in theory subject. Institute conducts two ISE per semester as per the academic.

Academic Calendar is displayed on the website of the institute.

After ISE, answer sheets are shown to the students in the classroom. Expected answers of the questions are

discussed by the teacher in the class.

Grievance Redressal

There is a grievance committee formed for every session. Grievances if any, pointed out by the students are attended.

The grievances are redressed with as per the set procedure of the institution.

In case there is a change in marks, new marks are considered as final. Declaration of Marks:

The marks obtained by the students in ISE are displayed on the notice board. Signature of students is taken on the marks summary.

Communication to the parents:

Mentor teachers communicate the performance of the students to their parent.

ISE marks of two unit tests are also displayed on notice board at the end of semester. Opportunity to genuine cases:

If student missed out any ISE due to genuine reasons like medical problem, competitive exam then the issue is put up to the exam grievance committee.

The retest is conducted, as per set procedure of Institute. Internal Continuous Assessment

Internal continuous assessment is used to grade the students for their completion of task in practical. Attendance record is displayed every month.

Poor attendance is communicated to parents. Practicals:

The institute has developed robust guidelines to distribute the internal continuous assessment marks, which is followed by all departments in every semester.

Seminars, Project, Special Study:

In time table separate hours are allotted for seminars and projects for regular review and consultation with guides.

For seminars, project and special study presentations are conducted regularly and periodically.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Student Grievance Redressal Committee:

Grievance Redressal Committee is constituted to redress the grievance of students related to internal examination.

Committee is displayed on the web site.

Any grievance related to internal examination particularly Unit tests is redressed by the committee as per the norms of the University and department.

Normally grievances are very few since lot of care is taken by the faculty in evaluation. The nature of the grievances is as below:

1. Answer not assessed
2. Not satisfied with the assessment
3. Total is not correct

Committee decision is conveyed to the student by subject teacher.

If student is not satisfied with the committee decision, he has a right to make appeal to the institute level grievance cell.

Marks secured by the students are displayed for conducting the unit test schedule is displayed on notice board and preparation is done in line with ESE.

University examination grievance related information:

University has a separate mechanism for conducting examinations under Controller of Examinations. University conducts both theory and practical examination.

University declares schedule of examination well in advance.

Schedule is available in the Academic calendar on the university web site. Students have to apply for examination in the prescribed form along with photo. Institute checks the correctness of the data filled by the candidate.

University sends the summary of total number of applicants appearing for the exam through e-suvidha.
Handling of grievances:

Exam section of the institute handles the grievances related to examination conducted by the University.

University has its own rules for the redressal of grievances regarding issuance of hall ticket, revaluation, providing photocopy copy of the answer sheet, challenge etc.

If student is not satisfied with his result there is a provision for requesting revaluation, getting photo-copy of the assessed answer sheet within 8 days.

Photocopy is provided by the University.

Student can get it checked by her teacher or any expert from that subject.

After that, if student thinks that she can secure more marks then he may challenge the assessment and ask for revaluation.

This process is also time bound.

University gets the paper revaluated through recognized panel.

If there is a change in marks, result is conveyed to college.

In short, the overall exam system whether it is university level or institute level is time bound and absolutely transparent.

It is well defined, efficient, and transparent so that not a single student is deprived of justice. Moreover, due to online evaluation of paper checking the result are announced early.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Adherence as Academic Calendar of University:

University prepares the academic calendar before commencement of academic year. Semester

starts and ends as per the university guidelines and university academic calendar.

Adherence as Academic Calendar of Institute:

- Institute prepares academic calendar in the month of May every year, almost two months before commencement of academic year.
- Institute prepares its academic calendar by considering the schedule given by university.
- Internal Sessional Examination is scheduled in institute's academic calendar.
- In the schedule of ISE if there is any holiday declared by university then the ISE time table is rescheduled and it is conveyed to the students.
- If there is a deviation in the schedule due to genuine reasons, an office order is issued by the Principal with respect to change in schedule and the same is notified to the department and students.
- In genuine cases, if any student fails to appear for any of the unit tests then retest is permitted which is also scheduled in the academic calendar.
- Guest Lecture and Industrial Visits are also mentioned in Institute Academic Calendar.
- Coordinator of Guest Lecture and Industrial Visit plan to conduct these activities in advance and try to adhere it as per academic calendar.
- It may vary as per expert invited in Guest Lecture and company flexibility.
- Diwali vacations, winter vacations and summer vacations are as per the institute and department
- Academic calendar prior to which corresponding semester of each academic year gets over.
- Along with prescribed curriculum, various events organized by institute is mentioned in academic calendar

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Yes, Institute has adopted Program Outcomes (POs) .Similarly, Program Specific Outcomes (PSOs) are formulated by the institute for all the programs. Course Outcomes (COs) are also specified by SPPU/MSBTE in syllabus itself.

Students and faculties are made aware about POs, PSOs and COs by following ways:

POs, PSOs and COs are included in faculty course file.

CO-PO and CO-PSO mapping methodology is explained to students by teachers/mentors in class.

A common methodology for attainment of CO-PSO-PO is designed by IQAC, followed by institute and communicated to students for their understanding.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of COs, PSO, and POs with respect to theory and lab is carried out according to following mechanism:

This common format includes planning of course delivery, teaching plan for each topic of syllabus, mode of teaching (traditional classes, visualization, seminar, expert lecture etc.), CO-PO mapping with its matrix, CO-PSO mapping with its matrix, assignments, chapter test question papers, university in-sem/end-sem current year and previous year question papers.

Institute takes unit test for UG students, internal chapter tests are conducted for continuous internal evaluation (CIE).

Chapter test are conducted by subject teacher after completion of two units. The pattern of these tests is in objective form and designed by considering COs of the respective subject.

Assessment of Chapter test is done and result for the same is informed and notified to the students.

The attainment of Cos, POs is evaluated for the all chapter tests. Cumulative attainment record for all subjects Assignments are designed according to CO and circulated to students for completion. Students solve and submit the same for evaluation purpose. Assessment of these assignments is done regularly and attainment of Cos, POs is calculated.

Mapping for POs, PSOs and COs is done in each subject.

The assessment tools for lab work are: attendance, performance, timely submission of journal/lab manual, mock oral exam.

At the end of each semester the course exit survey is conducted by respective faculty member from

students and analysis for the same helps further improvement in curricular delivery.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 80.73

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 155

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 192

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 98

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Startups are incubated in incubation center, which gives them a chance to bring their business in

shape, before they reach out to the world. Raisoni Group of Institutions has well established Central Incubation center located at Nagpur. In Incubation center Computers, Internet connectivity (wired and Wireless), Video Conferencing devices, and printers, etc facilities are provided.

Other initiatives for creation and transfer of knowledge

1. Industry Institute Interaction: MOU's with industries have been signed in order to promote the following activities:-

1. Domain Specific Expert Lectures of industry persons were arranged by institute.
2. Industrial visits were conducted to bridge the gap between theoretical and practical orientation.
3. Workshops to enhance technical skills are promoted by the institute.
4. Internship by the students in various industries is energized during summer and winter vacations.

2. Professional Membership CSI, IFERP, Indian Mathematical Society etc

Institute encourages faculty members for acquiring Professional society Membership.

3. Motivation for publications:

Seed funding is provided by the Institute to faculty members for enhancing the research and development atmosphere.

Seminars related to Intellectual Property Rights are arranged for promotion of research and development activities.

4. Teacher in You:

Under the Corporate Social Responsibility (CSR), Institute had conducted training program for teachers from various Secondary and Higher Secondary Schools in the periphery of Nagpur.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response:** 53**3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
19	10	7	9	8

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.11

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	1	2	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.17

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	2	1	0	0

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Values of good citizenship are inculcated in our students by the teachers and student peer group.

The aim of institute is to provide right environment for physical, intellectual, social and emotional quotients in students. Therefore, efforts have been taken to add values of good citizenship among the students. Students have shown active participation's in various extension activities initiated by the institute.

Promotion of extension activities in neighborhood community and involvement of students:

Blood Donation:

The Institute r organizes blood donation camps – ‘Mahadaan’ in collaboration Rotary Club of Nagpur and various blood banks every year. Accordingly, institute has been appreciated by the Rotary club of Nagpur and the neighborhood community for the initiatives undertaken

Tree Plantation:

To create awareness among the students about the environmental issues like global warning that we are facing today tree plantation drives have been conducted.

Festivals Celebrated with the Under Privileged:

The students along with staff members visit old age homes, orphanages, home for the deaf and dumb, palliative care centre, beggars home, etc to celebrate festivals like Ganesh Chaturthi, Navratri, Diwali, Rakhi, Christmas & New Year. Fun filled activities are carried out and food and gifts are provided for the inmates.

