



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**VIDYA VIKAS ARTS, COMMERCE & SCIENCE COLLEGE, SAMUDRAPUR.**

- Name of the Head of the institution **Dr. R. R. Karmore**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **07151225560**
- Mobile no **9420060601**
- Registered e-mail **vidya\_vikascoll@rediffmail.com**
- Alternate e-mail **dr.ambatkar@rediffmail.com**
- Address **Main Road Samudrapur**
- City/Town **Samudrapur**
- State/UT **Maharashtra**
- Pin Code **442305**

##### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.**
- Name of the IQAC Coordinator **Dr. M.S.Ambatkar**
- Phone No. **07151225560**
- Alternate phone No. **9423634727**
- Mobile **9423634727**
- IQAC e-mail address **iqacvidyavikascollege@gmail.com**
- Alternate Email address **dr.ambatkar@gmail.com**

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

[https://www.vidyavikascollege.com/wp-content/uploads/2022/03/AQAR\\_2019-20.pdf](https://www.vidyavikascollege.com/wp-content/uploads/2022/03/AQAR_2019-20.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

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

<https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.10</b>	<b>2015</b>	<b>03/03/2015</b>	<b>02/03/2020</b>
<b>Cycle 1</b>	<b>C+</b>	<b>Nil</b>	<b>2005</b>	<b>28/02/2005</b>	<b>03/03/2010</b>

**6.Date of Establishment of IQAC**

**01/04/2013**

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**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**      **2**

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

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

- If yes, mention the amount

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

- Regular meeting of Internal Quality Assurance Cell (IQAC).
- One day workshop on IPR on 10 July 2019.
- MoU sign with MAK College, Hinganghat for faculty exchange.
- Guest Lecture under different courses.
- Feedback from students,parents and alumni collected, analyzed and used for improvements.
- Timely submission of Annual Quality Assurance Report (AQAR) to NAAC.

**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
Review on the process of accreditation for 3rd Cycle	Accreditation and documentation work continue.
Infrastructure development.	Construction of Botany Laboratory Completed, Landscaping work also completed.
Library Improvement.	Inform to the librarian and principal.
Use of ICT tools in teaching learning process.	Inform to the all faculty members for use advance ICT tools for Teaching Learning process During Pandemic Situation.
Initiations Process for Introduction of M.SC. in Zoology and Physics	Proposal of Affiliation has been Submitted successfully to RTMNU

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	02/03/2022

**14. Whether institutional data submitted to AISHE**

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	VIDYA VIKAS ARTS, COMMERCE & SCIENCE COLLEGE, SAMUDRAPUR.
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• Designation	Principal
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• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/AOAR_2019-20.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/AOAR_2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.10	2015	03/03/2015	02/03/2020
Cycle 1	C+	Nil	2005	28/02/2005	03/03/2010
<b>6.Date of Establishment of IQAC</b>			01/04/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			2		

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<p><b>Yes</b></p>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<p>No File Uploaded</p>	
<p><b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b></p>	<p><b>No</b></p>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<p><b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b></p>		
<p>• Regular meeting of Internal Quality Assurance Cell (IQAC). • One day workshop on IPR on 10 July 2019. • MoU sign with MAK College, Hinganghat for faculty exchange. • Guest Lecture under different courses. • Feedback from students, parents and alumni collected, analyzed and used for improvements. • Timely submission of Annual Quality Assurance Report (AQAR) to NAAC.</p>		
<p><b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b></p>		
Empty space for plan of action and outcome		

Plan of Action	Achievements/Outcomes
Review on the process of accreditation for 3rd Cycle	Accreditation and documentation work continue.
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<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Development Committee	02/03/2022
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2021	23/03/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	



**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

14

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

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

### 2.Student

2.1

2177

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

2904

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

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

2.3

611

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	29
File Description	Documents
Data Template	No File Uploaded
3.2 Number of sanctioned posts during the year	0
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	39
4.2 Total expenditure excluding salary during the year (INR in lakhs)	58.66
4.3 Total number of computers on campus for academic purposes	54

## 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

Vidya Vikas Arts Commerce & Science College, Samudrapur Dist-Wardha (MS) is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and hence follows the curriculum prescribed by the university. The Academic Calendar is prepared by the college and various departments as well to ensure effective implementation.

