YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MGV's Arts, Science and Commerce College Surgana
• Name of the Head of the institution	Dr. A.V.Patil
• Designation	Principal (In-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02593223230
• Mobile no	7066031167
• Registered e-mail	principalsurgana@ymail.com
• Alternate e-mail	iqacsurgana16@gmail.com
• Address	College Road, Surgana
• City/Town	Tal. Surgana, District Nashik
• State/UT	Maharashtra
• Pin Code	422211
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status		**UGC 2f and 12(B)**
• Name of the Affiliating University		**Savitribai Phule Pune University Pune**
• Name of the IQAC Coordinator		**Dr. Agnes John Kharat**
• Phone No.		**02593223230**
• Alternate phone No.		**02593223230**
• Mobile		**8975777984**
• IQAC e-mail address		**iqacsurgana16@gmail.com**
• Alternate Email address		**agneskharat@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		http://www.asccollegesurgana.com/dow_nloads/iqac/aqar%202018-19%20surgana%20college%20%20%20%20submitted.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:		https://asccollegesurgana.com/images/newpdf/AQAR%202019-20.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.14**	**2017**	**27/11/2017**	**26/11/2022**
Cycle 1	**C**	**61.45**	**2004**	**16/02/2004**	**15/02/2009**

6.Date of Establishment of IQAC	**16/06/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Bahishal Shikshan Mandal Grant	Savitribai Phule Pune University, Pune	2021	3000
Institutional	Earn and Learn	Savitribai Phule Pune University, Pune	2021	116802
Institutional	SWF Grant	Savitribai Phule Pune University, Pune	2021	24000
Institutional	University Exam Grant	Savitribai Phule Pune University, Pune	2021	408588
Institutional	Lifelong Education and Extension	Savitribai Phule Pune University, Pune	2021	9000
Institutional	National Seminar Grant	NAAC Bangalore	2021	3000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	04
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the	No File Uploaded

meeting(s) and Action Taken Report		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

? IQAC has motivated teachers to use ICT tools to enhance teaching and learning system. These efforts are being reflected in more departmental ppts, e-books, e-materials and video lectures. IQAC has encouraged staff for the conduction of online lectures and preparation of e-content for students for strengthening ICT based teaching and learning.

? IQAC has successfully organized NAAC Sponsored National seminar on AQAR, IIQA & SSR Preparation under Revised Assessment and Accreditation Framework along with challenges and Remedies in Higher Educational Institutions of Tribal Area during 8th and 9th January, 2021

? Online education played very significant role in pandemic situation. IQAC has organized Computer training workshop during 8 September 2020 to 12 September 2020 Computer training programme helped our staff to prepare for online education.

? Distribution of handmade cloth bags among villagers with the initiatives of IQAC and NSS. These cloth bags were made by NSS students with the help of collected old sarees from college staff members.

? Promotion of cleanliness and health consciousness among students and villagers IQAC and NSS has conducted workshop on cleanliness habits, Mask and sanitizer distribution among students and villagers. Our NSS Students have distributed more than 3000 masks made by them among local public.

? Series of lectures were organized in neighboring institutes (Nutan Vidaymandir Junior College, Nursing College and Arts, Commerce and Science College Umbarthan) to create awareness regarding National Education Policy 2020 during 11 November 2020 to 30 December 2020.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Regular Meetings of IQAC	IQAC has conducted four meetings in this academic year which helped for the planning and quality enhancement
Preparation of Academic Calendar	Academic Calendar of the year 2020-21 was prepared and displayed on notice board, website for teachers and students.
Preparation and timely submission of AQAR	AQAR was submitted within the stipulated time on NAAC HEI Portal
Preparation and analysis of students' database of the current academic year	Student database was prepared (General/SC/ST/OBC/DIVYANG), gender distribution of students and other details have been analysed
Arranging training workshop for conduction of Online Classes (Google Classroom and Learning Management System)	Training workshop for the conduction of online classes was organized during 26th June 2020 to 27th June 2020
Computer Training programme for teaching and non-teaching staff	Online education played very significant role in pandemic situation. IQAC has organized Computer training workshop during 8th Sep. 2020 to 12th Sep. 2020 Computer training programme helped our staff to prepare for online education
Organization IPR Workshop	IQAC has successfully organized workshop for Intellectual Property Rights on 13th Sep. 2020
Organization of National Workshop	IQAC had prepared and submitted the seminar proposal to NAAC, Bangalore. Thus IQAC has successfully organized NAAC Sponsored National seminar on AQAR, IIQA & SSR Preparation

	under Revised Assessment and Accreditation Framework along with challenges and Remedies in Higher Educational Institutions of Tribal Area during 8th and 9th January, 2021
Strengthen ICT based teaching and learning.	IQAC has encouraged staff for the conduction of online lectures and preparation of e-content for students for strengthening ICT based teaching and learning.
Conduction of Academic Audit	IQAC has conducted internal Academic Audit for the academic year 2020-21 on 30 May 2021
Promotion of cleanliness and health consciousness among students and villagers	IQAC and NSS has conducted workshop on cleanliness habits, Mask and sanitizer distribution among students and villagers
Promotion of plastic free environment	Distribution of handmade cloth bags among villagers with the initiatives of IQAC and NSS. These cloth bags were made by NSS students with the help of collected old sarees from college staff members.
To strengthen network with local colleges and form Networking of colleges	Many guest lecturers were invited from surrounding colleges for the students during this pandemic. (Online lectures)
To organize extension activities that will have visible, tangible impact in the adopted village.	IQAC and NSS have successfully organized many extension activities in the adopted village, Pratapgarh which have visible and tangible impact. • Tree plantation • Clean and green campus and village • AIDS Awareness webinar • Road Safety Awareness Rally, Workshop • Mask and Sanitizer distribution • Handmade cloth bag distribution among villagers • Awareness

	regarding Importance of education for girls and women.
To conduct Feedback	Feedback from various stakeholder like students, teachers, Parents, Alumni and Employers was collected, analysed and accordingly action was taken.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	28/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	20/01/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**233**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1344**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1260**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**245**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**27**

File Description	Documents
Data Template	No File Uploaded

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3.2	**31**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	**View File**

4.Institution

4.1	**14**
Total number of Classrooms and Seminar halls	
4.2	**5226806**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**35**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being affiliated college we follow the curriculum developed by SPPU Pune University. At the beginning of academic session the college prepares academic calendar which consists of curricular, co-curricular and extracurricular activities. The college ensures effective implementation and delivery of curriculum.

- There is a faculty wise time-table committee which prepares the time-table as per workload for the academic session.

- The faculty prepares their individual Academic and teaching plan which is included in the academic calendar.

- The Principal addresses the newly admitted students in "Induction Program". This program orients the students about: facilities and welfare schemes available, code of conduct and discipline, add-on courses and extra-curricular activities.

- Meetings of the Head of Departments are held with the Principal to

take review and discuss the curriculum delivery.

- Intra-departmental meetings for the review of the subject distribution, departmental activities, planning of unit tests, seminars etc. are also conducted.

- Assignments and project works are given to the students under the supervision of the faculty.

- Guest lecturers of eminent faculty members from other institutions are arranged to give exposure of the current trends and the latest subject knowledge.

- Faculty members take efforts to complete the syllabus in time. Students are given assignments and their feedback is collected at the end of each semester.

- UGC sponsored Career-Oriented Courses are introduced to enhance the employability of the students.

- Teachers take efforts to ensure quality and to enhance academic growth.

- The compliance of the curriculum is communicated to the principal through the head of department and at the end of the year the performance of the students is verified by their feedback.

- Students-Teacher -Guardian Scheme (Mentor-Mentee) is implemented for identifying problems of the students regarding academic, social and financial issues.

- Periodic meetings of IQAC take stock of the progress of teaching, learning among other things and meeting of the department with principal and CDC meeting are other forums where progress of the delivery of curriculum are regularly monitored.

- During this pandemic situation our faculty members have used online teaching facilities like Zoom, Google Classroom, and Google Meet etc. to ensure effective delivery of curriculum.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/file/d/1yMfzf_ouPUb OhTI3-NYYv9rWvwWfYfJt/view?usp=sharing

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

Our institute follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it.

Internal Assessment tests (IA), assignments, quiz competitionsand seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The course instructors prepare IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

03

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

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

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

06

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

228

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

1.3 - Curriculum Enrichment

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

Gender Sensitization:

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV

and high level security. Two certificate courses, Beauty and wellness and Tailoring are run through B.Voc especially to empower girl students.

These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life. College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students.

Environmental Awareness:

The course "Environmental awareness" related to ecosystem, its balance & sustainability is an integral part of the curriculum of the second year. University prescribed this course for creating awareness and developing importance of environment among students. Awareness about Environment is necessary for the protection of the environment and survival of human life. The basic aim of this subject is to make the students aware about the importance of ecosystem to human life. There is an extensive ongoing tree plantation program. College celebrates the day of National importance as Earth day, Environment day and Ozone day

Various co-curricular activities are organized through NSS, Student Welfare Department like tree plantion, plastic free environment campaign, Corona awareness, Handmade Mask distribution and Cloth bags distribution to promote plastic ban for the tribal people of Surgana.