The festival of Rakhi has also been celebrated with the inmates of Central Jail, Nagpur twice.

‘Swachh Bharat Abhiyan’ i.e Cleaning Awareness Camp:

The cleaning awareness camps have been organized in the nearby areas by students and staff members.

Book Donation:

Text books and note books for school children were donated to a number of Zilla Parishad Schools

Teacher in You:

To build the teacher as per the views of ‘Dr. A. P. J. Abdul Kalam’ we had initiated ‘Teacher in U’ program to train the nearby school and high-school teachers as a CSR activity.

Career guidance:

Career guidance programs have been conducted in various schools and colleges.

Computer Awareness Program:

Computer literacy program for the students of nearby village was organized by the institute through computer van.

Steps taken for holistic development of students:

The institute conducts different programs for the holistic development of its students, such as Yoga day and Self Defence workshop

All these activities help in forming institution-neighborhood community network and has made Sadabai Raisoni College recognizable in our neighborhood. Student's engagement in such extension activities makes them responsible citizens along with their service orientation and holistic development. These activities develop the leadership and management qualities along with creating an awareness of social responsibilities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 24

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	3	6	5	3

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 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 last five years

Response: 63

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	15	13	10	7

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 89.36

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
619	588	552	453	342

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 46

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	6	4	6

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 13

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	0	4	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institute has adequate infrastructure facilities as per statutory norms. Institute is surrounded by hillocks and greenery and is well maintained to enhance the landscape and aesthetics. The available infrastructure exceeds the norms in many aspects which provides well-lit, airy, environment-friendly, noise-free atmosphere conducive to carry out teaching-learning process. The institution believes in regular maintenance of infrastructure and propagates this belief with prompt action. The classrooms are designed specifically with the aim that each and every student is accessible by the faculty. Classroom seating is arranged in ascending levels so that the students on last bench can communicate with teacher effectively. Classrooms are well equipped with ICT facilities to adopt appropriate teaching methodology.

Seminar halls are equipped with sound system and ICT facilities to facilitate interaction with large number of beneficiaries at one time. The seminar hall is used to conduct expert lectures, curricular, extra-curricular and other activities.

The computer laboratories are fully equipped with latest configuration. All computers are connected in LAN. The whole campus is Wi-Fi enabled. Practical hand books and lab manuals are kept handy for students. These resources are necessary to dispense the practical knowledge to the students

So that they get a hands on experience as per the curriculum. Skill development activities are conducted in the seminar hall, classrooms or any other specified facilities are provided for accomplishment of the same. Cleanliness and hygiene are maintained in the toilet blocks. Sanitary pad vending machine is provided in the girls common room. The disposal unit for the sanitary pads is maintained by a private hygiene agency.

The library has sufficient stock of the necessary books pertaining to the syllabus as well as extra reference material such as journals, magazines, etc. It has spacious reading section Library hours are allotted in the time table to each section so that students have easy access to read and borrow books.

Facilities such as ample parking area, canteen, sports facility for indoor sports, medical officer, councillor, ambulance, etc are provided to the students.

Bus services are provided to students by the institute for to and fro between the institute and their places. All these facilities are provided with a vision to help students to develop their academics and career through skill enhancement.

Physical facilities are as below

Sr.No.	Nomenclature of space	No. Available
01	Class Rooms	9
02	Laboratories	4

03	Seminar Halls	01
04	Library	01
05	Reading Room	02
06	Common Room for girls	01
07	Sports Room	01
08	Canteen	01

Computing Facilities

Sr.No.	IT infrastructure	No.
		Available
01	No. of PCs	300
02	Internet Bandwidth	100MBPS
03	Printers	10
04	Library Management Software	01

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Apart from co-curricular activities, students are given the chance to explore their hidden talent through the hobby clubs and cultural activities. Cultural programs such as singing, dancing, mimicry, music solo or group activities are organized on Independence Day, Republic day and annual gathering. Many cultural events are organized in the institute throughout the year such as annual gathering, Ganesh Festival, Kite festival, etc

The cultural activities are conducted under the student clubs throughout the year to encourage students in

activities such as Debate competition, Rangoli competition, Flower decoration competition, Poster making competition, Painting competition, Singing competition, Dance competition, Mehndi applying, hairstyle competition, cold cooking, etc. Orientation program "Prarambh" is organized for the first year students in the beginning of the session. Institute organizes various technical events under the technical club. The technical committee conducts paper presentation competition, Quiz competition, Peer teaching, Debate competition, The technical club arranges for workshops on latest technologies such as android app making. Mathematics club is specifically introduced for students who are afraid of mathematics. In order to overcome their fear of mathematics fun-filled activities are conducted such as Maths quiz, chart making for formulas, etc. Other competitions like logo quiz, Online Quiz competition, Essay competition, etc. are organized regularly.

Faculty members help the students and groom them for cultural activities. Sports & adventure club organizes visit to adventure camps where students enjoy trekking. Kaizan-Health & Fitness conducts yoga programs, Zumba classes, Self-defense sessions. Personality Development club organizes workshops related to soft skills, resume writing, group discussion, mock interviews, corporate etiquettes, etc., Drama and acting club are also formed to enrich the students' interests other than academics. Institute provides all the supports to the students who are selected to represent college at university level, state and national level competitions.

Amphitheatre of sister institute is shared when required.

Students' Hobby Clubs:

Following 10 students clubs are in operation to encourage creativity of students.

1. Cultural	2. Drama and Acting
3. Kaizan-Health & Fitness	4. Sports & Adventure
5. Reading	6. Environment
7. Personality Development Club	8. Maths Club
9. Rotaract Club	10. Fine Art & Craft

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 100**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 9

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**Response:** 15.36**4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
2.5	2.5	5.0	2.0	16.0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:****Introduction:**

- The institute is very vigilant for development and maintenance of the library. Library of the institute is quite airy and has abundant natural light.
- It comprises of issue-return counter, reading room, multimedia e-journals, reference books section, magazine racks, newspaper section.

- Library has total 2130 books and 41 e-journals.
- Library has subscribed DELNET and E-Shodh Sindhu for e-resources

Automated Library Management System:

- Library of the institute is fully automated.
- Library Management System (ILMS) is used to take care of all the operations since 2016. OPAC help users to select books of their choice.
- Wi-Fi facilities available for the convenience of users.

Details about software:

Name of the ILMS software : SoftLib by Synchronik softwares Inc.

Nature of automation : Fully Automated

Version : 5.5

Year of Automation : 2016

Capacity : Can handle high end data and web application with full security

Operations carried out through software:

- Accession register
- Bar-coding of books
- Circulation
- Photo id cards
- Institute information
- Master entry
- Graphical presentation
- Reports generation
- Web enabled
- OPAC available. Students can search all the details about the book like as title, author, publication, location, availability etc.
- Cataloguing through OPAC, sorting by author, title, publication etc.

In addition to this the college pays an annual subscription of Rs.100/student towards university library fee

for access to databases and e-journals

File Description	Document
Any additional information	View Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Library is enriched with various rare books, manuscripts, special reports, Handbooks, NPTEL Videos, etc.

A: Rare Books: The library contains the following rare books

Sr.No	Title	Author	Publisher	Place of publication	Year publishing
1	A dictionary of the Mahratta language	W.Carey		Serampore	1810
2	Algebra with Arithmetic and Mensuration from the Sanscrit of Brahme Gupta and Bhascara	Henry Thomas Colebrook	Published by John Murray	London	1817
3	A dictionary in Sanscrit and English	Horace Hayman Wilson	Published by the education Press Circular Road	Calcutta	1832
4	Anglo-Tamil Dictionary-With the tamil words	Peter Percival	Published by Public Instruction Press	Calcutta	1871
5	Translation of the second book of the Black Yajur Veda,With the Commentry of Sayanacharya	Edited by Rajendra Mitra	Printed at the Baptist Mission Press	Calcutta	1872

B:Manuscripts

Sr.No	Title	Publisher
1	Vedic Shiksha 180-845	Vidya Prasarak Mandal ,Thane
2	Vedic Shiksha 180-846-Part2	Vidya Prasarak Mandal ,Thane
3	Poetic Drama Sangit Rag Kalpadruma 78-619	Vidya Prasarak Mandal ,Thane
4	Poetic Drama Kumar Teeka 28-181	Vidya Prasarak Mandal ,Thane

C: Charts & Atlas

Sr.No	Title	Author	Publication
1	Chart Aqua Lithium Bromide Solution Li BrH ₂ O	Rajput Rk	Rajput Rk and Sons New Delhi
2	Gas Table	Yahya S M	New age international Pvt.Ltd New
3	Steel Table	Ramamrutham S	Dhanpat Rai and company Pvt.L Delhi
4	Concise Word Atlas	Arya RP,Arya Jitendra	Indian Map Service

D: Competitive Exam Books

Sr.No	Title	Author	Publisher	Year Publish
1	A Modern Approach to logical Reasoning	R S Agrawal	S.Chand and Company Ltd New Delhi	2010
2	A Modern Approach to logical Reasoning	R S Agrawal	S.Chand and Company Ltd New Delhi	2015
3	All about Words a modern approach to vacubulary building	Morris,Rosewell	Goyal Publishers and Distributors Pvt Ltd New Delhi	2012
4	Arithmetic Subjective and Objective	R.S Agrawal	S.Chand and Company Ltd New Delhi	2010

Through DELNET resources of e-books, e-journals, databases, manuscript, special report and other documents are made available to the teachers and students via multimedia section of the library.