Various stages in the process of implementation of the curriculum are as follows:

- A meeting is held in each department at the beginning of the academic year to do the course distribution. Based on the expertise of the individual teachers, the syllabus is allotted to them by the Head of the Department.
- All departments prepare a pre timetable to check the feasibility of delivering the allotted curriculum by calculating the number of lectures/practicals available in a particular term.
- Teachers are then required to submit a teaching plan based on the number of days required for effective teaching of the syllabus and the number of days required to conduct examinations.

The IQAC prepares a format of teaching plan and gives it to the teachers at the beginning of the academic year to help them to plan and manage this entire process effectively. It contains circulars from the university regarding the academic term, the academic calendar, working and teaching days available for undergraduate and post-graduate programs. At the end of every academic term, teachers are required to submit the teaching plan to the IQAC after filling in the relevant information. This helps the IQAC to monitor if the teaching plans have been successfully implemented. This is further verified and substantiated through students' feedback.

Staff meetings are held periodically to review the syllabus completion status. For the effective transmission and delivery of curricula, departments integrate classroom teaching with various ICT tools, laboratory practical, unit tests, field projects, students seminars, tutorials, home assignments, preliminary examinations, a question bank, PPT bank, practical manuals, research projects, field survey, etc. Most of the tools have been used during the period of the Covid-19 pandemic through Zoom, Google meets, teachmint app, YouTube channels, etc. For the up-gradation of subject-related knowledge, faculties are allowed to participate in seminars, conferences, and workshops. These activities provide a platform for the faculty to participate and interact with experts in various fields and update their subject knowledge. For effective curriculum delivery, teachers use participative, student-centric learning methods and demonstrate practical's. The institution organizes guest lecturers of eminent academicians of the vicinity for effective curriculum delivery to inculcate a scientific approach among the students. At the end of

every academic year, IQAC collects feedback from all stakeholders, which is analysed and further conveyed to higher authorities for corrective measures.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf</a>

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

Academic Calendar is a schedule of the institution for academic year, which gives details of all academic and administrative events that take place in the institution. As the institution is affiliated to RTM Nagpur University, Nagpur it adheres to the academic calendar published by the university. Before the commencement of every academic year, every department submits details of academic and co-curricular activities to the concerned committee in order to prepare an academic calendar. The IQAC of the institution plays a very substantial role in maintaining the academic calendar for conduct of continuous internal evaluation of the students. At the beginning of the academic session, Academic Calendar Committee prepares the academic calendar and makes it available to the students and the faculty. It is also displayed on the website for all the stakeholders. The academic calendar specifies the teaching-learning schedule, the number of teaching days in each semester, university and institution exam schedule, cocurricular and extra-curricular activities, national days, holidays, camps, excursion, and educational tours, field visits, parents-teachers meets, alumni meet, annual gathering, inauguration of various subject societies, guest lecturers, etc. If required then the head of the institution can suggest and incorporate desired changes in the academic calendar. At the beginning of the academic year, the principal of the institution addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination-related activities in Induction Programme.

The schedule of all examinations is also given in the academic calendar. The concerning teachers of all the departments conduct unit tests after the completion of every unit for the better

conducting of Continuous Internal Evaluation (CIE). The principal of the institution regularly conducts staff council meetings to ensure the better functioning of the academic and examination-based activities. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities. The head of the institution monitors the teaching, learning, and evaluation as a continuous process in the institution throughout the academic session. At the end of every semester as a part of the internal assessment, home assignments are given to the students before the commencement of the term end exam.