The departments conducted following activities:

- Geography department has observed Ozone Day
- Political Science department has observed Samvidhan Divas (Constitution Day/National Law Day), Human Rights Day and National Voters Day
- Martahi Department has observed Marathi Bhasha Sanvardhan Pandharvada during 15th Jan. 2021 to 30th Jan. 2021
- Botany department has organized Webinar on World Environment Day, Conservation of Medicinal Plants and Online Guest Lecture on Vat Pornima
- Zoology department has observed Malaria Day (Online lecture), blood donation day, world animal day and cancer day.
- Women's Sexual Harassment Preventive cell, Vishakha Committee

has organized National Girl Child Day, Webinar on stri-purush samanta, Webinar on, "Women's Health" and Webinar on, "Mothers Day"

- **NSS has organized Online Guest Lecture on AIDS Awareness, Awareness rally: Road Safety Programme, Youth Day, Mask and Sanitizer distribution among students and villagers and Plastic free environment awareness: distribution of handmade cloth bags made from old sarees.**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

05

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

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

452

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://asccollegesurgana.com/images/newpdf/Feedback%20Analysis%202020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://asccollegesurgana.com/images/newpdf/Feedback%20Analysis%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1344

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

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

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

1306

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students admitted in our college are coming from economically backward sections and communities of the society. Most of the students are from backward category i.e. ST.

Our college has a fair system for admission process. The students are admitted in our institution without considering caste, creed, gender, religion, social and economic status. After the completion of admission process regular classes commenced as per the college time table.

After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified as per their responses in the class room as well as the performance in the Unit test, internal examinations.

After knowing slow and advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The list of slow and advance learners is neither displayed on notice board nor shared with the students in order to avoid discrimination among students with respect to their

learning ability. Besides regular time table extra lectures schedule is prepared by concerned subject teacher. All the students are allowed to attend these remedial coaching classes. Teachers always make sure that students should understand the topic / subject. If students fail to do so, teachers try and adapt different teaching methods as per the need and situation so that the topic becomes easy for students to understand.

Advanced learners are motivated to ask their queries freely and frequently to the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals to prepare a respective subject.

Home assignments and projects are given to the students. Students are motivated to take part in various competitive examinations, quiz competitions, debates, cultural events, Avishkar Competition, Seminar and poster presentation, field work and project work as per their syllabus.

Following are the activities carried out for students:

Slow learners:

- Individual counseling.

- Remedial Coaching

- Extra notes.

- Group discussion session.

- Internal examination process.

- Encouragement in NSS, Sports and academic activities.

- Extra library books guidance

Advance learners:

- Advance notes

- Seminar sessions

- Participative learning sessions i.e. Self Discipline Day & Teachers Day

- **Experimental learning sessions i.e. Industrial Tour, Field visits**

- **Projects**

- **Group discussion sessions**

- **Internet facility is provided as per students need and interest**

- **Advance questions papers, Old question papers**

- **AVISHKAR RESEARCH FESTIVAL PARTICIPATION.**

- **The college conducts various activities such as Cultural, NSS, and Sports to develop their overall personality.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1344	**27**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The college conducts various student centric activities throughout the year. The learning becomes more experiential, participatory and socialistic by organizing activities like group discussions, model making, field visits, debates, quiz, assignments, seminars, project writing, exhibitions, publication of wallpapers, writing articles, poetry recitation and power point presentation. The college

organizes co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-round personality developments.

Team spirit and leadership qualities are developed in the students through group discussions, project work and organizing workshop on useful topics like stress management, communication skills, personality development and time management. The college promotes creativity amongst students by encouraging them to publish articles in the college magazine and wall papers. The college has annual publication (college annual) called " Apurvai", Students are assigned to work on the editorial board of college magazine which improves their creative and administrative skills. To imbibe patriotic and social values among students various Days like Teachers? Day, Independence Day, Republic Day, NSS Day, NCC Day, Maharashtra Day, and Anniversaries of national heroes are celebrated.

Following methodologies are used to enhance the teaching learning experience:

- Project methods: The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in PG classes like M.A.- Marathi, B.A.,B.Com. and B.Sc. Environmental Studies and T.Y.B.A. History students.
- Interactive methods: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics are done under features. Especially, NSS, Political science department and Economics department organize interactive methods many times in a year.
- ICT Enabled Teaching: ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.
- Experiential learning: Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, Botany,

Zoology and Geography uses this method. Students take interest and learn things via experiential learning.

- **Student Seminars:** The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.
- **Group Learning Method:** Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by an student or by the teacher. They share the information to each other.
- **Black-board presentation:** In this method, each student is given a certain question. And student has to solve this problem on the black-board. The department of mathematics and Chemistry are practicing this method.
- NSS conduct outreach programmes like Blood Donation Camps, AIDS Awareness Campaigns, Tree Plantation, Swachh Bharat Abhiyan, Mask Distribution etc.
- **Avishkar Research Fest:** Every year this fest is organized by Savitribai Phule Pune University. Students are motivated and guided to participate in this competition to enhance and develop their research interest.
- **Annual cultural program –** This is organized every year for the students of the college to give a vent to their creativity.
- **Expert lectures:** Departments encourage students to acquire and develop problem-solving skills. For this, college organizes expert lectures on various topics, motivate students to participate in various inter-college and intra-college competitions, events.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Use of ICT is need of time. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute-

ICT Tools:

1. Projectors- projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and Faculty desks all over the campus.
3. Printers- They are installed at Labs, HOD desks and all prominent places.
4. Photocopier machines - Multifunction printers are available at all prominent places in institute.
5. Scanners- Multifunction printers are available at all prominent places.
6. Seminar Room- Three seminar hall is equipped with all digital facilities.
7. Smart Board- One smart board is installed in the campus.
8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
9. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)
10. Digital Library resources (DEL NET, MYLOFT etc)

Use of ICT By Faculty-

- PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
- Industry Connect- Seminar room is digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
- Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
- Online competitions- Various technical events and management events such as Poster making, Project presentations, quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.
- Workshops- Teachers use various ICT tools for conducting workshops on various subjects like IPR, Research Writing etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

27

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

2.4 - Teacher Profile and Quality

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

11

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

169

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

2.5 - Evaluation Process and Reforms

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

Being affiliated to Savitribai Phule University, Pune the college adheres to syllabus prescribed by the university, The examination department coordinates internal and external exams as per the examination schedule of affiliating University. Institution also adopts continuous internal evaluations to assess all aspects of student's development on a continuous basis throughout the year. Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year in consultation with the Heads of the Departments. Then the College organizes orientation programs for the students to make them acquainted with the rules and regulations of the affiliating university, examinations, evaluation process, extra-curricular activities etc.

Due to covid 19 pandemic situation Internal/ Term end examinations were conducted for UG students through online mode in the form of

multiple choice question base (full length format) as in final university examination so that students get an idea about paper format and need of coverage of answer in each section .

Continuous Internal Assessment is done by Teachers through their interaction with the students throughout year including one or more mechanism viz. , one internal per semester, exercises preparation, home assignment, group discussion, open book test, viva voce during practical , field visit etc. For PG students seminars, projects dissertation, , group discussion, internal test, surprise test , home assignment, excursion study tours and visit report are compulsory activities engaged throughout the year . Reforms like earning compulsory ten credits for courses on cyber security/ information security, human rights and online skill development are also introduced by the college following the rules and regulations of affiliating university.

Due to the Covid 19 pandemic situation all external examinations including first year were conducted by university through online mode. Whole assessment of the external examinations and declaration of results has been carried out by the university due to pandemic situation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared as by examination committee and communicated to the students well in advance.
- To ensure proper conduct of formative tests, separate invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within eight days from the date of examination.
- The corrected answer scripts at random are verified by HOD to

ensure the standard evaluation process.

- ○ The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board.
- ○ The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.
- ○ Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.
- ○ Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.

vRedressal of grievances at institute level:

- Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, practicals, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections are made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively reassessed by another teacher if necessary.
- College Level: The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students are facing any problems, they are solved by the institution Chief Examination Officer. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.
- Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are forwarded to University Examination sections through the college examination section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.
- Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a stipulated time from the declaration

of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms.

- **Challenge Evaluation:** If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a stipulated time after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

Taking inspiration from the Program Outcomes (POs) defined by National Board of Accreditation (NBA), New Delhi and are to be fulfilled by all the programs in higher education. The Course Outcomes (COs) for each subject is available in university syllabus or defined by concerned faculty member in consultation with other faculty teaching the same subject and HoD.

The POs, PSOs and COs are available on college website and are also communicated to students, teachers and other staff by displaying at following location:

- Departmental Laboratories
- College corridors
- HoDs and Faculty rooms
- Course files.

The COs is also disseminated to students through faculty announcements to the students during the beginning of each semester and from time to time during the entire semester.

Link on website:

https://www.asccollegesurgana.com/images/newpdf/3.%20POs,%20PSOs%20_ %20COs

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Our institute has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The objective and outcomes are properly mapped for testing and evaluation of students so that PSO's are attained through the competency mapping in terms of knowledge and skills.

The Departments adopt both direct and indirect methods of assessment to ensure attainments of PO's and CO's.

Direct Assessment methods

- **Internal Test**
- **Group discussion**
- **Laboratory performance**
- **Student projects**
- **Assignments**
- **Semester Test**
- **End term Theory Result**

The score of this assessment is taken into account for evaluation CO's.

Indirect Assessment Methods

- **Feedbacks**
- **Alumni survey**
- **Co-curricular activities**
- **Extracurricular activities**

Feedback mechanism is used to improve Teaching learning process in

outcome based education.Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes.

Besides, the institute also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Red Cross ,Career Counseling, Personality Development Program, and Communication Skills, organizations of Scholarly Lectures Health Awareness Programs etc.