In addition of this, collection of UG and PG final project, dissertation reports from our own students is available at library for ready reference.

File Description	Document
Any additional information	View Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.35

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.71	1.15	0.8	3.2	0.88

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Audited statements of accounts	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 30.65

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 221

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Introduction:

- Institute always took lead to introduce latest technology and upgraded IT infrastructure regularly.
- Institute has provided laptops for teaching learning to the teaching staff and upgraded them time to time.
- Institute has server platform for smooth conduction of various computational tasks such as workshops, online examinations etc.
- Institute has 05 system software and 15 application software.
- All computers are connected through high-speed LAN facility of 100 MBPS.
- Computers with basic configurations, Quad core processor has been upgraded from to Dell i3 Intel core systems.
- HDD which was hardly 80 GB is now 1 TB.

- RAM of 1 GB is now improved to 4 GB as per requirements.
- The bandwidth of Internet connectivity is upgraded to 100 MBPS to meet latest requirement.
- Wi-Fi Access points are 200 MBPS throughput to have maximum coverage. MAC address filtration has been implemented for security to Wi-Fi facility.
- Switches are upgraded from 100 MBPS to 1 GBPS speed for servers.
- Old Dot matrix printers are partially replaced by Ink-jet and later on by Laser printers, Xerox printer and one Id-Card printer.
- Old scanners are now upgraded to latest version.
- Computers for Students: 260
- Computers for faculties and Office : 40
- Laptop for faculties :8
- Total Number of Computers: 300

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 2.67

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 69.89

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
46.20	35.76	31.88	19	9.33

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The AO (Administrative officer) is responsible for maintenance of the building and other facilities. The maintenance staff is fully adequate and appropriately skilled to perform the maintenance job. The physical facilities are maintained by the technical staff such as electrician, plumber, carpenter, etc. Stock verification of computer laboratories and library is done annually to check the availability and loss of physical fixtures by designated staff member.

Computer Laboratories

Computers hardware and software related maintenance is looked after by the server room staff. Formatting of all computers is done once in a year especially in the summer when there are no classes. Each computer laboratory is look after by the trained laboratory staff. The record of computers and peripheral devices in

each laboratory is maintained in the log book of that laboratory. Annual audit of this log book is performed. Cleaning and maintenance of these computer and peripherals are done on regular basis. If some fixture is not repairable then technical persons are outsourced for repairing as per the requirement.

Library

The library is equipped with online library management (ILMS) using which books are issued to students. Reference books, encyclopedia, projects and journals will not be issued. These can be referred in the library reading room only. Binding of the books is done for damaged books to prevent further damage. Library committee is formed to look after the efficient working and smooth functioning of library. Book bank facility is available for students. A suggestion box is kept just outside the library to improve the library services.

Sports Facilities

An hour is allotted for sports in the regular time table. One sports in-charge and one sports assistant is appointed to take care of the sports room and the other facilities for sports who also look after the maintenance of the same. Sports activities are also organized before and after college hours. A first aid box is made available for the students in case of emergency.

Other Maintenance

The institute takes care of voltage fluctuations by providing UPS. The garden is maintained by the housekeeping staff. Checking of RO Water purifiers monthly is done by the technician and they are repaired regularly as per the requirement. Repairing and maintenance of the facilities like CCTV, air conditioners, etc are carried out on regular basis. Housekeeping staff keep the campus clean by sweeping and sanitizing of classrooms, seminar hall, laboratories, faculty rooms, office, library, corridors and wash room and remaining campus area regularly.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 13.22

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
91	90	78	70	49

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.88

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	38	32	18	7

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 89.21

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
627	587	546	449	342

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 42.66

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
306	297	269	232	132

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 36.95

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
56	105	45	32	28

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 32.34

5.2.2.1 Number of outgoing students progressing to higher education

Response: 65

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 55.19

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
45	42	60	25	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
65	70	82	34	8

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 66

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	23	10	11	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students Council :-

We have active students council and the students are given a platform to show their Leadership, Talent in Academic & Extracurricular activities. Active student council cell is formed by selecting the students who are willing work as representative of various committees, student member etc. These students takes initiative to arrange various technical & non technical programs, also these students motivate other students to participate in competitions, seminars, workshops at institute level as well as in other colleges.

Student's council is also formed in which different Posts are held by students such as Cultural

Event In charge, Sports In charge, Ladies representative, President of Rotaract club etc..

The selection process is done by the taking Interviews of Students by the Principal and senior teachers. The active participation of the Students council is during Academic year in all the activities including academic & extra curricular activities.

Students Involvement in Different Committees :-

Students are also Members of different committees such as Anti Ragging Committee, Students

Grievance, and Women's Sexual harassment. The involvement of students in these committees gives valuable inputs to Management.

Students provide the feedback on various student issues and contribute towards improvement in the institute's working. Implementation of suggestions of students is considered.

Students Council is also formed for entire academic year and takes care of various seminars, Workshops, Cultural activities organized during academic year.

Students are also members of Internal Quality Assurance Cell (IQAC). The names of Committee members are displayed at various places in college including Flex & Notice boards.

Following is the narrative of functions and events conducted by various Committees:

- Student Grievance: This committee addresses student grievances and maintains harmony and discipline among the students.
- Anti-Ragging: This committee ensures zero ragging incidents in the Institute and also spreads awareness among students against any type of ragging activities.
- Cultural: This committee co-ordinates various cultural activities and events throughout the year. Prarambh – the induction of freshers, Kurukshetra –an Intercollegiate debate competition, Laasya-an interschool & intercollegiate dance competition only for girls are some of the events that are conducted annually and organized by the students.
- Sports: Muqabla- annual sports day as well as various competitions organized all round the year.
- Technical Activities: like seminars and power point presentations, workshops, guest lectures, industrial visits..
- Extension Activities: Any education is incomplete without social awareness. "NSS Committee" is

active in carrying out different activities such as Blood donation Camp, Swachcha Bharat Abhiyan, Yoga day, Tree plantation etc

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 20.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	21	22	18	21

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The institute has an active Alumni Association which strives to improve Alumni Institute interaction.

Objective:

- To encourage the Alumni to take an active and abiding interest in the work and progress of the college.
- To utilize the great experiences of passed out students of the college for the benefit and progress of the present students.

- To bring together all the passed out students and the faculties of SRWC to share their experiences with each other for the benefit of existing students.
- To offer digital platform for being connected with each other.
- To make alumni aware of happenings of their Alma matter.
- To establish alumni chapters in cities like Pune, Mumbai, Bangalore, Nagpur etc.
- To promote the campus placements through the alumni working in reputed IT industries.
- To let the alumni acknowledge their gratitude to their Alma Mater.
- To endure a sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.

About Software

- We have 1086 alumni on our alumni portal as on today.
- Software provides information about reunions, get-togethers, chapters, contact details, publications, career support services, learning opportunities and other fundamental services.
- We have a Face book page named “SRWC RockZZZZ” to link our alumni.

Registration

- Every alumni registers online with own login id/ password (1086 so far)
- Student has to fill profile, photo, education, experience, employment etc.
- There is no registration fee.

Alumni meet at campus

Alumni meet is organized every year at the campus or at the chapters i.e.Pune Chapter, Banglore Chapter and Nagpur Chapter.

Contribution of alumni– Non-financial

- Senior alumni post job requirements in the portal so that the other junior alumni get benefited in turn institute gets pride and honor.
- Internship details posted by alumni help us to send our students for internship.
- Our placement team contacts HR personnel in different companies through alumni to request campus drive.
- Local alumni help us to organize industrial visit to their companies effectively.
- Alumni do deliver motivating speech sharing their experiences with existing students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 10**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision: - To achieve excellent standards of quality education by keeping pace with rapidly changing technologies. To create technical manpower of global standards with capabilities of accepting new challenges.

