Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**VIDYASAGAR KALA MAHAVIDYALAYA**
Name of the head of the Institution	**P. K. Unnikrishna Pillai**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07114-7722039541**
Mobile no.	**9423605177**
Registered Email	**info@vidyasagarartscollege.org**
Alternate Email	**pkukp16@gmail.com**
Address	**Khairi (Bijewada), Ramtek**
City/Town	**Khairi Ramtek**
State/UT	**Maharashtra**
Pincode	**441106**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Sawan Dharmpuriwar**
Phone no/Alternate Phone no.	**09420960958**
Mobile no.	**9420960958**
Registered Email	**d.sawan10@gmail.com**
Alternate Email	**iqacvidyasagar@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://vidyasagararartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/VKM%20AQAR%202018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://vidyasagararartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/Ac%20Cal%2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.20**	**2018**	**03-Jul-2018**	**02-Jul-2023**

6. Date of Establishment of IQAC	**14-Jul-2018**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Organised Health Check-up Camp for Staff Members	12-Feb-2020 1	17
Prepared curriculum planning and finalized academic calendar for the for the session 2019-20 (Odd & Even Semesters)	17-Jun-2019 7	292
Initiated Five Need - based Short - term courses under dept. of Lifelong Learning of RTM Nagpur University	25-Jul-2020 60	127
Initiated the Programme Reaching the Unreached for Junior College students in the vicinity under Savitribai Fule Mahila Adhyayan Kendra	16-Dec-2019 30	150
Formation of students' council and initiated activities under it	10-Oct-2019 7	292
Took initiatives to keep in touch with the students during lockdown period. Formation of Covid 19 Help Page, YouTube channel of college	31-Mar-2020 90	309
Conducted online Students satisfaction survey and initiated process of online feedback	20-Apr-2020 7	292
Conducted National Level Poetry Competition during Lockdown Period also published an e-book with ISBN of selected poems.	15-May-2020 25	202
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Not Applicable	0	N/A	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• **Prepared plan of action for the current academic year for quality enhancement.** • **Established Savitribai Fule Women Studies Centre and Employment Guidance Cell and various programmes were organised.** • **Played crucial role in organizing various workshops, seminars and FDP in the college.** • **Formation of Covid 19 Help Page in Website and creation of YouTube channel of the institution.** • **Initiated various extension activities and plantation drive in the institution.**

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

Plan of Action	Achivements/Outcomes
To develop Clean and Green campus	**Plantation drive is undertaken to make campus clean and green**
To organize awareness programmes in nearby villages under the banner of NSS and Women Cell.	**Various awareness programmes were organized in nearby villages under the banner of NSS & Women Cell**
To start Krantijyoti Savitribai Phule Women Studies, Employment and Guidance Cell	**Krantijyoti Savitribai Phule Women Studies, Employment and Guidance Cell is constituted in the institution and various programmes were organised**
To increase the number of functional MoUs, linkages	**Efforts were done to establish new functional MoUs and Linkages**
To increase the number of extension and outreach programmes	**Various extension and outreach programmes were organised by NSS & other departments of the college**
To encourage teachers to attend Orientation Courses/ Refresher Courses/ FDPs	**Teachers attended and completed Orientation Courses/ Refresher Courses/ FDPs**
To seek permission from RTM, Nagpur University & Govt. of Mah. for starting	**A committee is formed to look into this matter. As there was no scope for**

Post Graduate Courses in relevant subjects	starting PG Courses in Ramtek Taluka as per the perspective plan of RTM Nagpur University for the year 2019-20, the institution was unable to do so.
To introduce Process of online Feedback collection and analysis.	The Process of online Feedback collection and analysis is initiated
To create YouTube of the institution	Created You tube channel of the institution.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee	**14-Mar-2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**15-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The institution submits data to management information system of Higher Education Department of Directorate of Higher Education, Maharashtra State. The college provides all the relevant information related to the institution in given modules. The data is provided every year. The institute provides data under the following modules: List of Modules: 1. Institutional Academic Information 2. Teacher information 3. Students' information 4. Nonteaching Staff Information 5. No. of sanctioned post 6. General Details of the college 7. Details of the course conducted in the institution 8. Total Approved Seats 9. Details of Approved seats, Designationwise 10. Details of Approved seats, Subjectwise 11. Details of Research Activities in the institution 12. Details of Ph.D. qualified Teachers 13. Details of Students enrolment in**