Link: Sample Excel File:

https://docs.google.com/spreadsheets/d/1x-oBpGSVj8ReegAZ10gh_u-3gXoGbCMG/edit?usp=sharing&ouid=10986964559188230915O&rtpof=true&sd=true

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

422

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	[https://asccollegesurgana.com/images/newpdf/AnnualReport_2020-2021_CAAN017620%20(2).pdf](#)

2.7 - Student Satisfaction Survey

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

https://asccollegesurgana.com/images/newpdf/SSS%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

`Nil`

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

`01`

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

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

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

`NIL`

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

3.2 - Innovation Ecosystem

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

Our institute recruits meritorious, dynamic and enterprising young faculty through an elaborate selection process that involves careful scrutiny of applications, testing of knowledge and teaching skills through selection interviews.

The annual performance appraisal system encourages faculty to enhance their teaching, research and administrative skills, as well as social services to the desired level of promotion. Faculty members are encouraged to undergo professional development programmes and organize and participate in Conferences, Seminars and Workshops. Leave is granted and financial support is provided to participate in conferences, seminars, workshops and faculty development programmes. Teaching and non-teaching staff are encouraged to enhance their qualifications and pursue part-time PhD programs. The institute has a good research promotion policy. Faculty members are encouraged to pursue Ph.D. Five faculty members have registered for M Phil and Ph. D programs and the numbers are increasing every year.

The College publishes an annual magazine namely "Apurvai". It publish various activities and achievements, primarily by the staff, both teaching and non-teaching, who have strived hard individually and collectively in different areas, students related achievements are also included.

The college promotes participation of students in different co-curricular activities such as cultural programmes, extension service, art and craft, NSS, seminar presentation, youth festival, group discussion, role playing and many more to equip the students and motivate them for all round development of the child. The

institute also took the initiative of organizing awareness program on environmental issues, women health awareness programme for girls and CORONA awareness rally etc.

Our institute is running free consultancy services for farmers of Surgana region, through which farmers are guided about soil type, pest management, harmful effect of chemical pesticides (especially for strawberry cultivation) and importance of organic farming. Our institute has also developed MOU with local Government Hospital through which we are running several activities like Hb Checking, Blood group checking, Health Awareness camps etc. for our students.

To develop a transparent and responsive administration the college authority organized a computer, Online class conduction Training Program for teaching and non-teaching staff. The institute has well equipped central Library, laboratories, safe drinking water facility, hygiene canteen, vending waste disposal machine etc. to ensure swift and paperless (or green communication) made of communication in day to day administration from the IQAC office.

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

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

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

01

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

3.3 - Research Publications and Awards

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

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

`04`

File Description	Documents
URL to the research page on HEI website	https://asccollegesurgana.com/research-committee.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

`49`

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

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

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

`25`

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

The institute promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. Every Year, programme are organized under which students and staff participate voluntarily in community based activities with neighborhood. The institution hosts a variety of outreach programmes to build institute-neighbourhood community relations and to educate students about community issues.

Our institute is engages in a variety of community outreach programmes in the surrounding area. NSS hosts a residential camp in a nearby adopted village (Pratapgarh), where NSS volunteers participate in a variety of activities tackling social issues. Various awareness events, workshops, rallies, and road shows are held on topics such as hygiene, environment awareness, tree plantation, gender sensitization, road safety awareness and women's empowerment. These student activities have a good effect on health awareness and personal cleanliness. Students learn to negotiate, communicate, handle conflict, and lead others while working in groups. Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, right to information, Human Rightes etc.

The institute has organized plastic free campus campaigning. With the initiatives of IQAC and NSS the institution has distributed handmade cloth bags among villagers. These cloth bags were made by NSS students with the help of collected old sarees from college staff members.

Institute has conducted workshop on cleanliness habits, Mask and sanitizer distribution among students and villagers to create awareness regaring CRONA Pandemic. Our NSS Students have distributed more than 3000 masks made by them among local public. Thus institute has made good efforts for promotion of cleanliness and health consciousness among students and villagers

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

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

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

Nil

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

43

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

743

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

3.5 - Collaboration

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

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

0

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

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

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

09

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. **Classrooms:** Classroom utilization Schedule is decided by time table committee headed by the Principal. The time table is designed by the committee so that the available classrooms are used optimally. There are 12 classrooms. The College functions in two shifts i.e. Arts & Commerce in morning and Science classes in the noon shift along with the practical in morning session. Classrooms can be used for other academic activities and organized events when there is no instructional schedule. Use of the classrooms for these activities must be made with prior permission of the authority. Laboratory Utilization: The concerned head of department, Vice-Principal and time table committee decides the allocation of the laboratories according to necessity in accordance to the time table in such a manner that will ensure maximum utilization without any problem.

2. **Academic and Administrative office:** Office space is allocated to administrative staff. Administrative office includes Principal, Vice-Principal, Office Superintendent and IQAC Cabin. It also includes section for Account, clerical department, Scholarships and Admission. A separate office is allocated to the Exam department. A cabin is allocated to College Examination Officer (CEO).

3. **Seminar Hall:** Seminar hall and conference rooms are allocated by the prior permission of Principal as per need of the event or program. It is allocated for the following purposes:

- For the general staff meeting.
- For Workshops, Seminar, Co-curricular and Cultural Activities.
- Any other event permitted by the Principal.

1. Sometimes the college space is also allocated to external users on the basis of their request. While allocating space to the external users the care has to be taken so that academic classes and other academic activities in the college are not disturbed. The space is allocated for the following activities:

- Seminar hall for lectures NGO.
- Meeting room for alumni meeting.
- Meeting hall for legislative assembly
- Different government organization.

1. **Gymnasium and Sport facility:** The rules regarding utilization of Sport facilities are laid by the college authorities. All sports facilities present in the campus are mainly used for sports education, training, competition and recreation by college students, faculty and staff members.
2. Green gym equipments are fitted inside college campus. Free access to green gym is given for all students and staff members. A well equipped gymnasium is allowed to use by the students with the permission of Physical Director.
3. **Library:** Library membership is provided to all students and staff of college. All members get access to library facility along with Identity card. Library Committee is functional which takes care of the library matters and functions.
4. **Canteen:** Canteen facility is available in the college campus which is used by staff members as well as students.
5. **Parking:** Separate parking shed is allocated to staff and students.
6. The class rooms and Laboratories have proper lighting, fans, and also windows to allow natural light and air to come in. They are regularly cleaned and furniture like closets, desks, chairs and tables are dusted to provide a hygienic environment.
7. The institute uses Vriddhi software for Administration, Office Automation (Admission exam, Account, etc process) LMS, Library Automation.
8. Departments are allotted with LCD projector K-yan and computer equipments like desktop computers, printers, internet connections, wi-fi etc. College have well-equipped computer laboratory which is accessible to students for use of internet. The library is automated, using 'Vriddhi' Software. College library provides e-journal e-books, e-databases through N-list programme of Inflibnet to students and teachers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

1. **Gymnasium and Sport facility:** The rules regarding utilization of Sport facilities are laid by the college authorities. All sports facilities present in the campus are mainly used for sports education, training, competition and recreation by college students, faculty and staff members.

The gymkhana has amenities for both indoor and outdoor games

- To play Indoor games, there is 1 Table Tennis (TT) table, 15 TT bats, 15 boxes of TT balls, 3 Carom Boards with 20 boxes of Carom coins and 10 Chess Boards.
- For Outdoor games, there are 2 Football nets and 6 Footballs.
- For Cricket we have 6 bats, 2 Season Bats, 3dozen Season Balls, 4 Helmets, 4 Wicketkeepers? Gloves, 6 Hand Gloves for Batsmen, 4 Abdomen Guards, 4 Elbow, pads, 2 Chest Pads, 4 Thigh Pads, 4 pads, and 12 Stumps + 4 dozen Tennis Balls.
- For Volleyball, we have types of equipment like 5 big Nets, 12 Balls and 6 Timers. We have 2 small Nets and 8 Balls for Throw Ball.
- For Badminton we have 8 Badminton Rackets, 2 dozen Shuttlecocks, and 1 Net.
- In-house Judo and wrestling training is given for students attending intercollegiate Judo competitions. Football and Cricket kits, T-Shirt and shoes are provided from the college as per the players requirements during intercollegiate and other sports events.

LIST OF SPORTS GROUNDS:

Sr. No.

Sport Name

Quantity

1.

-

1.

1.

○

1.

1.

Volleyball

1.

1.

Basketball

1.

1.

Kabbaddi

1.

LIST OF INDOOR & OUTDOOR GAMES AVAILABILITY

Sr. No.

Indoor Game

Outdoor Games

1.

-

Cricket

1.

Carom

Football

1.

Table Tennis

Volleyball

1.

-

Kabbadi

1.

-

Kho Kho

List of Sport Equipments

Treadmill

-

Cycles

Bat-Boll

Volleyball NET

Reselling Mat

Table Tennis Equipments

Cultural Activities:

As cultural activities are an integral part of the study, the students are permitted to participate in various cultural activities inside and outside the campus. It provides personal growth by learning skills, to meet new people and to pass on the cultural traditions. During this academic year institute has conducted online singing programme activity for students and staff. Due to Pandemic situation we could not conduct many cultural activities.

Sr. No.