Mission: - Our efforts are dedicated to impart quality and value based education to raise satisfaction level of all stakeholders. Our strength is directed to create competent professionals. Our endeavor is to provide all possible support to promote research and development activities

Quality policy: Achieve excellent standards of quality education and continual improvement in all concerned processes, to create technocrats of global standard.

Mechanism for implementation Review:

The institute has clear cut quality policy, strategies, goals with time line, road-maps, perspective plans and strategic plans and an excellent infrastructure, learning environment, funding support for imparting quality education and to fulfill the vision.

- Dedicated Leadership: Monthly meeting to review the efforts of institute and to take policy decisions with the consent of principal.
- Delegation of Powers: to Principal, Faculty
- Local management Committee: Takes review, guides on academic issues.
- IQAC - Rigorous review of academic issues.
- Feedback: Feedback from all stake holders collected, analysed and action taken. Performance Evaluation system to assess performance of teachers.
- UGC, and University norms strictly followed.
- Digital Library: Fully computerized, e journals, reference books, OPAC
- Collaboration with industries: MoUs
- Research Promotion

Review Meetings at Institute level:

Principal->Staff Meeting- Review of academic, cultural, sports, personality development programs in the tune with the minutes of Principals' meetings.

Principal->Staff Meeting meetings to review syllabus coverage, quality of question papers, tests, assignments, various is achievement.

Skill Training Programs:

Faculty is trained with modern skills for passing it on to students.

Industry experts invited in brain storming sessions to guide about skills required.

Value based education

Soft skills programs, yoga, pranayam, life skill, creativity competitions, sports, gathering, technical events, social responsibility, celebrations is a regular feature of the institute to ensure overall development with quality education to create competent engineers and good citizens keeping pace with rapidly changing technology with capabilities to accept challenges.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Participation in Committees:

Culture of participative management is the core policy of the institute.

Local Management Committee, Principal, In-charges of various portfolios, Faculty, Non-teaching, maintenance, housekeeping, security staff is the distribution of administrative set up.

Number of committees such as Local Management Committee, IQAC, Anti ragging, Grievance Redressal, SC/ST Cell, Minority committee, Library committee, comprise of members of faculty, staff, students and outside experts from industry and education. Agenda points are discussed at length and decisions are taken which are respected.

IQAC provides a platform for participation several academic issues.

Administrative System:

There is an administrative set up such as Accounts section, Students Section, Scholarships, Administrative Officer, Housekeeping, Security, Transport system, Garden, Canteen, Maintenance of building/ Electrical installation, R.O., IT section dealing with WiFi, Bandwidth, Maintenance of IT appliances and so on.

Portfolio Distribution:

Various student related portfolios are assigned to Incharges at the commencement of academic session e.g. Incharge for Academic monitoring, Examination, Sports, Skill Development, Gathering, Cultural activities, Alumni Association, Placement, Library, etc. Every Incharge is assisted by few faculty members

as well as students to work and participate in decision making process.

Everyone in the system has a specific role to play in the interest of welfare of the students.

Budget for every activity is sanctioned by Principal and funds are provided for it.

Case Study:1

The Alumni Incharge Prof.Priyanka Desai received a feedback from alumni that new technologies should be introduced. This suggestion was passed on to T &P Incharge, Prof. Anindita Kundu. In the Principal staff meeting, she proposed the introduction of Python language for the students to make the students at par with industry requirements. With due consultation of Local Management Committee, a 30 hrs workshop of Python was designed and planned. This course was successfully conducted in month of December 2018. The employability skills of students who had undertaken this training were improved and the students were satisfied with the workshop.

Case Study:2

The meeting of Principal and faculty was held on 02/06/2018 which was chaired by Prof. Amina Vali, Principal. After discussion, the subjects were allotted to the faculty considering their interest, experience and University norms. The workload sheet was then sent to time-table in-charge, Prof. Prachi Sasankar. She prepared the time-table taking into consideration the work- load distribution approved by the Principal and availability of classrooms and laboratories.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective / Strategic Plan

The institute has a perspective plan for development. The institution takes effort in finding the key performance indicators for the performance assessment and development. It addresses the issues from stakeholder's perspective and takes steps to fulfill their requirements. The key issues addressed in the perspective plan are:

- 1.To seek NAAC accreditation.

2. Permanent affiliation of University.
3. To start PG course.
4. To become an autonomous institute.
5. To start a research center in the institute.
6. To sanction research projects from UGC and other funding organizations.

Perspective Plan for 5 years was prepared in January 2015 for 2015-16 to 2020-21 year.

In this perspective plan, one of the targets was an activity namely "Focus on Research and Development".

This was in the tune of vision & mission of the institute i.e. "Our endeavor is to provide all possible support to promote research and development activities"

Sadabai Raisoni Women's College believes in strengthening R and D activity at the institute.

At initial stage, institute focused on publications in journals, presentations and conferences so that faculty shall understand basics of research.

Institute conducted skill training programs for faculty on research methodology.

The basic objective was to inculcate research culture in the students and the staff. Institute is progressing in line with perspective plan and accordingly the R & D activities have improved over the time.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

College Development Committee: Reviews Academic, Administrative and Financial activities The committee members suggest add on courses, value added courses and life skill development sessions.

As per University ordinance, the committee discusses overall progress of students and to points out needs to authorities. The committee also takes into consideration the suggestions of Local inquiry committee and recommend for improvement of the academic efficiency.

IQAC: Ensures creation and sustenance of quality culture. It acts as anodal agency to facilitate the teaching-learning process, increasing employability skills and overall holistic development of the students.

Examination Committee: Deals with all examination related activities.

Internal Complaint Committee: Committee resolves grievances if any of students, female employees. The institute being a girls only institute special care is taken for maintaining safety and security. CCTV cameras and appointing of necessary security guards is done to ensure safety.

Student Grievance Redressal -This committee looks after all the grievances related to students problems, Canteen complaints, etc.

Anti-ragging committee: The committee is vigilant and ensures that ragging does not take place in any case. Mentor-mentee groups help the newly admitted to talk freely of any untoward incident.

Academic committee: It is the policy making body on all matters related to teaching, research and educational programmes and assures academic freedom, integrity, accountability etc.

Library committee: Frames library policies and services to be provided to the students and faculty.

Building Maintenance Committee: Looks after overall maintenance of buildings, appliances like ROs, plumbing, electrical installations, maintenance of buses etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Institute has bodies/cells/committees for smooth functioning of Academic & Administrative tasks. The minutes of the meetings are circulated. Whatever resolutions are passed by the committee, all-out efforts are made to implement them successfully.

Committees/ Cells/ Bodies:

Internal Quality Assurance Cell (IQAC), College management Committee, T&P cell, Grievance Redressal Cell, Internal Complaint Committee, Research and Development, Anti-ragging Committee, Library Committee, Minority Committee and so on so forth.

Example :

Minority Committee

Discussion in the meeting:

In the meeting held in 5th June 2018, Student representative Aliya Moin Khan brought to the Committees's notice about uniform related problems. She stated that some students belonging to Muslim committee informed that the college uniform (Shirt and Trousers was not acceptable in their religion). The committee Chairman Rozina Naz forwarded this issue to the Principal.

Resolution:

It was then unanimously resolved that a special uniform of salwar, kameez and duppata with same color combination will be allowed for these students. Also in special cases wearing of hizab and scarfs will be allowed.

Example 2

In the College Development Committee meeting held on 8th May 2018, a discussion about new courses for curriculum enrichment should be introduced. The faculty member Prof. Suruchi Pimple suggested introduction of Certificate course in Python language.

Resolution

It was then unanimously resolved that the syllabus for the certificate course in Python language should be designed and course should be offered to students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

There are many welfare schemes available for teaching faculty as well as non-teaching staff as below:

1. Employee Provident Fund (EPF) scheme is implemented Equal Management Contribution is credited to the EPF account of the employee every month.
2. Laptop is provided to the faculty at free of cost.
3. Paid medical leave, study leave, special leave is available to the teaching staff.
4. Travelling expenses to S NDT University, Mumbai are reimbursed.
5. Group Personal Accident Coverage Insurance scheme is implemented for non-teaching staff through Apollo Munich Health Family.
6. Subsidized transport facility is provided to faculty and staff.
7. 50% concession in tuition fee is granted to the employees or wards of teaching faculty whereas for non-teaching staff upto 75%, if admitted to any college of the group.
8. Scholarship for books or uniforms up to Rs.6000/- is granted to the wards of non-teaching employees irrespective of schools they are studying.