Different Courses 14. Details of Minority Students Enrollment 15. Details of the Physically Handicapped Students Enrolment 16. Details of Scholarship availing students 17. Details of Availability of Physical Education Facilities 18. Details of Library 19. Availability of study materials at Higher Education Library 20. Students Exam Details for various courses 21. Details of Examination results 22. Breakup of Fees received 23. Expenditure Status of plans scheme Institution provides its data every year under these modules which is further codified to the Management Information System of Directorate of Higher Education Maharashtra State.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has a well-defined mechanism for effective curriculum delivery and documentation. The curriculum as prescribed by RTM Nagpur University is strictly followed. The delivery of the curriculum is planned as per the academic calendar prescribed by the university. The institution follows the semester pattern as prescribed by the affiliating university. The institution has an Academic Calendar and curricular planning and Delivery committee working under IQAC which monitors the entire process. The effective delivery is achieved in the following way: • The semester wise syllabus is displayed in the notice board for the information of the student. • The teachers prepare a detailed teaching plan unit-wise, weekly and monthly for the entire semester and the same is supplied to the students for information and necessary preparation. • 3) The teachers provide information to the students regarding programme outcomes and course outcomes at the very outset. • The COs and POs are also uploaded in the institutional website. • Curriculum familiarization sessions are conducted for all student entrants. • A timetable is prepared as per the university and UGC norms for timely delivery of the prescribed syllabus of all the subjects. • The teachers maintain a diary to ensure that the allotted syllabus is completed within the time-frame of the teaching plan already prepared. • Teachers are ICT enabled tools and aids for effective and timely delivery of the syllabus. • The uses of audio-visual aids make the teaching learning process an enjoyable experience for the rural students. The students are motivated to make exclusive use of library for extended reading and references. • All the above activities are well documented for further analysis and review. • The IQAC holds meetings with the Heads of Departments and the CDC twice in the semester to ensure that the programme plan is implemented effectively and delivered properly.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

Certificate Course in Basic Grammar and Language Skill	Nil	13/01/2020	56	Yes	Yes
Certificate Course in Fashion Designing	Nil	13/01/2020	56	Yes	Yes
Certificate Course in Travel and Tourism	Nil	13/01/2020	56	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	**127**	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cetificate Course in Yoga and Mental Health	**13/01/2020**	**20**
Certificate Course in Srujanatmak Lekhan	**13/01/2020**	**20**
Certificate Course in Career Guidance and Counseling	**13/01/2020**	**20**
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**History (Vidarbhaatil Wakatakkalin Samrajy: Wakatak Dynasty in Vidarbha)**	**40**

BA	Sociology (Social & Economical Survey of Admitted Students	95
BA	Political Science (Bharatache Rashtrapati: Presidents of India)	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The institution has a well-planed process for obtaining, analyzing and utilizing the report for further improvement and overall development. The IQAC has constituted a Feedback Analysis Committee for completing the entire process and it works as follows: • Feedback is obtained from all major stale-holders students, teachers, parents and alumni for every academic year-across the semesters. • The feedback mainly focuses on curriculum teaching leaning environment co-curricular extra-curricular and community outreach programs competency of Teachers, Grievance Redressal Mechanism, ICT enabled teaching and infrastructural facilities, alumni engagement, mentorship, PTA engagement, etc. • Feedback analysis in done by FAC • Feedback analysis report is prepared and submitted to IQAC • The IQAC in its meeting, after due deliberations, recommends necessary measures for specific and overall development and thereby quality enhancement of the institution. • The CDC of the institution approves the recommendations of the IQAC. • IQAC has initiated the process of online Student Satisfaction Survey (SSS) as per RAF of NAAC. • The response obtained through SSS is future processed by IQAC and utilized for quality enhancement with due approval from CDC.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nil	660	358	292
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2019	292	0	9	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
9	9	3	3	1	3
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has an active and well-monitored student mentoring system.it is all the more relevant here because majority of the students are from educationally backward families with very little information about quality higher education and its impact on their future. The mentor-mentee ratio is often large enough for individual attention, but care is taken to ensure meaningful mentor-mentee interaction. The institution has a student Mentoring Cell which is a bold IQAC Initiative. It has been realized that mentoring is a powerful tool for the personal development and empowerment of students. The teacher mentor can play multiple roles in helping the students- friend, philosopher, guide, counsellor, motivator, SWOC analyst etc. The SMC does the following to achieve its goals: • It acquaints the fresher with the educational environment and learning resources available in the institution. It acquaints students with the Programme outcomes and Course Outcomes. The students are acquainted with the Code of Conduct, rules and regulations, grievance rdressal mechanism, statutory cells functioning in the institution. It makes them acquainted with the syllabi, academic calendar of the university and the institution. • The mentors encourage students to participate in the various academic, sports and co-curricular activities. They also motivate them to make the extensive use of library and knowledge resources available in the institute. • Mentors guide and assist students in the issues related to scholarships, free ships, and government concessions for SC, ST, OBC, SBC and other backward students. In collaboration with Scholarship Help Desk mentors take care that no backward student should be deprived from getting benefits from these government scholarship schemes. The mentors try to provide all possible support to their mentee in this matter. • The mentors remain in regular touch with the mentees by conducting series of meetings. They try to establish a bridge of faith between mentor and mentee with their free dialogue with the students. They try to understand students issues related to academic, extracurricular, social, economic, family, and sometimes personal issues by creating free communication with their students. They also try to boost the mental health of the students by solving stress related issues of the students. • During the COVID 19 pandemic time the mentors were always in touch with their students through the medium of mobile phones and whats app groups. They provided all the necessary information related to their studies and examination. They also kept students updated with the various measures to remain safe from corona infection. They also tried to keep students moral high and keep them stress free during lockdown period by remaining in constant touch with the students. Thus the Students Mentoring System is functioning in effective way in the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
292	9	32.44