Name of the Event

Date

Photo

Global Cancer Day

4/2/2021

International Geography Day

14/1/2021

Karmveer Bhausaheb Hiray Jayanti

1/3/2021

Mahatma Gandhi Punyatithi

30/1/2021

Rajmata Jijau & Swami Vivekananad Jayanti

12/1/2021

National Sport Day

29/8/2020

Mask Distibution During Covid-19 Pandemic Situation

28/02/2021

Rally of awareness about covid-19 and facemask distribution

24/09/2020

Maulana Abul Kalam Azad Birth Anniversary celebrate as National Education Day

11/11/2020

Online Singing Programme

Marathi Language Conservation Months

27/02/2021

Republic Day Celebration

26/01/2021

Teachers Day Progrmme

5/9/2020

Independence Day

15/8/2020

Tree Plantation

1/08/2020

National voters Day

25/1/2021

conduct online Yoga session on occasion of International Yoga Day

21/06/2020

Dr. Babasaheb Ambedkar Jayanti

14/04/2021

Book Exhibition on the occasion of "Vachan Prerana Din" Dr. APJ Abdul Kalam birth anniversary

15/10/2020

Marathi Bhasha Din

27/02/2021

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

05

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

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

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

Nil

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

4.2 - Library as a Learning Resource

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

Name of LMS Software

Nature of automation

Version

Year of Automation

Vriddhi 2.1

Fully

2.1

2010

" Vriddhi 2.0" Library Management System

Membership: Library membership is provided to every student and faculty member. By using the member's data library can generate the ID card for the member and the library management software will generate a Barcode for the member which will be helpful for book transactions.

Bar code: Barcode can generate by system while registration of Library member for library card and accession process for books.

Book circulation: While issuing a book, library staff scans the barcode in the system and an entry can be made into the system for the specific book against the specific library user. This library automation software helps to keep track of all the existing books. There is a unique Id for every user and unique accession number for books. Barcode is helping in Issue-return functionality. A Library can define the number of books that can be issued to a specific member in the system. There is a renewal limit after which members have to return the book or a fine will be applied. Library user can be able to access the system by using their unique Ids.

OPAC: Library (Online Public access catalog) provides search options for the student by Title, Author, Publisher, Book Editor, Edition Year, and Subject. The surfing catalog is user-friendly with various search features that allow students to select a perfect book.

Library Module: Book Accession, Serial control, Circulation, Reports and OPAC. This library management software is loaded with some important library functionalities like Book Accession, Periodical Accession, and Disc Accession. After accessioning the books and periodicals are ready for circulation.

Reports: Daily/monthly/yearly reports can be generated from the system. The report can be extracted item wise like the report will explain how many items are issued, expired, out of use, etc. Member-wise reports can also be generated.

The library staff manages the entire stock of the library very quickly and conveniently with the help of vriddhi library management System.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://agarsurgana.weebly.com/uploads/1/4/0/3/140353784/421b.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

151924

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

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

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

27

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

4.3 - IT Infrastructure

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

Our institute frequently updates its IT facilities including Wi-Fi.

- **College has purchased broadband collection LAN Network connection from MahaNet internet service agency Surgana, with bandwidth speed of 100 Mbps.**
- **College has an Internet Cell for network access to students and teachers with 10 computers.**
- **College administrative building and examination campus are Wi-Fi enabled.**
- **College library has developed website and android app for information deployment and online library service to its users.**
- **The College has installed solar power and UPS backup to overcome interruption or power failure situation.**
- **The college is using Vriddhi Software for Office automation, online Admission process, Examination process etc.**
- **Departments are allotted with LCD projector K-yan and computer equipments like desktop computers, printers, internet connections, wi-fi etc. College have well-equipped computer laboratory which is accessible to students for use of internet. The library is automated, using 'Vriddhi' Software. College library provides e-journal e-books, e-databases through N-list programme of Inflibnet to students and teachers.**
- **Upgradation of software and hardware and maintenance of ICT facilities is done by the Dnyanai Computers, Surgana and IT Department of Mahatma Gandhi Vidyamandir,Panchvati Nashik.**

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

4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5226806

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

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

There are established systems and procedures for maintaining and utilizing the physical, academic and support facilities.

Maintenance of Classrooms is done regularly by support staff and the

electrician. After college hours, the Tube-lights, fans are switched-off and classrooms locked.

Classroom utilization Schedule is decided by time table committee headed by the Principal.

Maintenance of Laboratories equipment and instruments is generally done by the laboratory assistants. Maintenance of sophisticated instruments is done by their respective manufacturers/agencies whenever the need arises. For the safety of the students and others working in the laboratory the laboratories are equipped with fire extinguishers, which are annually re-charged and maintained. Daily laboratory glassware cleaning is done by laboratory attendants. After the use, equipments and instruments are kept in custody of the laboratory assistant. Hazardous chemicals are safely kept out of reach of the students and are handled by teachers or laboratory assistant only.

The concerned head of department, Vice Principal and time table committee decides the allocation of the laboratories according to necessity in accordance to the time table in such a manner that will ensure maximum utilization without any problem.

Computer Labs: Cleaning of the laboratories is regularly done by the attendants. Software installation and updating of operating systems is done by the teachers and laboratory assistants. Major hardware repairing of the machines is outsourced.

Maintenance of Sports Complex: The play ground and overall maintenance of the Gymnasium is done by support staff appointed in the Department of Physical Education. Grounds are cleaned and maintained regularly by peons and students from "Earn and Learn" scheme.

Maintenance of Library: The Library cleaning is done by the library attendants and pest control is in place to protect the library book stock. Open access is practiced for Under Graduate, P.G. Students and Teachers. Binding of books and journals is done annually. Minor repairs are done by the library staff, however cloth binding is outsourced. Disposal of old books, magazines, newspapers and other material is done on the recommendation of the Library Committee.

Utilization of Physical, Academic and Sports Facilities: The Need based maintenance of building and furniture is taken up regularly by establishment department. The college campus is under constant

24-hour CCTV surveillance. The sport ground which include, the track, cricket field, basketball, Volley ball are made available to students. The sports facilities for football, volleyball, badminton, Cricket are provided by the Gymkhana. The green-gym Free of cost to students. Parking facility is made available separately for students and staff. The Garden is maintained by gardeners and students from "Earn and learn" scheme assist them. The college also provides canteen facility for students and staff on the campus at reasonable rates.

Electrical Maintenance: The maintenance of generator, solar system and UPS is regularly done by AMC. Electrical maintenance is done with the help of 'electricians' appointed by institute and major work is outsourced to local skilled agencies.

Water supply: A separate 'water supply section' takes care of storage and distribution of water. The RO plants are installed and water is distributed through coolers as well as taps. The quality of drinking water is maintained and recorded daily. Required plumbing work in the campus is done outsourced.

Website: A team of faculty members is appointed for updating college website the information on regular basis. The website and digital media maintenance is covered under annual maintenance committee.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1001

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

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File Description	Documents
Link to Institutional website	https://asccollegesurgana.com/images/newpdf/Capacity%20building%20and%20skills%20enhancement%20inititives.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

104

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

108

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

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

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

5.2.2.1 - Number of outgoing student progression to higher education

66

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

01

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

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

The college is supposed to forms a student council as per the

Maharashtra University Act, 1994. S.40 (2) (b) but due to stay orders by state government student council has not formed in the college since last three academic years. In spite of this students are represented actively in academic and administrative bodies like IQAC, College Development Committee, Student welfare Association, Student Grievance Redressal Cell, Anti – Ragging Cell, etc. Student's representation in various committees is as follows:

1. Magazine Committee: The College publishes an Annual Magazine entitled "Apurvai" which provides a platform for our students to express their creative ideas.
2. Grievance Committee: The committee looks into the problems of students. The students can approach the committee for their academic, administrative and personal problems in the college.
3. Alumni Association: Alumni Association offers a unique platform for the past students of the college to interact with the students from all the faculties of the college.
4. Anti-Ragging Committee: The Anti-Ragging Committee is established in the college looks in to the problems faced by the victims of ragging.
5. Internal Quality Assurance Cell: This Cell was formed as per NAAC guidelines. It ensures continuous development in all the administrative, teaching and learning aspects of the college.
6. College Development Committee: Students have representation in the College Development Committee.
7. Discipline Committee: This committee helps to maintain discipline in the college campus.
8. Student Welfare Association: It provides support to meritorious economically backward students. Earn and Learn Scheme has been actively implemented for the poor and needy students, who would like to work for a few hours in the college campus to get some financial help. Proposals of these schemes have been sent to the affiliating University. But due to pandemic situations S.P.P. University has not sanction these programmes for the current year.
9. Organization of Special Events: Students organize, and celebrate the National Teachers Day, on Sept. 5, every year by honoring teachers and presenting cultural programme and other National celebrations that include, Independence Day, Republic Day, Science Day and various NSS and social service activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

01

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

5.4 - Alumni Engagement

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

Our Institute have an active Alumni Association, which is a registered under the Registering Body of Govt. of Maharashtra with the Registration no. Nashik 0000021/2021. There are 11 alumni registered in the association.

Alumni Association works to promote the bond of brotherhood among the alumni and to help the Institution and its students grow in all the aspects. In order to achieve the same the Alumni association:

- **Helps in creating opportunities for the students.**
- **Provides valuable feedback that helps in providing enriching insights in various areas to the institution.**
- **Promotes sharing of experiences and knowledge among the various stakeholders**

The Institute conducts the following activities on regular basis:

- Communication with the members of the Alumni Association and the Institution keeping mutually informed the developments on both sides.
- Organizes social, educational and networking events locally at the institute levels.
- Provides continuing educational enrichment experience for alumni and students.
- Undertakes activities contributing to improvement of infrastructure and academic activities in the Institution.
- Helps the students to look upon the alumni to become a responsible citizen.
- Conducts periodical meetings for fulfilling the various objectives of alumni association.
- Raise funds for promoting objectives of the association.
- Conducts various activities that help in the career and competitive examination guidance to the students.
- Helps to fulfill the Institution's social responsibility by conducting various donation activities for the welfare of the students and the community. Helps the Institution in its development through the means of financial contribution.