9. Skill training programs for faculties. Fee payment was done by Institute.
10. Skill development training programs taken for non-teaching staff.
11. Financial advance like interest-free loan, festival advance and salary advance is granted to the non-teaching employees in case of emergencies, calamities etc.
12. Special leave to the employees for appearing for examination to improve qualification including Ph.D.
13. Personal pre counselling for income tax, TDS, purchase of immovable property etc.
14. Public holidays, summer, winter and Diwali vacation are given to staff.
15. Employee Sports annual meet is organized for teaching as well as non-teaching staff., cultural, kite-flying etc. activities are organized and prizes distributed.
16. Health checkup facility is extended free of cost twice a year.
17. Peer activity for non-teaching staff for relaxation.
18. Two uniforms are provided to all non-teaching staff at free of cost every year.
19. Free accommodation to the faculty on tour is provided at places like Chindwada, Amravati, Pune, Mumbai, Ahmednagar Jalgaon, etc.
20. Provision of encashment of leave is available to non-teaching staff.
21. Local conveyance is allowed for office work to non-teaching staff / teaching faculty.
22. Principal is provided with free accommodation, vehicles with chauffeur and fuel charges.
23. Rent-free accommodation in guest house to bachelor faculty if requested.
24. Appreciation letter to best performers.
25. Free gymnasium facility to teaching and non-teaching staff.
26. Compensatory off for working on holiday.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 41.24

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	14	7	6	5

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 11.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	11	12	12

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 52.72

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	10	10	8	7

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

The appraisals are done in the form of financial or non-financial in nature. The non-financial appraisal includes appreciation letter, funding for attending workshops, seminars, etc.

Step 1: Staff Appraisal form filled by faculty as well as non-teaching staff

Step 2: Validation by the Principal

Step 3: Forwarding of appraisal to HR department.

Faculty Performance Evaluation is used to assess the faculty performance every year.

Parameters on which Teaching staff are assessed are as follows:

1. **Academic** appraisal Teaching-learning process in which teaching load, class, engagement, results, students attendance, feedback etc. are considered.
2. **Publications**- Books publications, Journals publications of UGC list, Paper presentations in conferences, etc.
3. **Knowledge enhancement** such as STTP, SDP, FDP, workshop, seminar, conferences including institutes such as IIT, IIM, IISC, NIT, NBA, NAAC accredited with A grade etc.
4. **Best practices**- Curriculum delivery, innovations, content beyond syllabus
5. **Additional portfolios handled**- Examination work, T&P cell, R&D cell, other committee work.
6. **Outcome based education**- COs, POs, PSOs, PEOs etc.
7. **ICT tools used.**
8. **Interactions** between student and faculties- no. of meetings, no. of hours etc.
9. Special mention for honorary consultancy, patents, Ph.D. pursuing, membership of professional bodies, members of board of studies etc. is also provided
10. Any other significant achievement or awards received.

Parameters on which Non-Teaching staff are assessed are as follows:

1. Efficiency
2. Punctuality
3. Sense of responsibility
4. Improvement in skill set by attending various development programs.

5. Behavior with superiors
6. Behavior with students
7. Administrative ability
8. Integrity
9. Initiative and drive
10. Attitude

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute has to carry out several financial transactions throughout the financial year both in receipts and disbursement side. Therefore, regular auditing of the transactions is essential. Institute has an established mechanism to conduct internal and external audit regularly.

Receipts Side:

Transactions under receipt sides are mainly tuition fee and development fee collection at the institute, scholarships received from Social welfare department, Tribal welfare department, any other organization, examination fees, fine, penalty, sale of scrapped material, interest from bank, and so on.

Expenditure Side:

Several heads are there for making expenditure such as Salary of employees, Salary of employees on contract, purchases of equipment, books, computers and peripherals, stationery, printing, consumables, honorarium to guest speakers and experts, payments to statutory bodies such as, University, Income tax department, EPFO, etc., Fixed deposits, Awards, Rewards, payment to contractors for arrangement of functions, celebrations, event etc, and several other heads.

Internal Audit:

Institute maintains absolute transparency in accounting system.

Receipts are issued for every payment received in office or generated online. Most of the transactions are online or by cheque.

Qualified Charter Accountants are working at Head office for internal audit of transactions. Competent accountant and staff is appointed in account section of the institute.

Indent system in stores department is in place. 4 stage approval is required to pass an indent. HoD, Stores, Internal Auditor, and Management.

Proposal in which major expenditure is involved needs prior approval. Voucher moves through, Principal and Executive Director.

Quotations are invited for purchases and purchase orders are issued after preparing comparative statement and approval from the competent authority.

Bills, purchase orders need to be attached with the voucher.

Before making payment, necessary entries are taken in respective stock registers.

External Audit:

External audit is done throughout the financial year.

Renowned Chartered Accountants firm namely M/s V. K. Surana & Co., Chartered Accountants, VCA Complex, Civil lines, Nagpur-440001 (0712-6641111) has been appointed for last several years.

Company sends their auditors throughout the year for audit. Audit objections are discussed with the principal and sorted out. **Audit Reports:**

Yearly audit is completed by the company at the end of financial year. Balance sheet is also prepared and detailed audit report is submitted which is available in the office.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0.35

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during

the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
.07	0.07	.07	.07	.07

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of Financial Resources:

Institute has a strategy for mobilization of funds and optimal utilization of resources. Institute is self-financed as such does not receive any financial aid from Government.

Major resource of finance is the collection of tuition fees and any other fees approved by The University.

Optimal Utilization of Resources:

Institute prepares budget for probable expenses. The various heads include:

Salary of employees Staff welfare schemes Infrastructure augmentation

Payment to Statutory bodies such as affiliation fee. Books & journals

Equipment. Computers etc. All type of maintenance

E-governance

Financial support for workshops

Seminars, conferences

Membership fee of professional bodies

Student activities Consumables

The College management committee closely monitor the utilization of financial resources and advise the Principal accordingly. The sanctioning of various amounts is provided by discretion of the Principal. Care is taken to use all resources optimally.

File Description	Document
Any additional information	View Document

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

Response:

Objectives of IQAC:-

The establishment of Internal Quality Assurance Cell (IQAC) by the institution is for establishing long-term quality standards. IQAC will be responsible to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in the college. The general roles of IQAC are as follows:

To ensure focus in institutional functioning towards quality enhancement. To inculcate quality culture in the institute.

To ensure coordination among the various activities and suggest good practices. To act as a dynamic change agent for quality changes in the institution.

To better internal communication. Improvement in digital education Improvement in students centered activities

In IQAC meeting the main suggestion which is discussed and implemented is the process of making student industry ready. Courses for enriching curriculum are suggested after a gap analysis. Awareness is created in students and are motivated for internship as well as for building industry sponsored and research projects.

Improvement in Teaching learning techniques using ICT methods.

As per discussion in IQAC meeting dated 20th June 2015, it was decided to utilize innovative learning methods. Faculty are encouraged to make powerpoint presentations and make use of projectors to teach.

Also NPTEL should be propogated to students.

Improvement in Industry Academia Sponsored

As per advised in IQAC meeting dated 25 June 2016, students should be industry ready for that industry interaction should be increased so that students can be part of various industry based activities. Due to institute industry connection participation is internships are also improved which is helping in shaping the students. Various visits to industries were also suggested.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

IQAC has played a very crucial role in improving practices in teaching-learning process and methodologies.

IQAC has suggested many reforms in teaching learning process so far. However, a few of them are as below:

1. Promoting usage of ICT in teaching
2. Promoting curriculum enrichment programs
3. Campus recruitment training to be provided to students
4. Conducting FDPs
5. Skill based training programs for faculties and students
6. Gap identification with premier institute
7. Analysis of feedback collected
8. Arranging guest lecture, industrial visits

The institution reviews the teaching learning process through IQAC committee members. IQAC conducts academic audit in every semester.

Example-1

Students' online/offline feedbacks is collected twice in a semester; feedback reports are generated and copies of generated feedback reports are submitted to the Principal for perusal and to IQAC. The concerned faculty are suggested improvement in performance and corrective measures to be initiated, if any. The IQAC discusses on feedback reports with faculty and corrective measures to be initiated in its meeting.