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	0	1	0	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	001	5	08/01/2020	12/02/2020
BA	001	3	11/01/2020	17/02/2020
BA	001	1	08/01/2020	17/02/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The IQAC has constituted Internal Examination Committee to monitor Continuous Internal Evaluation (CIE) at the institutional level. The students are evaluated through different evaluating methods throughout the year. The student centric methods are used for the evaluation. As per the instructions of internal examination committee class tests, unit tests, oral tests, viva-voce, surprise tests, oral presentations, group discussions, interactive sessions, quiz competitions on topic under study, students' seminar on specific topics, question-answer sessions are conducted by the teachers in the class on regular basis. These evaluation methods also help in identifying advanced and slow learners in the same classroom. ICT tools are also used in the evaluation process. Home assignments are given to the students and they are assessed by teachers on regular basis. In the subjects like Sociology, Political science and History students are asked to undertake various field projects on the topics related to syllabi. The students are asked to prepare a detailed report based on the findings of their field projects. There is provision of awarding 20 credits marks to the students on the basis of assignments and viva-voce examinations conducted at institutional level as per the semester pattern of RTM Nagpur University. Terminal examinations are conducted at the institutional level before the end of each semester. The question papers are set in the manner of university examination question paper pattern. The main aim of these examinations is to acquaint the students with the pattern of university examination.

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

The institution follows the Academic calendar of the affiliating RTM Nagpur University. Apart from the academic calendar issued by the affiliating university the institution prepares its own academic calendar. The IQAC has Curriculum Planning Committee (CPC) which prepares this calendar in accordance with the academic calendar issued by the RTM Nagpur University. Academic calendar prepared by CPC has enough scope to adhere for conduct of examination and continuous internal examination (CIE) in the institution. The academic calendar of the institution is also uploaded in the institutional website for stakeholder's convenience. The IQAC also has Internal Examination Committee to

administer the process of continuous internal examination in the institution. This committee strictly follows the academic calendar prepared by CPC which is in accordance with the academic calendar issued by the parent university as for as the internal and external examinations are concerned. The process of continuous internal examination includes conducting terminal exams, class tests, unit tests, viva-voce, interactive sessions and other such student centric methods of evaluation. The academic calendar of the institution identifies the total number of working days, the actual teaching days, the schedule for organising extracurricular activities while providing space for continuous internal examination in every month's academic schedule. Thus the IQAC prepares an academic calendar of the institution by giving enough scope for enhancing academic performance of the students through process of continuous internal evaluation.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://vidyasagararatscollege.org/innerpages/Courses/3

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://docs.google.com/forms/d/1ezeUT1akuOLd31Pir-CAZ-Z4ZJ7jCY9CrkWBEI0NH7k/edit

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Digital India: Digital Literacy	IQAC / NSS / Placement Cell	31/08/2019
One Day Workshop on I Want to Become an Officer	K. S. F. Women Studies Center	02/09/2019
One Day Workshop on Wood-ball Game	Dept. of Physical Education	14/12/2019

One Day Workshop on Health Awareness for Staff Members	IQAC	12/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	5	6.1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Library Science	2
History	2
Political Science	2
English	3
Marathi	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Not Applicable	Not Applicable	Not Applicable	2020	0	Not Applicable	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Not Applicable	Not Applicable	Not Applicable	2020	0	0	Not Applicable

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	4
Presented papers	2	13	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Sanvidhan Week	Political Science	3	105
Medical Camp	NSS	9	32
Van Mahotsav	NSS	9	278
Old Age Home Visit	Dept. of Sociology	4	156

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Tambakumukti Diwas (Anti-Tobacco Day)	NSS / Nawyuwak Mandal	Anti Tobacco Mission	9	138
Tree Plantation	NSS / Grampanchayat	Green earth	9	195
Plastic Free Environment	NSS / Panchayat Samiti Ramtek	Plastic Free Environment	9	145
Swacchata Rally	NSS /	Cleanliness	9	135

	Grampanchayat		Drive			

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Woodball Training Camp	22	Self	1
Faculty Exchange Programme	154	Self	2

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Linkage with Industry	Training and Internship of Students	Kusumbe Scented Oil Plant	10/10/2019	09/10/2020	10
Linkage with institution	Faculty Exchange Programme	M. G. Arts Commerce College, Parseoni	15/06/2019	30/04/2020	02

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kusumbe Scented Oil Plant, Mahuli	10/10/2019	Student Training	10

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
382500	280580

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Technology Software (LIBTECH)	Fully	Server- Client based version. Web based for local.	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1944	332159	37	9535	1981	341694
Reference Books	61	22378	2	460	63	22838
Journals	13	4577	0	0	13	4577
CD & Video	14	0	0	0	14	0
Digital Database	0	0	15	0	15	0
Library Automation	1	24800	0	0	1	24800

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	15	1	1	1	0	3	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	15	1	1	1	0	3	0	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

Not Applicable	[N/A](#)

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
179500	141333	203000	139247.31