1. Institutional Endowments by Alumni: Endowments donated like sports equipments, musical instruments, Sanitary napkins and Metal fencing around campus and tree guards.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

institution

Vision:

Sarvatra Vidya Vardhate Praja - Expansive education leads to enrichment of the people

Mission

Educational improvement is a stepping-stone to economic and social development, and the handiest instrument for empowering the tribals. Our mission is to reach out to the students of hilly tribal region and uplift them by giving new directions, heights and ambitions through education.

Objectives:

- To impart quality and value based education to the students.
- To increase the gross enrollment ratio of higher education.
- To create health awareness through education.
- To empower girl students through education to become morally, socially and economically independent.
- To promote national integrity, equality and social justice among the students.
- To remove language barrier from the tribal students.
- To conserve customs and traditions of this tribal community.
- To bring the tribal community into the main flow of society.
- To empower tribal community in agriculture field through education.

Our institute is practicing the participated management system. It ensures this by giving opportunities to all participating in decision making. Administrative as well academic structure of the institute is designed in such a manner which supports participative management. The administration is decentralized to a large extent. Various committees have been formed to plan and monitor the functioning of different departments/ section of the college. Various committees are formed to undertake various activities which are a sign of the decentralization of administration. The Principal with the support of Heads of the Departments and various committees participate in decision-making. The Vice- Principal is appointed by the Management in consultation with the Principal and he performs duties as assigned by the Management and Principal. The Principal forms various committees in consultation with the Vice-Principal to

look after the various activities in the college. The head of each department is given independence and accountability for planning and implementation of respective curriculum for teaching, paper wise distribution of curriculum among teachers, planning of practical classes, internal examinations. Heads are also given authority to plan strategy for future departmental progress, plan projects, send proposals to UGC, BCUD and plan seminars in their departments etc. The work of administrative affairs such as admissions procedure, examination NAAC etc. are decentralized by constituting committees and appointing its coordinators for the smooth conduct and functioning of them. The powers and the rights are well defined to the each coordinator, HODs etc. for effective decentralization. The functioning of the college and different administrative bodies takes place by coordination of each other. The perspective institutional plan is developed through consultations of the Management with Principal and faculty. Teachers play a significant role in the planning and implementation of development of the college. Students Council is involved wherever necessary. Infrastructural developments are planned by the management in close consultations with the faculty who give their infrastructural requirements to the Principal. College Development Committee encourages and guides for the smooth functioning on the institute. The Principal ensures that all provisions of the University Statutes, rules and regulations of government of Maharashtra and UGC are implemented properly. The Principal arranges meetings with IQAC, various committees to carry out and give effect to the decisions of the top management. Importantly, the Principal in association with faculty of various Departments involves in strategies and decision-making for academic growth. The Chairpersons of various committees and HODs arrange meetings with their respective members to discuss and implement the plans and policies. The recommendations of the HODs and Chairman of various Committees are submitted to the Managing Committee and the Management takes suitable decisions for implementation. All co-curricular and extension activities are planned and executed by the coordinators of different committees and associations. HoDs take independent decisions on finalization of academic calendar, finalizing the schedule of internal assessment, field visit, organizing departmental workshops and seminars etc. The different committee members in charge of organizing various events take independent decisions on the schedule of the event. Financial empowerment is provided to the HoDs and Library committee to take decision on purchase up to a certain amount.

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

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

Case Study: Addition of Resource in Library

We have a library committee to look after Library affairs and management. Library committee includes Principal, Vice Principal, IQAC Coordinator, Librarian, One teacher representative from each programme, student representative and one office representative non-teaching staff. The mechanisms used for the addition of Resource in the library are as below:

- Before the commencement of every financial year, Librarian prepares the budget proposal considering the recommendations made by the heads of all the departments and presents it in front of the library committee.
- After the approval of the library committee the
- Principal forwards this to the management.
- Library budget includes recurring expenses such as books purchasing, Journal Subscription, E-resources subscription, maintenance cost, and stationery, other consumable charges etc., and non – recurring expenses like library equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.

Our institute is practicing the participated management system. It ensures this by giving opportunities to all participating in decision making. Administrative as well academic structure of the institute is designed in such a manner which supports participative management. The administration is decentralized to a large extent. Various committees have been formed to plan and monitor the functioning of different departments/ section of the college. Various committees are formed to undertake various activities which are a sign of the decentralization of administration. The Principal with the support of Heads of the Departments and various committees participate in decision-making. The Vice- Principal is appointed by the Management in consultation with the Principal and he performs duties as assigned by the Management and Principal. The Principal

forms various committees in consultation with the Vice-Principal to look after the various activities in the college. The head of each department is given independence and accountability for planning and implementation of respective curriculum for teaching, paper wise distribution of curriculum among teachers, planning of practical classes, internal examinations. Heads are also given authority to plan strategy for future departmental progress, plan projects, send proposals to UGC, BCUD and plan seminars in their departments etc. The work of administrative affairs such as admissions procedure, examination NAAC etc. are decentralized by constituting committees and appointing its coordinators for the smooth conduct and functioning of them. The powers and the rights are well defined to the each coordinator, HODs etc. for effective decentralization. The functioning of the college and different administrative bodies takes place by coordination of each other. The perspective institutional plan is developed through consultations of the Management with Principal and faculty. Teachers play a significant role in the planning and implementation of development of the college. Students Council is involved wherever necessary. Infrastructural developments are planned by the management in close consultations with the faculty who give their infrastructural requirements to the Principal. College Development Committee encourages and guides for the smooth functioning on the institute. The Principal ensures that all provisions of the University Statutes, rules and regulations of government of Maharashtra and UGC are implemented properly. The Principal arranges meetings with IQAC, various committees to carry out and give effect to the decisions of the top management. Importantly, the Principal in association with faculty of various Departments involves in strategies and decision-making for academic growth. The Chairpersons of various committees and HODs arrange meetings with their respective members to discuss and implement the plans and policies. The recommendations of the HODs and Chairman of various Committees are submitted to the Managing Committee and the Management takes suitable decisions for implementation. All co-curricular and extension activities are planned and executed by the coordinators of different committees and associations. HoDs take independent decisions on finalization of academic calendar, finalizing the schedule of internal assessment, field visit, organizing departmental workshops and seminars etc. The different committee members in charge of organizing various events take independent decisions on the schedule of the event. Financial empowerment is provided to the HoDs and Library committee to take decision on purchase up to a certain amount.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The plans articulated by the management and principal are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms of communication. Action Plan of IQAC is drawn to achieve the criteria wise strategic goals as follows:

1. Curricular Aspects:

   o To apply need based courses to UGC (NSQF: CC & B.Voc.)

   • Mushroom cultivation (Botany Department)
   • Apiculture (Zoology Department)

   o To make field projects mandatory for all students.
   o To take feedback from all stakeholders.

Deployment:

   1. Need based course Mushroom cultivation and Apiculture syllabus has been framed by the concerned departments. They will apply in the academic year 2021-22.
   2. Most of the students are undertaking field project to enhance teaching and learning.
   3. Feedback from all stakeholders has been taken (Students, Teachers, Parents, Alumni, Employers)

   1. Teaching, Learning & Evaluation:

   o PO's & PSO's attainment and CO's mapping
   o To motivate staff to acquire ICT technology knowledge so as to strengthen ICT based teaching and learning.
   o To develop strong mentor-mentee system.

Deployment:

1. PO's & PSO's attainment and CO's mapping has been done

1. IQAC has organized Training workshop for the conduction of online classes (Google Classroom and Learning Management System) was organized during 26th June 2020 to 27th June 2020. IQAC has also organized Computer training workshop during 8th Sep. 2020 to 12th Sep. 2020 Computer training programme helped our staff to prepare for online education. Now all the faculty members are using ICT technology knowledge to strengthen teaching and learning.
2. Mentar-Mentee system is been developed.

1. **Research, Innovations & Extension**

   - To motivate and help staff to pursue doctorate and post doctoral studies.
   - To encourage staff to apply to the university for the Ph.D. guide-ship.
   - To promote socially relevant research among staff and students.
   - To encourage research publication especially Scopus indexed research papers .
   - To create awareness and encourage staff to apply for government, non-government and corporate sponsorship for research.
   - To encourage staff to apply for Minor and Major Research Projects.
   - To encourage staff to present research papers in international seminars / conferences in foreign universities.
   - To organize department-wise seminars / conferences and workshops.
   - To organize IPR Workshop

Deployment:

1. Seven faculty members are perusing for Ph.D. degree
2. Three faculty members have applied for Major Research Project to ICSSR.
3. One national and one state level seminar has been organized by the college.

1. **Infrastructure & Learning Resources**

- ○ To have Wi-Fi enabled campus.
- ○ To encourage quality E-content development
- ○ To upgrade and extend laboratories
- ○ To upgrade library services by using ERP Software
- ○ To organize library orientation workshop for students.

Deployment:

1. The campus is Wi-fi enabled
2. Teachers are making efforts for creating quality E-content.
3. Library services has been upgraded.
4. Library orientation workshop has been organized.