The institution is a recognized examination center of RTMNU to conduct the examinations based on the CBCS pattern of the university as per the norms laid down by the university. Most of the teachers in the practical-based subjects are the internal and external examiners for practical examinations conducted by the university. Therefore, they follow the teaching plan and time-bound delivery of the curriculum to the students and conduct continuous internal evaluations of the students without fail.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf</a>

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

## 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

13

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

77

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

There are continuous efforts by the college to integrate these cross-cutting issues into the curriculum. The institution has taken some attempts regarding the issues like ethics, gender, human values, environment, and sustainability. It becomes a matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, the death and birth anniversary of great national heroes, leaders, and freedom fighters have been organized for the holistic development of the students in each academic year.

Due to Covid-19 Pandemic, many programmes couldn't be organized. Even though the programmes like Cleanliness drive, Tree Plantation, Road Safety Awareness, Covid-19 Awareness and mask distribution, etc. have been conducted successfully.

Environmental Studies is a compulsory subject for the students of BA II, B.COM. II and B. SC. II which is a remarkable step to make them aware of environmental issues. The project regarding Environmental studies have been collected from students. The eco-friendly culture and maintenance of plants in campus are done.

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

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

120

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

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

2177

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

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**



File Description	Documents
URL for stakeholder feedback report	<a href="https://www.vidyavikascollege.com/feedback-2020-21/">https://www.vidyavikascollege.com/feedback-2020-21/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.vidyavikascollege.com/feedback-2020-21/">https://www.vidyavikascollege.com/feedback-2020-21/</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

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

##### 2.1.1.1 - Number of students admitted during the year

2177

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

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

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

1089

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

## 2.2 - Catering to Student Diversity

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

In order to assess the learning levels of the students, the faculties start their work even at the beginning of the admission process. While getting admission to the college, the college staff tries to clear all hurdles of students. Whenever students face any difficulty (for example, in selecting a proper subject) our teachers help them with proper counseling. Once the admission process is completed and students start attending the classes, the college organize a fresher party for them. At that function, new students get a chance to be familiar with the old students, the college and the teachers. Here teachers get some idea about the abilities of new students. But due to Covid 19, the faculties could not able to organize a fresher party; therefore the assessment of slow learners and advanced learners was done on the basis of the first unit test. This process of assessment was adopted for the semester.

From the second semester onwards, the institute assesses the learning levels of students based on the result/ marks of students at the preceding university examination. Based on the analysis, the students who scored marks below 40 are identified as slow learners and above 40 are identified as advanced learners.

**Strategies adopted for Slow Learners:**

Based on students' performance in the classroom and examination, the subject teacher identifies the slow learners. Once their identification is completed, the subject teacher makes a list of them. Then he/she arranges extra/remedial classes for them. In that classes, the concerned teacher not only clears their doubts but also re-teaches some difficult topics of the syllabus.

**Strategies adopted for Advanced Learners:**

With a viewpoint to boost up the already possessed and advanced learners, the institute takes up some initiatives like offering roles of leadership in several programs, organized within or outside of the institute. Apart from this, workshops, seminars, guest lectures, aptitude and communication skills improvement programs are conducted from time to time at the institute. The teachers ask the students to prepare for examinations like UPSC, MPSC, NET, SET, etc. Various motivational speeches are organized for their future development. The teachers also motivate students to read various books and acquire a higher percentage in university examinations.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/re-medical-coaching/">https://www.vidyavikascollege.com/re-medical-coaching/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2177	34

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

## 2.3 - Teaching- Learning Process

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

The teachers and the management of this institute believe in students centric for holistic development of students. The institute tries to give emphasis on the development of independent thinking in the students. The learning experience of the student is enriched by the following methods:

**Experimental learning:**

- Students are encouraged to participate in learning activities like regular laboratory exercises, seminars, assignments, study tours, field visits, research institutional visits, etc.

- The students learn social responsibility by taking part in NSS camps at nearby villages, awareness programs, blood donation camps, etc.
- The college invites various experts from other colleges to share their experiences with the students.
- Library facilities and computer facilities play an important role to enhance the knowledge of students.