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has separate and organised procedures and policies for maintaining and utilizing physical, academic and support facilities such as physical infrastructure, library, IT infrastructures, sports facilities, computers and classrooms. The maintenance of the existing building and the campus and new constructions in the campus are looked forward by the Management body. The local agencies are used by the institution to for the maintenance of the physical infrastructure. The institution has outsourced local technicians for repairing electric and plumbing related works and maintaining water purifiers (RO) in the institution. A full-time library attended is appointed in the library for maintaining the library related resources and look after the library properly. Library management system (LMS) is maintained by Library Technology Software (LIBTECH). Yearly stock verification of sports items and sports facilities available in the institution is done by the Physical Education Director. Peons help Physical Education Director in maintaining and looking after the sports goods and facilities. The local IT experts are hired for the maintenance IT facilities, ICT tools, IT infrastructure in the institution. The class four employees of the institution do the regular cleaning and sweeping of the administrative block, Principal's cabin, staff room, classrooms, all the other rooms and the campus. The peons of the college also clean the water tanks in the institution on regular basis. The institution has also outsourced a person to clean and sweep the toilets and washrooms in the campus. The cleanliness of the canteen is maintained by the person who runs it. The IQAC monitors the cleanliness of the canteen at regular intervals. The IQAC has constituted Campus Development and Cleanliness Committee to monitor the cleanliness works in the campus.

http://vidyasagarartscollege.org/innerpages/-RTI-Declaration---Procedures-for-Maintenance-of-Facilities/9

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	VKM Alumni Association Scholarship	2	1600
Financial Support from Other Sources			
a) National	GOI Post Matric Scholarship/ Rajashree Shahu Maharaj Scholarship/ Free	242	633062

	Ship			
b)International	Nil	0		0

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	16/09/2019	75	Dept. of English

View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Super 20	20	110	0	0

View File

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil			Nil		
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

View File

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

Activity	Level	Number of Participants
Annual Sports Day	College	212
Annual Day Function	College	273
National Sports Day	College	187
Independence Day	College	215
Yoga Day	College	98
Athletics	Inter-University	1
Wood Ball	University	4
Volley Ball	University	7
Athletics	University	3
Athletics	District	2
	View File	

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	National	0	0	0	0
			View File			

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Every affiliated college in Maharashtra has to form statutory Student's Council as per the Maharashtra Universities Act 2016 and Direction No. 39 of 2017 of the RTM Nagpur University. The main aim behind formation of Students' Council is to ensure representation of students on academic and administrative committees of the institution. The Secretary of the students' Council gets representation in the College Development Committee (CDC). There were no any instructions received regarding formation of Statutory Students' Council in the institution from the RTM Nagpur University in the year 2019-20. As it was not possible to form Student's' Council as per the act, The Principal in his capacity decided to form Student's' Council at institutional level by nominating meritorious students to ensure participation of students' representatives in overall functioning and administration of the college. The Student's' Council played a crucial role in initiating and organizing various activities in the institution. Annual social Gathering, Sports and Games competitions, activities like dance drama and debate, active participation in organizing seminars and workshops at college level, organization of seven days NSS camp are among some of the major activities performed by the Student's' Council during the year 2019-20. It also prepared the reports of these activities and submitted it to the concerned coordinators. The Student's' Council also conveyed the demands, problems and grievances of the students to the Principal. The Student's' Council was also active in creating awareness against COVID 19 pandemic. It formed the group of students who can work from their respective villages during lockdown period. The students created awareness among the society to download the AROGYA SETU APP. Some of the students make door to door visits in the village by following rules of social distancing and spread awareness about COVID 19 pandemic. Some of the students

prepared face masks with their sewing machines at home and distributed them freely to the villagers. Students made attractive paintings and posters and displayed them in their villages to create awareness against COVID 19 pandemic. Some of the students worked for helping needy people in the vicinity in collaboration with local social service groups. Thus Students' Council of the institution has not only actively participated and proved their leadership in the matters regarding student welfare and support at institutional level but also proved their sense of responsibility at the community level.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

54

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

1620

5.4.4 – Meetings/activities organized by Alumni Association :

The college has a functional Alumni Association. It has been functioning in the institution since its formation in the year 2011. The Alumni Association holds two meetings every year in the institution. Alumni Association organizes various activities in the institution and gives significant contribution in the development of the institution. The major initiatives and activities of Alumni Association during the year 2019-20 are as follows: 1. It held regular meetings in the institution. Total number of Alumni association meetings held during the academic year 2019-20 was 2. 2. Every year the students of the passed out batch (B.A. Part III students) are made the members of the Alumni association. 3. The Alumni Association organized various motivational and skill development programmes for the students in the institution. 4. Alumni association maintains a bank account which is operated jointly by the Principal of the college and either Secretary or President of the Alumni Association. Audit Report is also prepared by the Alumni Association and submitted at the institutional level. 5. Alumni Association has supported in organizing seven days NSS Camp at Hiwara-Bende village. Most of the alumni living in the village extended their helping and in successful organization of the camp. 6. Every year meritorious students are felicitated by Alumni Association in the annual day function. 7. The Alumni Association gives away "Alumni Association Scholarship" every year to the topper of B.A. Part I class in the form of tuition fees for the admission of next two years. For the year 2019-20 Alumni Association Scholarship was awarded to Miss Roshani Chopkar and Miss Snehal Khedikar.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institute has developed decentralization and participative management system. The college provides an opportunity for all the concerned to be a part of the decision-making process. The college administration and academic structure are designed in such a manner that all the stakeholders become part of the process. Practice I The College Development Committee (CDC), constituted as per section 97(1) of Maharashtra Public Universities Act 2016, works for the overall development of the institute. In academics, IQAC, Staff Council, and