Example-2

Two Unit tests are conducted twice in a semester. Reports of analysis of results of UTs are forwarded to the IQAC. The IQAC discusses on result analysis suggests corrective measures to be initiated for improvement. The students with poor performance in the UTs are asked to attend remedial class. Learning outcomes are reviewed through students' performance in the Internal Sessional Exam.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 76.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
85	79	74	76	67

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

Internal Quality Assurance Cell (IQAC) is formed to promote the quality improvement in academic and administrative activities of the institute for attainment of institute vision and mission with consideration of upliftment of society in general. It serves as a quality sustenance measure.

Through the establishment of IQAC, institute organizes meetings of IQAC with frequency of twice in a year. In these meetings, various initiatives has been discussed and finalized. Then, it is informed to concerned persons for execution. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. Collection and analysis of feedback from all stakeholders on quality-related institutional processes. Distribution of information on various quality parameters to all stakeholders. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles. Documentation of the various programme/activities gives a clear picture of incremental development of activities. Periodical conduct of Academic and Administrative Audit also ensures the any action taken reports.

To help this various cell like as R&D, Industry Institute Interaction cell, Internal grievance cell, Minority cell, SC/ST cell etc. has been formed. IQAC has continuous monitoring on all these academic and administrative activities like teaching and learning methodologies. IQAC always motivate to organize guest lectures on content beyond syllabus by the expert academician/ industry person, signing number of MOUs with the industries. Also, the documentation of all these events, activities are maintained by the college and IQAC. To ensure the quality IQAC conducts an academic audit in a year. For extracurricular activities IQAC suggested to form various clubs , so total 10 clubs are formed under which various activities are conducted. Other than this, various initiatives like as certificate program, continuous evaluation, feedback from stake holders etc. are started by IQAC which develops student personality and also it helps in college administration. Also, IQAC started a provision of financial support to student for education. Research is promoted in non-financial and financial manner for publication, participation in any event at reputed institute. This leads to promotion of research and development culture and the faculty get an exposure to other than institute environment. As a whole, IQAC acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

Institute has started certificate programs for skill improvement of students and faculty. Faculty are trained by the industry experts on latest technology used by industry. These trained faculty then impart the training to students. Students acquire knowledge or additional skill which improves her resume and ultimately it helps in placement. Also, a result of these certificate program students got an opportunity to undergo internships in Industry with which MOU's are established. The trained faculties in turn work as resource person for training other faculties and students.

File Description	Document
Any additional information	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 25

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	6	3	5

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

1. Safety and Security
2. Counselling
3. Common Room

Our Institution being a girls only college, utmost care is taken for ensuring the safety and security of the students.

Initiatives for Gender equity:

Various programs on Women empowerment are conducted. Self-defense camps are organized regularly. Awareness programs for ladies on cyber-crimes and women security are held every year. Entrepreneurship

program are organized in collaboration with TIE. Career guidance is provided through seminars and workshops.

a) Safety and Security

Security guards are deployed for 24 hours along with one lady guard. CCTV surveillance in the campus.

Fire extinguishers are provided at strategic locations. College ambulance is available in the campus all the time.

Identity verification mechanism is operated at the entrance gate of the college.

Register for visitors are maintained at the gate for unknown entrants/visitors with their identity proofs and contact details.

Unauthorized trespassing is strictly prohibited in the campus.

Provision of Anti ragging Act is displayed t prominent places in the institute.

The college's HR policy also focuses on women's welfare - women have the privilege of a six- month's maternity leave, with salary assured for three months.

Celebrating the International Women's Day: This is a special event for women, of women and by women, celebrated with a true spirit of joy and gaiety.

Sanitary napkin machine with subsidized napkins in the ladies toilet.

b) Counselling

Full time lady Psychologist deals with homesickness, mental depression and stress related issues of girls through various tests and analytical diagnosis.

A lady Psychological Counselor takes care of stress related problems of the students. Record of psychological counseling is kept strictly confidential.

Very effective mentor-mentee scheme exists. Students are attached to the mentors. The teaching staff is mandatorily expected to play the role of Faculty Advisors for a dedicated number of students under them.

Regular meetings of Mentor-Mentees are held

Special counseling is done for the newly admitted students. Counseling is in practice on a regular basis. If a student remains absent for more than three consecutive days the Mentor /Counselor adheres to the

problem and counsels him/her on reasons for absenteeism.

A dedicated Internal complaint committee (ladies grievance cell) is formed to redress the grievances of females

Career counseling for higher education, competitive examinations, and placement issues is done by the faculty from time to time.

c) Common Room

Provision for fully functional girl's common room is made to maintain the privacy as well as to prohibit unwanted incidents. Adequate usage of common room is done by the students

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 66.65262

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 60.47

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2.34

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 3.87

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid waste Management: Dry and wet waste disposal:

The immediate disposal of dry solid waste in the campus from all buildings, garden area, canteen, rubbish waste from offices, staff rooms, classrooms, common rooms etc. is all done by the house-keeping staff deployed for maintaining the entire campus clean and healthy.

We can say with pride that our campus is very nicely maintained all the time.

The administrative officer is responsible for clean and neat campus. Specific dust-bins with capacity of 30 liters are provided to collect dry and wet waste at more than one place on each floor near staircase as well as separate dustbins in laboratories. The dry waste is accumulated in separate dust-bins whereas wet waste is collected in separate dust-bins.

The accumulated garbage in the dustbins is then dumped in garbage collection vehicle by house-keeping staff.

Used sanitary napkins are disposed off by specially installed bins maintained by a Hygiene company in girls' toilet.

Dustbins placed in laboratories, in front of cafeteria and classrooms disposed of in the same manner as above.

Old answer books, old newspaper are disposed of at subsidized cost to interested vendors, on the condition that he will collect the materials from the campus and it will be disposed to respective recyclers only.

Some rubbish papers are disposed of after shredding process under the supervision.

Use of Plastic is strictly prohibited in the campus.

Liquid waste Management:

Sewage from toilets go to the septic tank.

Silage from washrooms, basins, sinks is drained off.

Float valves are provided to the overhead tanks to avoid overflow.

E- Waste Management:

The Institute has a tie-up with a company (Eco-centric Pvt.Ltd) that deals with e-waste. It regularly collects the e-waste and takes it away for proper disposal. Outdated/obsolete and irreparable computers, electronic kits, circuits, bread boards, TVs, printers, CDs, key boards, mouse, rubbish toner cartridges, electronics components such as ICs, electric boards, electronics appliances/devices are termed as e-waste.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Climatic conditions:

Nagpur has tropical hot and dry climate in summer season and moderate cold in winter. Rainfall ranges from less to moderate. Rainwater is not secured properly which leads to drought like situation. Institute realized the importance of Rain water harvesting and installed the necessary infrastructure for it.

Rain water from the roof of buildings and the catchment flows along the slope.

Location:

Based on the direction flow of rain water rain water harvesting location is finalized. Rain harvesting structures are provided a side in the campus.

Rain water collected in the structure percolates in the ground and brings up the water table.

Recharging well:

The diameter of well is of appropriate size which is covered by the wire mesh. All the buildings within the campus are under roof water

harvesting.

Utilization:

Rain water is utilized in the campus for gardening purpose, vehicle washing, cleaning of toilets etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The institute is very much environmental conscious. Following practices are used.

Bicycle: Some staff are using bicycles.

No Vehicle Day: First Saturday of every month is observed as 'No vehicle day'. On this day faculty, staff uses public transport with an aim to minimize pollution.

Sharing of 4-wheelers: Many students and staffs share 4 wheelers to reach campus & save fuel and money.

Public Transport & College Bus: College provides bus facility to students. Many students and Faculty use college bus facility and some faculty use city bus thereby minimizing the pollution.

Pedestrian friendly roads: Students and staff of the institute use pedestrian road.

Paperless office: Most of the internal correspondence is done by e-mail minimizing the use of papers. Administrative work is done by AIMS software. Every student, staff and faculty has been provided with email id with the domain of @raisoni.net. One sided paper (recycle the paper) also used for printing in our campus thereby saves the paper & contributes in saving trees

Plastic-free campus: Use of plastic is totally banned. Paper bags making activities are conducted and these paper bags are distributed to nearby vendors.

Use of Social media: Use of WhatsApp groups, Email group has reduced lot of paper work.

Green landscaping: College has planted many saplings right at beginning therefore presently campus has become quite green. Lot of efforts have been taken by the institute for the growth of the plants. This has reduced carbon emission. College campus utilized more numbers of LED bulbs that mean save the energy and campus is mainly famous on green campus. Every classroom has sufficient window & sufficient ventilation on day light which saves the electricity.

Green Audit: Green audit has been done by the institute.