Participative learning:

Participative Learning is encouraged by:

1. Discussions: Wide variety of topics, relating to arts and commerce, are discussed to make the students to think broadly and come up with their opinions and suggestions.
1. Debates: Debates are conducted in most of the courses of arts, commerce and science programs where students are required to come with different opinions, thought processes to develop a sense of time management, teamwork and critical thinking.
1. Presentations and Seminars: The faculty encourages the students to participate in class seminars, group discussions and many more activities.
1. RBPT: Science teachers use RBPT (Research-Based Pedagogical Tools) for participate learning. In this task, the students are asked to make posters, tree diagrams, etc. to present them in front of their students.

Problem Solving Methodologies:

The problem-solving ability of the students is developed by giving them proper assignments and projects related to their respective subjects. Tutorial classes of some subjects are used for solving students' problems. The college library is enriched with books and

magazines related to competitive examinations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/YouTube_Channel_list.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/YouTube_Channel_list.pdf</a>

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

The Covid-19 pandemic completely affected the teaching-learning process of the academic year 2020-2021. Therefore, it was not only a choice but also the need of the time to use ICT-enabled tools to carry out the teaching-learning process. Some faculties were already using these tools for effective teaching, but the Covid-19 compelled each faculty to adopt these tools. Now the use of laptops, mobiles and the internet became a common practice not only for the teachers but also for the students. The institution provides free internet facilities and access to the computer room so that the teachers should continue the process of teaching-learning without any hindrance. With the help of these, the teachers are effectively using YouTube channels, Google Classroom, Zoom, PPT presentations, audio-video lectures, etc. The teachers now learn to organize virtual guest lectures and many other programs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

29

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

### 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

24

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)	<a href="#">View File</a>

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

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

29

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

## 2.5 - Evaluation Process and Reforms

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

In order to evaluate the academic performance of the students, the institute refers to the guidelines of R. T. M. Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and the end semester examination is conducted for 80 Marks by the university.

For determining the institute level 20 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment and viva-voce and some on the test. some also conduct activities like short project work, etc.

The institution adopts an internal assessment system prescribed by R. T. M. Nagpur University, Nagpur for the evaluation of the students.

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.
2. Sharing of evaluated assignments with students.
3. Returning evaluated answer sheets of class tests.
4. Sharing evaluative remark of subject presentation/ viva-voce seminar by a panel of faculty internally and externally by outside experts.

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

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

**At Institute level:**

The evaluated answer sheets of class tests are returned to students for their understanding. If a student needs any clarifications or has grievances, then he/she is asked to convey his/her issue to the concerned faculty within a period of three days. If any discrepancy is brought to the notice, the concerned faculty tries to resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded, even after being resolved by the faculty, the student may represent the same issue to the Principal.

**At University level:**

Students can express grievances by applying for the following evaluation procedure:

**Exam Form Filling and Correction if Need:** According to the guideline of the University, the students are informed to fill examination forms within a given period of time. The concerned person online submits the students' information to the University. The university then provides a checklist to the institution. The concerned person looks into the list and checks the name, subject, class, and date of birth of the students. He corrects the information and submits that checklist to the University.

**Re-valuation & Recounting:** If a student is not satisfied with the marks awarded, he/she can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to the university by the institute along with prescribed fees recovered from the students. The university declares a time frame every year for submission of marks-related grievances and declaration of results.



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

## 2.6 - Student Performance and Learning Outcomes

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

Programme Educational Objectives (PEOs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) have been defined by Institute. PEOs, POs and PSOs are disseminated on the college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers.

The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during the introductory lecture of the respective Subject /Course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.vidyavikascollege.com/po-pso-co/">https://www.vidyavikascollege.com/po-pso-co/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely: Planning, Implementation, Evaluation and Action Taken.

### 1. Planning:-

Various outcomes are defined and a correlation is established between outcomes and tools used.

A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects.

## 2. Implementation:-

An individual faculty member use different direct tools like Class Tests, University Exam,

Assignments, Seminars, Projects, etc., for the evaluation of Course outcomes(COs).

The principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/

feedback from Alumni, Employer, Parents, Teachers and Students. PEOs are also evaluated by using Indirect Tools only.

## 3. Evaluation:-

Attainment of all outcomes is calculated and compared with the expected level of attainment decided by the subject teacher for COs and Principal for POs, PSOs and PEOs.