different committees work with coordination. The principal is the administrative and academic Head of the institution. The departmental meetings are held regularly to check the timely execution, ensure its better performance, and the recommendations are conveyed to the principal. The principal, after consultation with the HODs, takes the final decision. In academics, IQAC and Staff Council, and different committees work with coordination. College Development Committee (CDC) is formed with representations of major stakeholders of the college to coordinate important administrative activities. Practice II Annual Social Gathering: The College has a Cultural Programme Committee which monitors the entire schedule of various cultural events throughout the session in collaboration with the Students' Council. As per the nature of work the main committee forms different subcommittees to assign various responsibilities. Since the students' participation is the prime motive and without participative management of all the stakeholders, planning and success of such a big event is impossible. Under the leadership of Student' Council Annual Social Gathering and Sports Meet Committee are constituted with the Students' representatives- The College Cultural Programme representative, N.S.S. representative, Sports representative, Class representative and lady representative. In addition to this, the college also engages two students' representatives in each subcommittee with the faculties. Each committee shoulders its responsibility and makes the event successful. All the committees are headed by the principal and IQAC of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Since our institution is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, the curriculum prepared and prescribed by the university is followed. The institution has a curriculum development committee which develops and adds extra syllabus to the curriculum prescribed by the University. The institution also runs some skill-based certificate courses under the banner of Department of Lifelong Learning of RTM Nagpur University. This committee also develops curriculum for the various career-oriented and skill-based certificate courses.
Teaching and Learning	To make teaching and learning productive and interesting process, the institution has regular and well-experienced teachers with great innovative and research aptitude. The teaching faculties prepare the Annual and the monthly Teaching Plan in the commencement to ensure the well-organized completion of the syllabi. The faculties essentially concentrate

	on Semester wise teaching plan and execution of it. Tutorials classes are conducted for slow learners. Teachers encourage advanced learners with audio-visual aids in the classroom. Many teachers adopt ICT enabled teaching method for better comprehension of the subject. The college supplies all the required equipment to improve the teaching-learning process. Teachers are inspired to use audio-visual aids for producing learning as a lively experience. Library resources are regularly updated to satisfy the timely demands of the students.
Examination and Evaluation	The College observes the continuous internal evaluation system: regular unit tests, surprise tests, Oral test, interactive sessions and terminal examinations are conducted to evaluate the quality of teaching and learning. IQAC monitors the teaching-learning process. The IQAC has set up the Examination Committee for the supervision of the whole examination process, and to perform essential changes in the evaluation system of the college. Continuous Internal Evaluation of the learners has been done under the semester pattern and 20 credits are awarded on the basis of internal Assignment and Viva-Voce. The institution submits the marks of the internal assessment through the online process to the university. The institution collects random feedback from the students to bring reform in the teaching and learning process.
Research and Development	The institution always encourages faculty members of all departments to be engaged in research activities. For the purpose, the IQAC has formed a committee which promotes and looks after teachers participation in Local, National and International conferences, seminars, workshops, etc. as well as publishing research papers. In the session, the faculty members have published about 20 research papers in reputed journals. 1 book is published by teachers in their respective subjects. The students are also inspired to undertake research projects. Students undertake small research projects related to their subjects. This year one research project in History, one in Political

	Science and one in Sociology are completed at the college level by the students under the guidance of their teachers. More students are encouraged to do comprehensive systematic research work concerning their syllabi and outside the syllabi.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a well-resourced Library with the following support facilities: Total number of books: 2042, Journals:12, Newspapers: 05 (English/Marathi/Hindi) • Customized Software Lib Tech is used in the Library • Furnished reading room • INFLIBNET facility • Fully Wi-Fi library • Librarian's chamber with a computer and printer • 10 computers installed in the Library for students connected with LAN cable with internet facility • Sufficient infrastructure • Three classrooms have roof-mounted projectors and screens to ICT enabled Teaching and Learning. • All the classrooms, office, Campus under CCTV surveillance for the safety and security of students. The office has an Office Management System, computers, printers, reprographic machines, bio-metric machine. etc.
Human Resource Management	At present the institution has nine full-time teaching posts and eight non-teaching staff positions. The institution has vacancy of one full-time teaching post in the subject Economics. The appointments of the employees are made as per rules and regulations of UGC/ Government of Maharashtra/ RTM Nagpur University. The institution has recruited Contributory teachers for Marathi and Economics. The faculties are deputed to attend Orientation/ Refresher/ Short Term Courses as a part of faculty development programmes. The administrative staff members are also permitted to attend recurrent training and orientation programmes.
Industry Interaction / Collaboration	Ramtek is industrially backward town. The most important occupation of the rural population is agriculture. There are very few agriculture-related industries. There is one agriculture-related industry Kusumbe Scented Oil Plant, Mahuli situated in the vicinity. The institution has entered into a MOU with this agro-based industry for one year ending in November, 2020 to train

	our students. The Training and Placement Cell took a few interested students to Manganese Mines, Kandri (MOIL) as a part of Industrial Visit and some events also organized to familiarize students with the skills which would make them self- confident and self-reliant.
Admission of Students	The college has a transparent mechanism for admission of the students. Information regarding admission is displayed on the college website and the entire admission process very smoothly. The admission committee provides prospectus with the application form is distributed from the college office. Applications are collected and a merit list is prepared. Merit list is displayed on the Notice Board. IQAC has formed an Admission Committee to control the students with some counselling sessions in case of any doubt or guidance regarding subject choice. The concession in the fee structure is given according to Government rules. The institution strictly follows the schedule and timely directions notified by Govt. of Maharashtra and RTM Nagpur University, Nagpur.