Tree Plantation camps: College has organized tree plantation at various sites in five years

In Collaboration: College in collaboration with Rotary Club, during Ganesh Visarjan, Nirmalaya collection is done near Futala lake. Students collect flowers and other materials for proper disposal. This helps in reducing water pollution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.26

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.22	0.10	0.08	0.11	0.014

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 23

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	3	7	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 21

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	7	4	2	4

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 39

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	7	8	8	5

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Institute has been organizing National festivals as well as birth/ death anniversaries of great Indian personalities every year in which large number of students participate with great enthusiasm. This has a good impact on the students particularly inculcating Patriotism and paying respect to national leaders and great martyrs

Following days are celebrated with great zeal and enthusiasm:

Teachers' day- 5th September in the memory of Dr. Sarvepalli Radhakrishnan- Renowned speaker is invited. Cultural program is organized. Skill development workshop organized for teachers.

Independence Day and Republic day- 15th August & 26th January- Flag hosting- Distribution of sweets, Cultural programs are organized which comprise of singing of Patriotic songs, dance on traditional themes, motivating speeches, skits with moral message.

National Youth Day- 12th January- Birth Anniversary of Swami Vivekananda- Motivational speeches

Rashtrapita Mahatma Gandhi Jayanti- (2nd October)- Swaccha Bharat Abhiyan Cleaning of surrounding areas are done by students.

Dr. Babasaheb Ambedkar Jayanti-(14th April) - Speeches

Rashtriya Ekta Diwas(31st October) - In the memory of Bharat Ratna Shri. Sardar Vallabhbhai Patel

International Women's day- (8th March)- This day is celebrated by organizing speeches about women's rights. Self defense camps are organized for the students. Exhibitions are organized for students and their mothers to motivate them for entrepreneurship and becoming self-dependent.

Institute also celebrated surgical strike day on 29.9.2018 as per the directions of ministry of human resource and Development, Government of India.

Note: Above list is symbolic. Institute observes few more days also.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial Transparency:

Salaries are paid through bank every month and salary certificate is issued. Management contribution to EPF and the same can be seen on EPFO websites. TDS is reflected in Form-16 and 26-AS on ITD website.

Fee receipts are issued and fees can be deposited online also.

Scholarship information is displayed and scholarship is now deposited by DBT.

Financial audit is done by external auditor company every year.

Academic Transparency:

The Raisoni Academic Monitoring System (RAMS) provides transparency to Students, Teachers, Principals and Management. Login id is given to everyone.

Time-table, lesson plans, adjustment of lectures, remedial classes, extra classes, assignments, engaging classes, students' attendance, feedback, assessments etc. are available on RAMS and accessible to everyone.

Attendance is displayed and also communicated to parents. Biometric system for faculty and staff.

Sessional marks are displayed on notice board.

Assessed test answer-books are shown to the students and grievances are resolved. Student representatives are involved in preparation of various timetables.

ICA (Internal Continuous Assessment) marks are displayed & grievances if any are resolved. Anti-ragging committee member's names and contact numbers are displayed at various locations.

Administrative Transparency:

Advertisements are published for recruitment.

Experts conduct interviews and recommend candidates for appointment as teaching faculty.

Appointment orders are provided.

Maternity leave, study leave, medical leave is granted to the employees. List of holidays notified at the commencement of the year.

Standard Operating Procedure (SOP) is designed for every process.

Minutes of the meeting of the Principals and Management trustees conducted by Chairman are circulated which acts as policies.

Minutes of the meetings of Principal-Faculty meetings are acknowledged by faculty.

College Website:

The lot of information regarding the institute about profile, courses, syllabus, admissions, academics, events, functions, celebrations, sports etc. is freely made available to the public through the website www.srwc.raisoni.net.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice I:

1. Title: "Increased employability of students through skill development programs."

2. Objectives

It is true fact that students emerging from Indian education are lack in the skills required by Industry.

The gap between university curriculum and ever changing expectation of industries is the main culprit for this situation. The curriculum of most Universities theoretical in nature and not updated frequently. But the industry expects that the graduates should start working immediately and should possess all the necessary skills. Other factors like communication skills, personality, and soft skills play an important role in the employability success rate. The principle and concept of the practice of employability enhancement skill is to inculcate communication skills, soft skills and domain specific technical skills as per expectation of industries and in association with the industries. So the institute has taken the initiative to bridge a gap between the industry expectation from fresh graduates and graduate knowledge acquired after undergoing university curriculum and syllabus.

Few objectives are listed below

To improve the technical knowledge of students.

To improve the skill set of students through various certificate programs, vocational training and life skill imparting courses.

To train the students in appearing for time-bound aptitude tests

To help the students to excel in language and communication skills

To prepare the students for different levels of selection processes such as group discussions and mock interviews

To develop the personality of student through soft skill sessions

To expose the students to industry through field visits and internship programs.

3. The Context

The 80% students enrolled in our college belong to middle and lower income groups. Hence, employment is the basic requirement of majority (70%) graduating students. Employability is one of the biggest challenges for the graduating students. Most of the IT industry where the students seek employment prefer engineering students or postgraduates. The curriculum is also one of the barrier since it falls short of industry expectations. Hence there is an important need to provide the skill set both technical and non-technical so that the students can meet the challenges. The chief objective of the practice is to bridge a gap between industry's expectation from fresh graduates and the knowledge acquired after undergoing university curriculum and syllabus. Due to the efforts by the college the students get qualified to seek university degree with flying colours through university curriculum and syllabus. Even though the same is a pre-requisite to get befitting employment in industries it is however not sufficient as per industry's expectation. To face the challenges, it is necessary to identify the gap precisely and accurately in order to develop a foolproof mechanism and structure to bridge it.

4. The Practice

The employability skill development is divided into four categories-

- 1) Technical skill development
- 2) Soft skill development
- 3) Industry Exposure
- 4) Campus Recruitment Training

- 1) Technical skill development

The technical skill enhancement is achieved by excellent teaching-learning practices. To enhance the caliber of the students in the domain area, the institute regularly conducts guest lectures, trainings and workshops. Technical events and seminars are organized for the students to possess a sound technical

knowledge in the area of study. Students are motivated to participate in technical competitions, National/International conferences/ workshops and seminars. In addition to that, Certificate courses for Technical skill enhancement like Office Automation, Python, Android app development are provided to the students. Our institute has developed specific modules which are specially designed by experts.

2) Soft skill development

This section is focused on holistic development of students. Soft skill training is provided through a well-developed syllabus. Soft skill trainers provide a rigorous training to the students. A great improvement in communication skills and confidence is found in students who have undergone these courses. Activities like reading club, inter-collegiate debates, and presentations provide a platform to improve the communication skills.

3) Industry Exposure

Institute has observed that there is a need of awareness in the minds of the students related to industry requirement. It has been done by arranging interactive sessions by inviting alumni and experts from the industry.

Industrial visits are arranged for them. The students are encouraged to undergo summer internships. The institute has signed MOUs for facilitating this activity.

4) Campus Recruitment Training

A rigorous 40hrs Campus recruitment training is provided to the students at subsidized cost. Institute hires outside professional agencies for conducting this session. This training session involves aptitude, reasoning, quantitative techniques, etc. Our team of professionals provides guidelines to write curriculum vitae, group discussions and personal interviews. The T&P cell invites renowned companies to conduct campus drives.

5. Evidence of Success

Due to combined efforts lent by all the training and placement initiatives the technical skills, confidence, communication and awareness with respect to career is increasing within students. Hence, a measurable result of these activities can be seen in the placement statistics. The institute has seen an ever increasing number of placements and many students have attributed their success to the activities conducted by the institute. The students have appreciated these activities as it helps them in increasing their confidence. This thorough process prepares the students for the final placements.

The following table indicates the overall improvement in the number of students placed in each academic year.

ACADEMIC YEAR	OUTGOING STUDENTS	ELIGIBLE STUDENTS	PLACED STUDENTS	PLACEMENT PERCENTAGE
2014-15	79	53	28	52.83

2015-16	76	51	32	62.74
2016-17	194	74	45	60.81
2017-18	187	145	105	72.41
2018-19	201	94	56*	59.57

Note: Placements are still going on for year 2018-19

6. Problems encountered and resources required

Problems encountered

Time constraints: The period or term to complete the prescribed university curriculum is very limited and certain training requires full time involvement of the students.

For example aptitude training requires almost 2-3 weeks, domain related training requires 1 to 2 weeks.

Resources required

Language lab is required to conduct sessions related to communication skills Labs are required to conduct sessions related to activities in the domain area ICT facilities and seminar halls are required to conduct various workshops /seminars

Funds are also required to successfully organize such activities. The Institute bears around 75% of the total amount required for the same.