## 4. Action Taken:-

If attainment is up to the expectation then appreciation is extended to the concerned faculty

Member. And in case of deviation from the expected attainment of an outcome, necessary corrective actions are initiated to improve the outcome as per expectations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.vidyavikascollege.com/po-pso-co/">https://www.vidyavikascollege.com/po-pso-co/</a>

### 2.6.3 - Pass percentage of Students during the year

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

529

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

[https://www.vidyavikascollege.com/wp-content/uploads/2022/02/Feedback\\_2020-21.pdf](https://www.vidyavikascollege.com/wp-content/uploads/2022/02/Feedback_2020-21.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)

0

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)	<a href="#">View File</a>

##### 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**

10

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

**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**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

The institution has to try to create conducive ambiance, infrastructure, resources, confidence for enhancement of the capability of students and teachers in research and innovations. Various activities are conducted to nurture and nourish youth's minds. This helps students to understand various problems and enables them to resolve the same. The Institution Plans and implements several activities like. (i) To facilitate and monitors the progress of the research undertaken by the faculty and students. (ii) To take efforts in cultivating scientific temper, research culture, and aptitude among the faculty as well as the students. (iii) To encourage the faculty members to pursue higher studies such as M. Phil., Ph. D., update their academic knowledge, study the contemporary issues, and publishes research papers in reputed research journals, and undertake major/minor research

projects. Similarly, financial assistance and duty leave is given to the faculty attending workshops, seminars, conferences, at University, State, National and International level and refresher/orientation courses also. (iv) The faculties are motivated to present research papers in the workshops, conferences, and seminars at the national and international levels. For effective teaching-learning and research, the institution has well-equipped classrooms with ICT facilities. The academic calendar is prepared at the beginning of every academic year for effective planning of annual activities. Accordingly, teaching plans are prepared and followed scrupulously by the faculty. The N.S.S. conducted various activities in innovative ways, like a tree-plantation, Swachh Bharat Abhiyan awareness programs about cleanliness, construction of roads, construction of Vanarai Bandara, Beti Bachao-Beti Padhao, female foeticides, and gender sensitization. In order to create and transfer the ideas for socio-cultural upliftment and encourage them for practical application of the knowledge of the students so as to enable them to become responsible citizens. The institution takes efforts to create research awareness among the students as well as faculty. Various research activities are organized in the institution to inculcate research culture and enhance the research aptitude amongst the students. The institution has introduced many Short Term Value Added Programs and Certificate Courses for enhancement of the skills and employability of the students. All these efforts result in incubation in different areas.

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

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

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

1

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

### 3.3 - 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

0

File Description	Documents
URL to the research page on HEI website	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/11/1_ResearchAdvisoryCommittee.jpeg">https://www.vidyavikascollege.com/wp-content/uploads/2021/11/1_ResearchAdvisoryCommittee.jpeg</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
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

20

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

In view of its social accountability, the institution, through its NSS Cell, has made momentous efforts to

sensitize its faculty and students about their social responsibilities through their participation in several directly or indirectly activities associated with burning social issues. The institutional NSS unit has been a remarkable contribution to society during pandemic situations for the distribution of masks, clothes, food, and aware people about covid 19.

The institution, since its inception over a period of time, has developed a sense of responsibility and culture that promotes the holistic development of the students by engaging them in various activities. This leads to the development of social responsibility and concern toward healthcare and community services. Major activities undertaken are NSS Special camps, NSS Residential camps, Tree plantation, Blood donation camp, Health checkup camp & Career guidance program, Swatch Bharat Abhiyan.

The institution also celebrates national and international days like Yoga Day, Women's Day, Yuva Din, Science Day, Vaachan Prerna Diwas, Marathi Rajbhasha Din, Library Day, and many more. Teachers and students are actively involved in these programs and activities from preparation to implementation. This kind of experience and participation not only trains the students in management skills but also raises their consciousness and understanding of various social and moral issues. In addition to these, it also provides an opportunity to cooperate and bridge the relationship with society. This approach enhances their holistic development. The institution engages faculty members and students

in community work which eventually

teaches them the importance of moral values.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/nss/">https://www.vidyavikascollege.com/nss/</a>
Upload any additional information	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

2

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



**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**

76

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

7

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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**

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution possesses a well-developed infrastructure that fulfils the requirements stated by the affiliating university and other statutory bodies to fulfil the need of all stakeholders. The institution is situated in the lap of beautiful nature. The entire campus is spread over 6.75 acres with a built-up area of 4856.73 Sq. m.