1. Student Support and Progression

- ○ Bridge course for F.Y. Students of all streams.
- ○ Remedial classes for Major subjects like Mathematics, Physics, Chemistry and English.
- ○ To make efforts for students progression for higher studies.
- ○ To strengthen the placement cell of college.
- ○ To enhance the student participation in sport activities.
- ○ To make efforts for private scholarships to support students who cannot avail government scholarships.
- ○ To get support from alumni in the development of the college.
- ○ To encourage students to attend different seminars, workshops and training programmes.
- ○ To organize field visits for the students.

Deployment:

1. Bridge course has been organized for first year students.
2. Remedial coaching has been organized for Mathematics, Physics, Chemistry and English.
3. Alumni were invited to guide the students.
4. Students were motivated to participate in various online seminars, workshops, conferences. Teachers share the links of these events to the students through social media.
5. Due to pandemic situations field visits / study tours were not organized.

1. Governance, Leadership & Management

- To conduct academic and administrative audit.
- To conduct green audit.
- To develop botanical garden in the college campus.
- To run plastic free campaign in the college.
- To analyze and keep record of electricity generation and consumption due to installed solar panel units in the college campus.

Deployment:

1. Internal academic and administrative audit has been conducted.
2. Plastic free campaign was organized successfully in the college campus.

1. Institutional Values & Best Practices

- To start consultancy services to local farmers.
- Campus to have increased facilities for the differently abled students.
- Campus to have additional rain water harvesting and laboratory waste disposal management.
- To promote cleanliness and health consciousness among students.
- To organize gender equity promotion programmes.

Deployment:

1. Free consultancy services to local farmers have been started by Botany department.
2. Additiorain water harvesting and laboratory waste disposal management have been developed.
3. Cleanliness and health consciousness among students has been promoted through NSS
4. Gender equity promotion programmes have been organized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institutional Management has designed a HR Manual with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

Keeping in view the vision and mission of the institution we are making continuous efforts for achieving the excellence. Our institute has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://asccollegesurgana.com/images/newpdf/6.2%20organogram%20of%20institute.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. **Welfare measures for Teaching Staff:**

1. **Finance related Support**

* **Group Insurance for both Teaching and Non-teaching Staff members: All the staff members of College are covered under life insurance, wherein the group insurance scheme has been taken with Bank of Maharashtra**
* **Institute's Co-operative credit society facilitates loan facility to faculty members with low interest rate.**
* **Financial assistance is provided to faculty to participate in training programmes, Seminars, workshops, conferences and publication of books, paper presentation at national and international level.**
* **Travelling expenses for Physical directors to take students to participate in tournaments.**

1. **Welfare measures for Personal Development:**

* **Deputed to attend faculty development programs.**

* **Permission granted to faculty to serve as resource persons.**

1. **Recognition and Award: Best Teacher award is given every year by the management to the recognized good teacher on 5th September.**
2. **Various LeaveFacilities:**

* **Maternity leave for female staff members for 180 days**
* **Paternity Leave for 15 days.**

- Child care leave
- Sick Leaves
- Special Casual Leave
- Duty leave
- Half-pay Leave
- 15 casual leaves per year are allowed for faculty members.
- Leave under FIP (Faculty development Programme)
- Summer and Diwali Vacations for faculty members
- Government declared holidays

1. Physical Facilities:

- Conducive working environment provided in the campus in the form of Physical Infrastructure.
- Gym is accessible for staff.
- Canteen facility is available in the campus which is accessible by staff during the working and extended hours.
- Internet and free Wi-Fi facilities are also available in campus for staff
- Faculty members are provided with Individual cabin and system to facilitate good ambience.
- Computing facility
- Automation of attendance and leave using biometric system.
- Library with computer and internet facility.
- Separate vehicle parking for faculty.

1. As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together
2. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.
3. Special programs on health and fitness, yoga and meditation
4. Medical facility to employee (Teaching and Non-teaching) and students through Collaboration with Rural Hospital Surgana Under Memorandum of Understanding (MoU) Sign with Rural Hospital of Surgana.
5. Medical facility: Management has signed the MOU with APPOLO hospital Nashik, through which 10% discount in the bill is given to all teaching and Non-teaching members of the institute.

1. Welfare measures for Non-teaching Staff:

1. Finance related Support

- Group Insurance for both Teaching and Non-teaching Staff members: All the staff members of College are covered under life insurance, wherein the group insurance scheme has been taken with Bank of Maharashtra
- Institute's Co-operative credit society facilitates loan facility to faculty members with low interest rate.
- Financial assistance is provided to participate in training programmes.

1. Recognition and Award: Best Non-teaching Employee award is given every year by the management to the hardworking, sincere employee on 5th September.
2. Various Leaf Facilities:

- Maternity leave for female staff members for 180 days
- Paternity Leave for 15 days.
- Child care leave
- Sick Leaves
- Compensatory leave
- Half-pay Leave
- 15 casual leaves per year are allowed for faculty members.
- Earned Leaves
- Government declared holidays

1. Medical facility to employee (Teaching and Non-teaching) and students through Collaboration with Rural Hospital Surgana Under Memorandum of Understanding (MoU) Sign with Rural Hospital of Surgana.
2. Medical facility: Management has signed the MOU with APPOLO hospital Nashik, through which 10% discount in the bill is given to all teaching and Non-teaching members of the institute.
3. Special programs on health and fitness, yoga and meditation

1. SPPU, Pune (http://www.unipune.ac.in/pdf_files/law/teacher-revised.pdf)

2.Govt. of Maharashtra (https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3_1981_SECOND%20EDITION_LEAVE.pdf)

3.https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3_1981_SECOND%20EDITION_LEAVE.pdf

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

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

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

Nil

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

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

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

04

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

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

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

13

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

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

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The salient features of the performance appraisal system are as follows:

1. Teaching Staff:

a) The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS).

b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.

c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.

d) The faculty members are informed well in advance of their due promotion.

e) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Dean, Secretary, IQAC and the Director.

f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

1. Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff). The comprehensive Annual Confidential Report comprises of 32 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor. The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by the forwarding officer. On satisfactory performance, all employees are granted promotions and financial up-gradation under the ACP Scheme. The Annual Confidential Report a has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit

objections within a maximum of 200 words

The accounts of the college are audited by the Govt. Auditor regularly as per the provision of the Maharashtra University Act 1994 and the state Government norms. The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency. The accounts of the college are also audited by the Govt. Auditor regularly as per the provision of the Maharashtra University Act 1994 and the state Government norms. The college has a mechanism for internal and external audit.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management. The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal.

Process of the external audit:

The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all

payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

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

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

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

Nil

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

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

Sources of funds are as follows:

1. Fees: Fees charged as per the university and government norms from students of various granted and self financed courses.
2. Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers

working on granted posts.

3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

Our resource mobilization policy and procedures are as follows:

- The institution set up a UGC Committees per the directions of the UGC given in the XII Plan.
- The UGC Committee, in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.
- The Purchase Committee takes care that purchases are done properly and in accordance with the rules.
- The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.
- Regular internal audits from the Charted Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.
- The time-table committee looks after the proper utilization of classrooms and laboratories.
- The Library Advisory Committee takes care that the resources in library are utilized optimally.
- Our Botanical garden is maintained by department of Botany.
- Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.
- To ensure the optimum utilization of resources, the Principal issues directions.

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

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

A: Use of ICT tools to enhance teaching and learning system:

1. Online education played very significant role in pandemic situation. Training workshop for the conduction of online classes (Google Classroom and Learning Management System) was organized during 26th June 2020 to 27th June 2020

2. IQAC has organized Computer training workshop during 8th Sep. 2020 to 12th Sep. 2020 Computer training programme helped our staff to prepare for online education.

3. IQAC has encouraged staff for the conduction of online lectures and preparation of e-content for students for strengthening ICT based teaching and learning. IQAC has motivated teachers to use ICT tools to enhance teaching and learning system. These efforts are being reflected in more departmental ppts, e-books, e-materials and video lectures.

B. Promotion of Research Culture:

IQAC has initiated a good research culture among staff. The faculty are encouraged to publish papers in quality journals especially UGC CARE listed journals. The faculty are felicitated for the quality publication. Sponsorship is given for the faculty for attending and presenting paper in the Seminar, Conference and workshop. Duty leave are also sanctioned for the same. Due to this promotion many faculty members have come up with good publications.

As a continuous efforts from IQAC our faculty members have published total 49 research papers in UGC recognized international peer reviewed journals, 13 books, 12 research papers / articles in national / international conference proceeding.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Institute highlights on learner-centric education approach which

organizes variety of different types of techniques that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices like curricular and extracurricular activities, industry interface, assignments, academic calendar, interactive & instructional techniques like audio-visual mode of teaching, case study based learning, Industry seminars, debates, lectures by experts from other Institutes & Universities, & presentations. This is accompanied by experiential teaching like projects based learning, field work, surveys, experiments/simulations and practical classes, etc.

1. Students Feedback System:

The student feedback is taken for each faculty members at the end of the semester to improve their teaching and professional development of the faculty. Teaching and learning initiative offered by the IQAC typically causes professional development services for faculty, particularly to help them improve their teaching and professional careers and reviewed by IQAC to find out the areas of improvements in teaching-learning progress and the same will be communicated to faculty members.

1. ICT training to enhance teaching and learning system: Online education played very significant role in pandemic situation. Training workshop for the conduction of online classes (Google Classroom and Learning Management System) was organized during 26th June 2020 to 27th June 2020

IQAC has organized Computer training workshop during 8th Sep. 2020 to 12th Sep. 2020 Computer training programme helped our staff to prepare for online education.