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

E-governace area	Details
Planning and Development	All institutional information is unloaded in the website of the institution. Institutional email is used for all purpose of communication. Teachers and non-teaching staff members have separate Whats App groups for rapid communication. The important data is also shared on YouTube channel and Facebook page of the institute. Mentors have e-data base i. e. contact number, whats app number, e-mail ids of their mentees to have good communication between students and the institute.
Administration	The institute adheres to implement online mode in all the areas of administration. All the communication with RTM Nagpur University and Govt. of Maharashtra and Director of Higher Education through the Joint Director, Nagpur is online. The institutional mail is used for all sort of administrative communication. The works related to student enrolment, payment of fees, examination and evaluation,

	scholarship forms submission, payment of salary through THE Sevarth portal are mostly administered online. The administrative staff of the institution is trained and oriented in the e-governance of official matters.
Finance and Accounts	The institution does it's transactions through nationalised banks. The institution has mainly three types of accounts Salary, Non-salary, Scholarship and all are online. The internal and external audit is conducted by the institution for the financial year 2019-20. The internal audit is done by CA PUR Associates, Nagpur while the external audit is done by the Senior Accounts Officer of Joint Director Office Government of Maharashtra, Nagpur. Thus complete transparency is maintained by the institution in all the areas related to finance and accounts.
Student Admission and Support	Student admission process is mostly online and partly offline as per the as per the instructions from affiliating university and due locational and practical reasons beyond our limits. The prospectus is uploaded in the institutional website. The students submit their forms in the office. Admission committee prepares and displays the merit list and waiting list. Admission is given as per the reservation policy of the government. All the rules set by Govt. of Maharashtra and RTM Nagpur University are strictly followed in the admission process. All the eligible students are given benefits of GOI and State/Govt. Scholarship. An Alumni Association Scholarship is also awarded to topper student of B.A. Part I class for admission in the remaining semesters. Principal, teaching and non-teaching staff members also provide financial support to the needy and economically backward students. The enrollment of the students with affiliating university is done online.
Examination	E-governance is followed in the matters related to examination and evaluation. Being affiliated to RTM Nagpur University the institute follows the semester wise exam pattern as prescribed by the university. All sort of work regarding university exams such as submission of exam forms, submission

	of fees, and delivery of i-cards for the examination is online. Continuous Internal Evaluation is conducted partly offline partly online by the College Examination Committee.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	None	None	None	0
2019	None	None	None	0
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Use of Online Apps for Group Comm unication during Lock-down	Use of Online Apps for Group Comm unication during Lock-down	02/04/2020	02/04/2020	9	7
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
STC on Gender Sensetization	1	26/08/2019	31/08/2019	7
Refresher Course in Environmental Science	1	10/10/2019	23/10/2019	14
STC on Research Methodology in Social Science	1	25/11/2019	30/11/2019	7
Refresher Course in Yoga	1	06/01/2020	18/01/2020	14
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	0	8	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. The institution has issues salary certificates to needy teachers for obtaining loans from Nationalized and Co-operative Banks	2. Free uniform and washing allowance is provided to class IV employees 2. The institution has issues salary certificates to needy teachers for obtaining loans from Nationalized and Co-operative Banks	1. Help-Desk is constituted for providing assistance to students in feeling up scholarship forms 2. Documentary support is provided to the students who wanted to get Bus Pass from State Transport Department

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The institution has hired the services of Chartered Accountant Mr. Vaibhav Toshniwal for conducting external audit. The external audit is conducted by his chartered accountant firm PVR Associates, Nagpur. The firm provides the audited statements for every financial year which consists of Audit Reports and Statement of Accounts. The internal audit of the institution is conducted by the Office of the Joint Director of Higher Education, Nagpur Division. This conducted in two stages. Stage 1 consists of verification of audited statement of the accounts and assessment of utilization of the salary grant paid by the Govt. of Maharashtra. In stage 2 Senior Auditor of the Office of the Joint Director of Higher Education, Nagpur Division certifies the documents based on the Assessment Reports.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Not Applicable	0	Not Applicable
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC and CDC

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

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

1. Workshop on health awareness was organized for staff members. 2. Regular Yoga sessions are organized for the betterment physical and mental health 3. Professional development programmes are organized for the support staff