All the above mentioned facilities are presently available at the Institute.

Best Practice II:

1. Title: "Financial support for Economically Backward students."

2. Objectives

The institute believes in providing an opportunity to learn to all students without any discrimination of caste, creed, gender or economic condition. This institute being an self-funding college it becomes difficult to provide financial support. But as per provisions made by the management, fees waiver is offered to deserving students.

The aim behind this initiative was to lend support to students coming from lower or middle class families.

Few objectives are listed below

To provide right to education

To make the student employable so that she can be self-sufficient

To assist girl students facing prejudice from family

To make the student an earning member of family

3. The Context

Right to education is a basic fundamental right of every citizen of India. The students coming from lower strata of society face a problem in acquiring quality education. To become financially independent it is necessary to be employed. The chances of getting a good salaried job is enhanced if the student opt for a technical courses like engineering. But due to high fee structure, the economically backward students cannot afford to join such courses. The students graduating from BCA and BSc(IT) get a fair chance in job market as many IT companies hire them. Our institute being a girls only college, many cases of prejudice is reported by the students. Their families are reluctant to pay the fees of a girl child whereas they give preference to educating a male child.

4. The Practice

The management has standardized rules for fees waiver, early bird incentives, etc which are circulated at the start of academic session.

The students fill a scholarship form for fees concession which is awarded to them as per directives of management.

The Institute facilitates summer jobs for students in different companies under MOU's as well as and other companies arranged by the T&P cell.

The Institute provides easy installment for payment of fees students as per requirement.

Meritorious students are awarded cash prizes.

Education Loan facility is available for students.

Free skill enhancement workshops are conducted for all students.

The Institute pays about 75% of fees charged for campus recruitment training.

5. Evidence of Success

The management has awarded following incremental scholarships for the students.

The following table indicated total amount awarded year-wise.

ACADEMIC YEAR	Scholarship Amount awarded by Management

2014-15	46250	
2015-16	78500	
2016-17	72150	
2017-18	63100	
2018-19	72600	

6. Problems encountered and resources required

Problems encountered

The management policy provides fees waiver but sometimes it is not sufficient.

Resources required

1. Appeal to NGOs to provide financial aid to deserving students. The Rotary Club has invited scholarship forms of deserving students for the academic year 2019-20.

2. Proposal for earn and learn for students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The pathway to success goes through the educational curriculum and pedagogy of any Institute . And, we , at the Institute have ensured to carve it with the best of opportunities and facilities. The Institute focuses on quality education and imparting education through 'ICT tools ' is what makes it distinctive to its vision ,priority and thrust.

Self- Paced Modernized Learning Using ICT Tools

Highlights of Information and communication Tools (ICT Tools) in the Institute

Through 'ICT Tools' the Institute envisages that today's youth will emerge as a hardcore professional keeping pace with rapidly changing technologies in tune with the global standards. Majority of the students in the Institute come from economically poor background, hence this approach in the teaching learning process also financially supports the students who cannot afford the value added courses in order to keep them abreast with the current trends.

The Institute is pioneer in implementing ICT tools in every area of learning right from classroom teaching to the final placements. The student in the Institute is equipped with the latest technology which helps him to be industry ready.

The following tools are used at the Institute

ICT enabled classrooms- All the classrooms are provided with LCD projector facility. The faculty are encouraged to use presentations so that the session becomes more interactive and easy to understand by graphic examples.

Re skill sessions:- Well defined brain storming sessions are conducted for the faculty members based on core subjects. The topics which are industry required are discussed amongst the subject experts and later delivered in the classrooms.

Automated Library System :- Library is automated using Integrated Library Management System (ILMS) Library of the institute is fully automated to serve day to day requirement of the institute, faculty members and students. The Library operates on an "Open Access" Principle and the users of the Library are directed to the required book/ resource. The entire issuance and return of books are managed by ILMS Software.

Language Lab :- The students get an opportunity to use various interactive learning tools and be a part of experiential learning pedagogy for Language Lab. This Laboratory allows students to have a feel and learn via experiencing the actual process of communication and its various elements.

IT infrastructure:- Institute always depicts its willingness in the IT infrastructure up-gradation. Institute usually purchases the computer systems with latest configuration available. The Institute is advanced in its initiatives to develop the IT infrastructure by up gradations of Wi-Fi facility with latest configuration network solution.

NPTEL : The Institute encourages the Students and Staff in registering for NPTEL online courses and certifications thereby adding value to their individual profiles and upgrading their knowledge

E-Library : The Institute has an access to E-digital Library through which E-Books and E journals can be accessed.

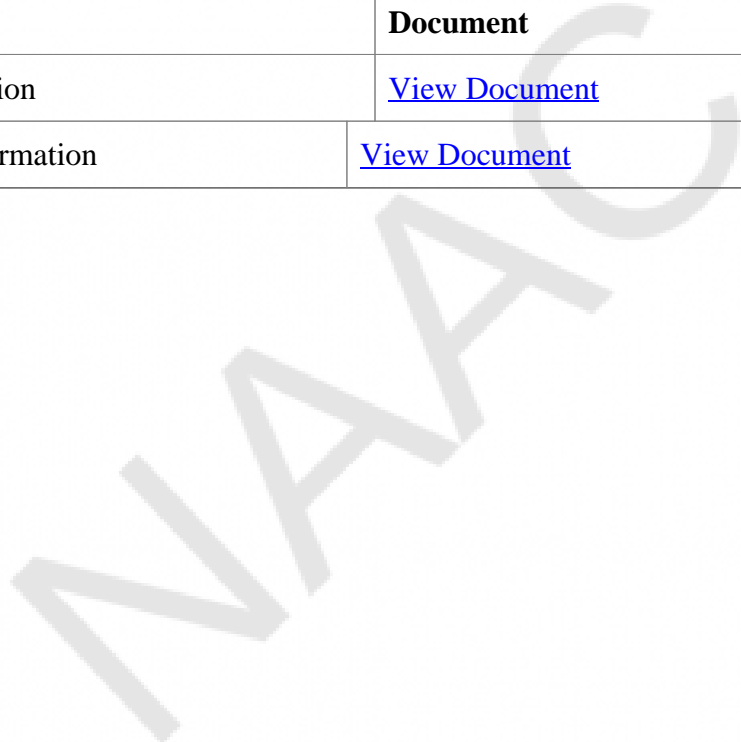
Value added short term courses and workshops:- These give the students a hand on experience on the industry required knowledge like on Python, Office automation, ERP, MATLAB, etc

Campus recruitment Training - The 40 hrs training program is specifically designed for covering all aspects involved in campus recruitment process. It includes resume making, solving of aptitude problems, mock interviews and Group discussions.

The objective of the institute continues to be a sufficing of the burgeoning industrial needs by providing skilled and motivating manpower. Thus, training the students in accordance with the cutting edge technologies is a pertinent tool we employ. We make sure to nurture excellence by way of providing quality education so that our students are in the position to face the challenges of the fast moving world.

The Institute has a thrust on quality education through technology which makes it one of its kinds in this region. Simulation exercises conducted to help the students to understand and gain a real-time feel of the subject. Video Lectures and Smart classrooms are another ways of ensuring the teaching learning process to be more interactive.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document



5. CONCLUSION

Additional Information :

At Sadabai Raisoni Women's College, we believe that women are the largest untapped reservoir of talent. We intend to provide that pertinent platform for them, which nurtures them, makes them proficient and encourages them towards the right direction. Every aspect and attribute associated with our institute is nothing short of excellence. The objective of the institute is thus to make sure the education is not accessible to a chosen few, but to all the students. The Institute is focused on providing quality education which has been achieved on incremental stages. The teaching-learning process is supplemented with new technologies and ICT tools. The holistic development of students has been achieved to a great extent through curriculum enrichment programs and life skills development. The institute provides the necessary platform to enable the students to be independent in life.

Concluding Remarks :

The Institute is proud to contribute to the special cause of "Women Empowerment" through education. Institute has well defined vision and mission, considering the needs of the society. The Institute has meticulously monitored academics, infrastructure and laboratories. The co-curricular and extra-curricular activities contribute the wide-ranging development of the students. The Institute believes in participative governance and promotes delegation of powers. The Principal of the Institute is assisted by Teaching staff, Administration Department and coordinators of various committees in decision making process. The governance of the Institute is achieved by various committees such as Local management committee, Internal Quality Assurance Cell, Academic Monitoring Committee and various institute level committees. The feedback mechanism ensures participation of all stakeholders whose suggestions are incorporated time to time. The Institute strives that the young girl who steps over the threshold of college is strong emotionally and possessing necessary skills to succeed in life.