IQAC has encouraged staff for the conduction of online lectures and preparation of e-content for students for strengthening ICT based teaching and learning. IQAC has motivated teachers to use ICT tools to enhance teaching and learning system. These efforts are being reflected in more departmental ppts, e-books, e-materials and video lectures.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://asccollegesurgana.com/images/newpdf/AnnualReport_2020-2021_CAAN017620%20(2).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institute believes in promoting student diversity in all UG and PG programmes. The Admission policy clearly states that equal opportunity will be given to all candidates as per the State government guidelines.

The institution has initiated several measures in gender equity & sensitization in curricular can be seen from the courses introduced by the institution. For example 'reproductive endocrinology- aspects of homones and changes in male and females, pregnancy and related changes' (under the course Mammalian Physiology and Endocrinology), the department of Geography offered a course in 'Geography of Population Growth' and the department of Economics offered a course which have aliment that focus on the Gender budget.

The institution promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counseling etc. Awareness programs like

importance of human rights, Rights of Women in Domestic problems, Cyber security awareness programs related to the safety and security of women employees and students are conducted periodically. Women Grievance Cell and Vishakha Committee conducted 'Gender Equality Progrmme to create awareness regarding male female equality, National Girls Day, Women's Day, Mothers Day and Health Day to create awareness regarding female health.

The institution constituted the Grievance Redressal Committee, Sexual harassment prevention cell, Anti-Ragging and Vishakha Committee as per norms laid by University/UGC. All these committees cares for the well-being of students and staff in the institution. The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs.

The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance throughout the campus and security arrangement. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. The institution has a dedicated Counseling Centre and good mentoring system for the students to take care of their academic, emotional, social and cognitive development. Personal Counseling is provided to the students at different levels. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins.

Link:

   1. Annual Gender Sensitizing Action Plan

https://drive.google.com/file/d/1Ql2Ef_D5FaHWvotOCC6rSv4ZTcG6kqPR/view?usp=sharing

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1Ql2Ef_D5FaHWvotOCC6rSv4ZTcG6kqPR/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1feE1bn7StiOKDtoZyIuLXdlu39WdftB3/edit?usp=sharing&ouid=109869645591882309150&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management: To promote solid waste management dust-bins are kept at strategic places so as to facilitate easy collection of solid waste. The solid waste is collected every day and processed according to the nature of the waste. The college has a canopy of trees which generates leaf liquor. Compost pits are formed for organic waste which turned into bio-fertilizer that is used for plants in the campus. The torn out and old newspapers from the library are sold out for recycling, other waste paper is shredded and disposed off. Broken glassware is re-fabricated and reused. Maintenance, repairing and remodeling of furniture are done regularly.**
- **b) Liquid waste management: Use of micro-scale techniques for experiments in Chemistry is practiced for UG students to avoid generating large scale liquid chemical waste. Hazardous chemicals are treated before disposal. Solvents are reused after distillation and in some cases the liquids are diluted before draining them.**

- **c) E-waste management:** The Institute categorized e-waste based on hazardous and nonhazardous substances. Institute has implemented various strategies of E-waste management in campus such as reduce, reuse and recycle in coordination with IT Department of MGV. The major E-waste includes desktop computers; UPSs, laptops, and stabilizers are the most widely generated and stored properly. The e- wastes like computers, keyboards mouse's etc. are collected and are disposed to the scrap dealer based upon the rate contract.
- **D) Biomedical waste management:** It is not generated in the college.
- **E) Hazardous chemicals and radioactive waste management:** The chemicals used in chemistry lab and environmental lab are diluted and disposed in sand pits. We are not using any radioactive materials.
- **Waste recycling system:** There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | A. Any 4 or All of the above

1. **Restricted entry of automobiles**

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information :	**B. Any 3 of the above**

Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

Institute believes in cultural diversity and cultural tolerance as a key to social harmony. Cultural diversity focuses on aspects like:

Tolerance and harmony towards cultural and communal diversities:

Independence Day, Republic day are celebrated every year with grand auspicious function and faculty, staff, students attend it. Constitutions Day, National Voters Day, Road Safety Education

Program, Reading Inspiration Day, Environmental Day and Yoga Day etc. are celebrated. The cultural programs are conducted on annual social gathering depicting the acts and programs national integration and harmony by students participates. To ensure culture harmony among students, major cultural festivals are celebrated in the premises. Showing cultural harmony, various activities like elocution competition, birth anniversaries of social reformers are organized. The minority cell, OBC cell and SC/ST committee are organizing meetings to ensure harmony among students.

Tolerance and harmony towards regional, linguistic diversities: The institute maintains and always supports for holistic culture in the campus. The institute has been established in 1992 and most of the other tehsils of Nashik district students also took admission and successfully completed graduation. These alumni proudly share good compliments during alumni meet and in social media updates. Currently, majority of faculties are from Maharashtra-Nashik district and from other districts. It creates well comprehensive

culture among the faculties. Marathi Language Day celebrated in the in the institute.

Tolerance and harmony towards socioeconomic diversities: The Earn and Learn Scheme is effectively implemented for Economically Backward Class students in which apart from University contribution, institute is also contributing for the students. The institute implements the Government schemes like EBC and SEBC scholarship. Majority of students are from tribal and rural families and they requires extensions in paying fees. The institute allows such type of students to pay fees in installment.

Right from the establishment of the institute, the education facilities provided to all categories of the students is adopted to avoid social and economic disparity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

The college has been established by great Sahakarmaharshi Late. Bhausaheb Hiray and having the culture of serving the nation, sacrifice for the society named as Mahatma Gandhi Vidyamandir. The president of the Organization Hon. Prashant dada Hiray and coordianator of MGV Dr. Apoorv Bhau Hiray are always having the thoughts of nation first and serving the society. The culture of serving the society percolates from the leadership in to top management, faculty and students.

Activities for constitutional obligations values:

Morning schedule starts National anthem and end with National Song in the evening; centrally which motivates students with positive vibes and encourages for academic discipline in the campus. Constitutions Day, Republic day, Independence Day, National law Day, National Voters Day, Road Safety Education Program, Reading Inspiration Day and Environmental Day are celebrated in the college as per respective occasions. The institute has appointed faculty member as "Yuva-Mahiti-Doot" to propagate importance of Voting and

registration process. The students creating awareness about registration in voter's list and register themselves in voter's list. The National Service Scheme (NSS) volunteers created awareness about use of Mask and mask preparation during COVID-19 pandemic period. protocols by poster and video on social media.

Activities for Duties and responsibilities of citizens:

Every faculty, students and staff follows the dignity of national anthem and national song. Independence Day, Republic day are celebrated every year with grand auspicious function and faculty, staff, students attends it. The "Dandakaranya" movement for tree and seed plantation was started in the institute. It is continued by faculty and students during the occasion of Independence Day, Republic day. The audit courses regarding values, rights, duties and responsibilities of citizens, "Introduction to Constitution" is preferred for students in academic learning. The eminent personalities visited the campus during annual functions and guided the students regarding values, ethics and patriotism. In the campus tobacco chewing and smoking is banned. Water saving oath is followed by students, faculty and staff members on World water day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1YlnyeWDuXE7SfpOy_RQpXJATqOTQ-H45/edit?usp=sharing&ouid=109869645591882309150&rtpof=true&sd=true
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Our college regularly observes national and international commemorative days, events, festivals like Republic Day, Independence Day, International Yoga Day, Swachh Bharat Abhiyan Day, etc. In addition, various other activities like Health Checkup camps, Covid vaccination drives are conducted for the welfare of students, faculties and employees. A formal announcement is made before conducting these events for mass awareness. In few cases, small committees are formed in collaboration with faculties, employees and students who can form a team and manage the activities in a smooth way. Prasad, sweets and free lunch is provided to all the students, faculties and staff. The respective budget is appropriated for each activity and the bills/vouchers are accounted and audited properly. Students take an active part in organizing the Independence Day and Republic Day celebrations. On both these days, our national flag is hoisted with full honor and the national anthem is sung by all the attendees. Besides, students in coordination with faculties and staff conduct various students event like Vivaan, students from all the leading invited to participate in the event.

Republic day- The institution celebrates Republic day on 26thJanuary every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to

remember our national leaders and their sacrifices.

Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.

Sadbhavana Diwas celebrated on 20thAugust every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfilment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen.

Due to the covid pandemic, the institute is closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual mode. National events irrespective of any bias towards caste, creed or religion are celebrated in the college to promote national integrity.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE - I

1. Title of the Practice: Conservation of Musical Instruments from Surgana Taluka.

1. Objectives of the Practice:

1. Musical Instruments used among tribal communities of Surgana are made from things which are naturally available. The first objective is to conserve and restore these musical

instruments.

2. At present very few people are aware about these instruments. Due to lack of awareness among young generation this fascinating art of playing music with ancient instruments is becoming outdated. So to create awareness about this ancient culture of musical instruments among youth is the second objective.