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

1. Krantijyoti Sawitribaai Fule Women Studies Centre and Employment Guidance Cell is constituted in the institution to increase career guidance activities in the institution. 2. A Help Desk for scholarship assistance is established to provide assistance to the students in the process of seeking various scholarships. 3. Introduced process of online feedback collection and analysis.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Curriculum Planning and Preparation of Academic Calendar	25/06/2019	17/06/2019	25/06/2019	9
2019	Initiated Five Need - based Short - term courses under dept. of Lifelong Learning of RTM Nagpur University	25/06/2019	13/01/2019	28/02/2020	127
2019	Formation of students council and initiated activities under it	04/10/2019	10/10/2019	19/10/2019	292
2019	Initiated the programme reaching the unreached (organised series of	10/12/2019	16/12/2019	18/01/2020	150

	lectures for Jr. College Students)				
2020	Conducted Health Awareness Workshop for Staff Members	10/12/2019	12/02/2020	12/02/2020	17
2020	Formation of Covid 19 Help Page and YouTube Channel of the institution	07/03/2020	31/03/2020	31/03/2020	309
2020	Conducted online Students satisfaction survey and initiated process of online feedback	07/03/2020	20/04/2020	27/04/2020	292
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture on Masikpalee Swacchata Sanwardhan (Hygiene during Menstruation Cycle)	17/02/2020	17/02/2020	158	0
Health Check up Programme	05/01/2020	05/01/2020	31	14
Medical AwAwareness for Control on loss of RBC in Adolescent Girls	28/02/2020	29/02/2020	25	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Total annual requirement of the institution is about 1500 to 2000 watts. The

institution tries its level best to save electricity and remain environment friendly. It tries to save approx 200-250 watts of electricity by using LED bulbs for lighting in the institution though it does not have any system of obtaining percentage of power requirements through renewable energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	31/08/2019	1	Digital literacy	Digital awareness	12
2020	1	1	05/01/2020	1	Women Health	Health awareness	31
2020	1	1	17/01/2020	3	Awareness against Superstition	Social awareness	78

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	15/06/2019	•Every year the institution publishes Human values and professional ethics Code of Conduct is uploaded on the website for the knowledge of the stakeholders. •It is also displayed at the prime location in the institution so that it can be accessible to the students and the stakeholders. •The institution follows the code of ethics, rules and regulations laid down by UGC, Maharashtra University Act, Rastrasant Tukadoji Maharaj Nagpur University and Vidyasagar Education

			Society.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Sanvidhan Quiz	25/01/2020	25/01/2020	125
A Handbook on Presidents of India	09/09/2019	10/01/2020	30
[View File](#)			

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

•Active steps are taken to create clean and green campus. •Tree plantation drive is conducted in the institution. •Efforts are done to make plastic free campus. •The waste water from the drinking and washing places is used for watering the plants. •The students and teachers are inspired to follow vehicle free day.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I 1. Title: Help Desk for Scholarship Assistance 2. Objectives To provide assistance to students in getting scholarships To make sure that all the eligible students shall get scholarship benefits To provide help in filling up scholarship forms correctly To monitor the process of scholarship to avoid future problems 3. The Context Most of the students in the institution are from educationally, socially and economically backward classes. Some of them are also not aware of the scholarship benefits available at the higher education level. They have not even prepared with the essential documents needed for feeling up the scholarship form. Many of them commits mistakes while filling up the forms or uploading it online during the process. To avoid these problems and to ensure that no eligible student shall be deprived from getting the benefits of scholarships a Help Desk for scholarship assistance is constituted in the institution. 4. The Practice The Help Desk informs regarding different scholarships students can avail while studying in the institution. The names of the Help Desk members and information regarding the scholarship is also uploaded in the institutional website, printed in the prospectus of the institution and displayed on the notice board. Help Desk provides every kind of assistance to students such as: 1. submitting the online scholarship forms in Maha-DBT portal of Govt. of Maharashtra 2. verification of the hard copies of the forms 3. verification of all relevant documents before the final submission etc. The Help Desk ensures that the scholarship forms should be error free. The Help Desk also remains in constant touch with the students and inspire them to go for the benefits of scholarship so that no eligible students shall be deprived from getting the benefits of the scholarship. 5. Evidence of Success Practice of Help Desk for Scholarship assistance has proved beneficial to the students eligible for getting scholarships. The students are able to fill and submit their scholarship forms in correct way with the proper assistance and guidance from the Help Desk. Students are approaching to the Help Desk to seek help regarding their scholarship related problems. All the eligible students are getting benefits of scholarships in the institution. 6. Problems Encountered and Resources Required The institution has also encountered few problems while implementing this practice. Because of the irregularity of the students many of the eligible students were not able to fill scholarship forms within due date. The Help Desk has to do some extra efforts to contact these students and make them fill the forms within stipulated time. Another problem encountered was of getting the required documents needed for scholarship within time from the Tahasil and other govt. offices. There should be a separate

window or Help Desk for students in Govt. offices so that they can get desirable documents within time. Best Practice II 1. Title: Krantijyoti Savitribai Phule Women Studies Center, Employment and Guidance Cell 2. Objectives To aware students with the various opportunities of employment To search hidden talent in tribal and rural students To motivate students to appear in competitive exams To train and guide them to face the competitive exams 3. The Context The institution is situated in a tribal area. Most of the students are the first generation learners. They belong to very poor economic and educational background. They are not known with various career opportunities those can be grabbed through appearing for competitive exams. Besides being talented they lack confidence and proper guidance to face competitive exams. 'Krantijyoti Savitibaai Phule Women Studies Center and Employment and Guidance Cell' was established to provide proper guidance to the talented students and motivate them to appear for various competitive exams. 4. The Practice A general knowledge test is conducted for the students and top twenty students are selected as "Super Twenty" for getting special coaching under this scheme. This batch of "Super Twenty" students is given one hour coaching related to competitive exams preparations after their regular classes. A separate batch of next hundred students qualified in the general knowledge tests is also provided coaching as per their academic abilities. The students are provided with the required study material. Regular tests are also conducted to assess their knowledge. All possible efforts are made to give them maximum exposure to the field of competitive exams. These students are also informed with the competitive exams schedule during the year and it is ensured that they should appear for these examinations. 5. Evidence of Success Many of the students who were guided under this scheme fill the forms of various competitive exams such as Maharashtra Public Service Examination, Bank Exams, Police services, Railway services etc. But due to Corona pandemic many of the exams were postponed this year. The students are waiting to appear for these examinations. At institutional level we can say that 'Krantijyoti Savitibaai Phule Women Studies Center and Employment and Guidance Cell' has become successful in motivating rural and tribal students to appear in various competitive exams. 6. Problems Encountered and Resources Required Though this practice has been a successful exercise for the students, there were some problems that we encountered. Initially we faced the problem of lack of confidence and interest among the students for competitive exams. The co-ordinator has to take some extra efforts to motivate them to see employment opportunities after becoming successful in competitive exams. At the same time the coaching classes were arranged after regular classes so some of the students could not attend the classes regularly because they have to manage time with their bus timings. But still it was a fruitful practice for students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/Best%20Practices%2019-20.pdf

7.3 – Institutional Distinctiveness

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

The vision and mission of the college to develop the all-round personality of students and make them better human beings and responsible citizen has been at the forefront of the institution. The session 2019-20 faced an unpredicted and unprecedented outbreak of Corona Virus, the COVID 19 Pandemic. It posed limitation to our overall well-planned schedule. Despite the critical crisis, the college adhered to its vision and mission. Before the COVID outbreak till 16 March 2020, the curriculum delivery of each subject was done up to 90, and

the remnants of the syllabi were covered through different electronic and social medial platforms. Regular communication catering their academic, curricular, social and mental needs was the need of the hour. Therefore, we formed class-wise WhatsApp groups which played a crucial role in administering the updated directions circulated by Govt. of India, Govt. of Maharashtra, UGC, Dept. of Higher Education and RTM Nagpur University. The college has undertaken the following activities during the lockdown period: 1. As an initial step towards the awareness, the IQAC organised a workshop for teachers and students of the college. COVID 19 Help Page with helpline numbers is set up on the official website. 2. The mentor-mentee communication was maintained consistently to boost their morale and care of their mental and physical health. 3. Online tests, assignments, projects and other possible means of internal evaluation and assessment of the students were managed on social media. 4. The college steered various exercises to create awareness to fight against COVID 19 pandemic. 5. We conducted Quiz Contest, Poster Competition, General Awareness Programmes, Various questionnaire for data analysis, Awareness Campaign with local authorities - Grampanchayat Tahsil office. NSS volunteers exposed the posters and paintings in their respective villages to spread awareness among masses. 6. Following strictly the standards of social distancing, IQAC in collaboration with NSS department inspired students to stitch homemade masks and distribute them to the needy people in the villages. 7. The students, teachers and other stakeholders were encouraged to download the AROGYA SETU App. The students also urged people for more downloads. 8. In collaboration with the Library, IQAC has taken special initiative to present online pdf copies of the daily newspapers, important books and periodicals to students on their WhatsApp Groups. 9. IQAC collaborated with other departments, conducted various competitions: Essay writing Competition, Painting Competition and Poem writing competition etc. 10. National Poetry Competition Express in Verse on Emotions during CORONA Pandemic was organised as an IQAC initiative by Dept. of English and Marathi. The competition received overwhelming response with 210 entries from all over India. The prizes were given to the winners and certificates were mailed to all the participants. The board of editors selected some poems to be published in the E-book with ISBN-978-81-944165-5-8. The book comprises some beautiful pictures drawn by the students.

Provide the weblink of the institution
http://vidyasagarartscollege.org/cote_dor_import/admin/ckfinder/userfiles/files/Institutional%20Distinctiveness%202019-20.pdf

8.Future Plans of Actions for Next Academic Year

• To increase the number of need based value added short term certificate courses. • To organize conferences and workshops based on teaching learning activities. • To increase extension and community reach activities through the medium of NSS. • To create Facebook page of the college to become more social media friendly. • To increase number of MoUs and linkages for internships and on-job training activities. • To enhance efforts to make campus more clean and green. • To make mentor-mentee exercise more student friendly and effective. • To inspire and educate students to undertake online teaching and learning activities. • To increase alumni engagement activities under Alumni Association. • To Establish Cement Benches in the campus for the students. • To make fresh application for starting Post Graduate Courses in the institution. • To display Flex Board in the campus with the names and photos of students with outstanding performance in university examination, sports and cultural activities.