1. The Context: Surgana Taluka is a tribal region where most of the people are from Konkan tribe. Geographically this region is surrounded by valleys and mountain ranges of Sahyadri mountains dense forest area. Highest rainfall is recorded every year from Surgana region. This region is surrounded by full of natural beauty during the rainy season. The Konkans are the majority tribe among the tribals in this taluka followed by tribes like 'Hindu MahadevKoli, Warli, Harijan and Charan' communities living in harmony with each other. All these tribes celebrate many festivals during the year. They play music at every occasion. Musical instruments are very unique which are made from natural resources. A traditional music of unknown authorship, which is transmitted orally, is what one calls folk music. The origin of it is the beliefs and customs of ordinary people of a community. There are some musical instruments of these people, which represent all forms of the traditional songs of the community. Yatpagai, Duff, Dak, Madhal, Tarpa, Kathya, Dera, Kingari, Timki, Chitkora, Tur, Piri, Bana, Tipri. , Nagara, Ghangali, Kundudi, Pava, Ghungru, Tasha, Dholaki, Dholtuntunehe are the instruments used by the tribal people of this region.Tribal people sings and dance along with these instruments and celebrate the festivals of Dongarya Dev, Diwali, Holi, Akshay Tritiya, Bhaya, etc. Music is common practice one the occasion of the wedding ceremony. Songs or instruments are also played on the occasion of one's death. Thus music is unavoidable part of these communities.

2. The Practice: This Practice is run by the department of Marathi of our college. Various instruments from local communities are collected, restored and conserved in the department. Special awareness is crated among students of the department about these instruments by assigning different projects to B.A. as well as M.A. students. Most of the students belong to tribal communities. But in this modern era and changing life culture, these students are forgetting the old traditional knowledge and cultural heritage of music. In the past, tribal people used to entertain themselves through musical instruments, but also used it as a means of survival

or earning. They make money by selling these musical instruments, playing them on various occasions. In order to make these college students aware of this, they are given projects like project writing, interviews with musicians and instrumentalists. The college has purchased all these instruments and has kept them in the Marathi section. In the near future the college will provide training facility to play and prepare this instrument and preserve this cultural heritage in the form of musical instruments.

3. Evidences of success: Due to the availability of tribal musical instruments in the college, Student's enthusiastically writing research projects on it. Some students are getting training from local communities to play this instrument. In Surgana taluka, banjo is played at bandlagna. Many students are working in the local music bands where they are playing these traditional musical instruments. Through traditional musical instruments the traditional culture is preserve for the next generation.

4. Problems Encountered and Resources Required: Some of the above instruments are out of date. There is no knowledge about how to prepare them. Today, the banjo is not played in the band. There are some traditional musical instrument are available but we still don't know how to play them. Most of the instruments from the past were made from particular material which is not available now so now these instruments are being made from different materials. The college has preserved that old instrument as a historical treasure.

5. Notes (Optional): As Surgana is a tribal dominated taluka, all the students here want to learn musical instruments. This is rich cultural heritage of this region which can be prove to be means of livelihood of many people from this region. The college is playing instrumental role in preserving, restoring and conserving the musical heritage of this region.

BEST PRACTICE - II

1. Title of the Practice: Science Practical demonstration in the adopted Junior college.

Collaboration with Adopted college for the effective implementation of practical work in our college Laboratory.

1. Objectives of the Practice :

This Practice is run by the faculty of science. The aim of the practice is to share the laboratory resources with needy students of

the adopted college. It also aims at reaching out to the places where it is difficult to create the infrastructure needed to conduct some to the science practicals. Through this practice we aim to develop scientific approach among students of this region and this best practice seems to fulfil partially the motto of the institute, "Bahujan Hitay, Bahujan Sukhay"

1. The Context: Establishing a well equipped science laboratory is a very expensive matter. It needs laboratory apparatus, chemicals, spacious rooms, electricity, refrigeration, trained staff along with a laboratory assistant to take care of the laboratory. It also requires safety measures in case of mishap. It is especially very difficult for Jr. College of tribal area to make such a large investment for well furnished laboratory. In this situation the students from the tribal areas are literally derived from the experience of carrying out the scientific experiments in well equipped laboratory. They only learn these experiments theoretically through the books. The faculty of Science in our college has identified this need and provide them practical assistance in our institution laboratory.

2. The Practice: Our College has adopted one junior college from Surgana region. The college has set-up of Laboratory of all department's are well equipped with all advanced equipments. The teachers of the Science faculty contribute a lot in this respect. They conduct and teach the experiments and practical to the students of the adopted Jr. College. Teachers conduct practical demonstration for students of 11th and 12th std. They try to cover the practical prescribed in their Science practical syllabus. Stduents are given an opportunity to handle apparatus and they also can enjoy the practical performing experience in the college laboratory. In the academic year 2020-21 we have conducted virtual practical sessions for the students.

3. Evidences of success: Since last one year adopted college students are enjoying benefits of the laboratory. There is increase in passing percentage of the science student of junior college. At the same time the teacher's willingly contribute towards the success of the practice as they are very well aware of their sense of social responsibility.

4. Problems Encountered and Resources Required: Initially it was difficult to manage time table for this activity. But in the due course of the time we could do it. Now every year we are to training a new batch of the students. Due to pandemic situation we use virtual media to conduct practical sessions. It was quite difficult for student to understand practical

through online mode.

File Description	Documents
Best practices in the Institutional website	https://asccollegesurgana.com/images/newpdf/Best%20Practices%202020-21%20pdf.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Surgana taluka includes 190 villages with population range 170 to 2697. It is tribal dominated area. Following the devotional vision of the institution, Sarvatra Vidya Vardhate Praja – Expansive education leads to enrichment of the people, the institute always aspires to approaches the underprivileged section of the society. The college was established in 1992 for providing higher education for the tribal community who were socially and economically deprived. The college holds the distinction of being one of the pioneer institution providing higher education to the tribal students in the surrounding region. Educational improvement is a steppingstone to economic and social development, and the handiest instrument for empowering the tribal. Our mission is to reach out and uplift to the students of hilly tribal region by giving them new directions, heights and ambitions through education.

Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural, social development of students. Professional and academic development of teachers is always encouraged. In the year 2020-21, faculty members have more than 20 publications. Faculty members are encouraged to participate in an international, national conferences / seminars / workshops and present their research paper.Faculty members participate in short term courses, orientation programmes and other training programmes.

Online education played very significant role in pandemic situation. Training workshop for the conduction of online classes (Google Classroom and Learning Management System) was organized during 26th June 2020 to 27th June 2020. IQAC has organized Computer training workshop during 8th Sep. 2020 to 12th Sep. 2020 Computer training programme helped our staff to prepare for online education. Thus institute has always promotes ICT use to enhance teaching learning

system. These efforts are being reflected in more departmental ppts, e-books, e-materials and video lectures. During this pandemic situation due to these efforts we could reach out to the students through virtual mode.

Along with co-curricular activities institute also promotes outreach programmes and extension activities for the wellbeing of the society. With the initiatives of IQAC and NSS we have distributed handmade cloth bags among villagers. These cloth bags were made by NSS students with the help of collected old saris from college staff members.For the promotion of cleanliness and health consciousness among students and villagers IQAC and NSS has conducted workshop on cleanliness habits, Mask and sanitizer distribution among students and villagers. Our NSS Students have distributed more than 3000 masks made by them among local tribal community.

Thus the college always takes care of its vision, priority and thrust while initiating any development in the campus.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

7.3.2 - Plan of action for the next academic year

Action Plan of IQAC is drawn to achieve the criteria wise strategic goals as follows:

1. Curricular Aspects:

- To apply for new PG Courses:

- M.Sc. Chemistry
- M.A. Economics

- To apply need based courses to UGC (NSQF: CC & B.Voc.)

- Mushroom cultivation (Botany Department)
- Apiculture (Zoology Department)

- To make field projects mandatory for all students.
- To take feedback from employers.

1. **Teaching, Learning & Evaluation:**

- PO's & PSO's attainment and CO's mapping
- To motivate staff to acquire ICT technology knowledge so as to strengthen ICT based teaching and learning.
- To develop strong mentor-mentee system.

1. **Research, Innovations & Extension**

- To motivate and help staff to pursue doctorate and post doctoral studies.
- To encourage staff to apply to the university for the Ph.D. guide-ship.
- To promote socially relevant research among staff and students.
- To encourage research publication especially Scopus indexed research papers .
- To create awareness and encourage staff to apply for government, non-government and corporate sponsorship for research.
- To encourage staff to apply for Minor and Major Research Projects.
- To encourage staff to present research papers in international seminars / conferences in foreign universities.
- To organize department-wise seminars / conferences and workshops.
- To organize IPR Workshop

1. **Infrastructure & Learning Resources**

- To encourage quality E-content development
- To create more smart classrooms
- To upgrade and extend laboratories
- To upgrade library services
- To organize library orientation workshop for students.
- E-Content sharing with the student with the help of QR code system.

1. **Student Support and Progression**

- Bridge course for F.Y. Students of all streams.
- Remedial classes for Major subjects like Mathematics, Physics, Chemistry and English.
- To make efforts for students progression for higher studies.
- To strengthen the placement cell of college.
- To enhance the student participation in sport activities.

- To make efforts for private scholarships to support students who cannot avail government scholarships.
- To get support from alumni in the development of the college.
- To encourage students to attend different seminars, workshops and training programmes.
- To organize field visits for the students.

1. Governance, Leadership & Management

- To conduct academic and administrative audit.
- To conduct green audit.
- To develop botanical garden in the college campus.
- To run plastic free campaign in the college.
- To analyze and keep record of electricity generation and consumption due to installed solar panel units in the college campus.

1. Institutional Values & Best Practices

- To start consultancy services to local farmers.
- Campus to have increased facilities for the differently abled students.
- Campus to have additional rain water harvesting and laboratory waste disposal management.
- To promote cleanliness and health consciousness among students.
- To organize gender equity promotion programmes.