#### Key features of the Institution:

- Well-furnished, spacious, ventilated, and illuminated classrooms, laboratories, computer laboratory, tutorial rooms, and other student support facilities as per university requirements.
- The institution has sufficient classrooms for an efficient teaching-learning process and the majority of classrooms are equipped with ICT facilities.
- Central Seminar Hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences, FDPs, and other related activities.
- High-end computers with internet facility and centralized LAN connection. A separate computer laboratory facility is provided for students to carry out project work, online exams and to fill examination and scholarship forms online.
- The entire campus has been made wi-fi enabled.
- Well-developed library, automated with Autolib software, with a collection of books, journals, magazines, CDs, E-books, etc. as per university norms.
- Library also includes a separate reading room, reference, and a digital section for accessing E-books, E-journals, and

online open sourcebooks.

- Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifiers, CCTVs at key locations are available.
- The institution has green landscaping with patch gardens and botanical gardens with different species of plants.
- In-house housekeeping staff is appointed to maintain the cleanliness of the campus.
- Separate girls' common room with sanitary napkin vending machine & incinerators and boys' common rooms are available in the campus.
- A cafeteria is available for the students and the staff.
- Indore stadium for various indoor games.
- Gymnasium with the requisite equipment.
- Huge playground along with Volleyball Court, Cricket ground, Kho-Khoground, Kabaddiground.

Xerox facility is made available in campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/">https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/</a>

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

The institution organizes sports and cultural events every year to promote the extracurricular abilities of the students during Annual Sports and Cultural Festivals.

- **Sports:** The institution has its own exclusive large playground for various outdoor games like Cricket, Volleyball, Kabaddi, Kho-Kho. A dedicated indoor complex is also available for indoor games like a wooden court of Bad Minton, Carom & Chess. The institution promotes the students to participate in Intercollegiate, Intra-collegiate, University, State, and National level sports competitions every year.
- **Cultural:** Members of the Students' Council organize various

cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage cultural activities like Dance, Singing, and Drama. The institution promotes the students to participate in Inter-collegiate, Intra-collegiate, University, State, and National level cultural competitions every year. The institution has to prepare an 'Open Auditorium' in the playground at the time of the Annual Gathering. The institution organizes an Annual Gathering in which the students get opportunities to exhibit their hidden talents like Dance, One-Act-Play, Antakshari, Singing, Elocution, Debate, Fashion-show, Rangoli and Flower Decoration.

- **Yoga and Meditation Center:** Institution has established 'Yoga Center' and appointed a domain expert to make aware students and faculty members about the benefits of Yoga. Additionally, few faculty members are also well trained in yoga and meditation practices.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.vidyavikascollege.com/game-sport/">https://www.vidyavikascollege.com/game-sport/</a>

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

39

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/file/d/1pisEYX2n4Kq_Ba5KZUIrd-FwBLsZAevD/view?usp=sharing">https://drive.google.com/file/d/1pisEYX2n4Kq_Ba5KZUIrd-FwBLsZAevD/view?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

20.51 Lakhs

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

#### 4.2 - Library as a Learning Resource

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

The institution has a well-developed library equipped with Integrated Library Management System that is LIB-Auto-10.0. The library has a good collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi, and English. It also has provision for separate reading sections for teachers and students, reference. The library is open for users from 09.00 AM to 05.30 PM. The total number of books in the library is 12691. The college also has a membership of the N-List program of INFLIBNET center to provide unlimited e-resources to our students and teachers.

The library provides the following facilities and services: -

**Easy circulation:** There is a set method of issuing books to students, staff, and other users. A special issue register is maintained by the attendant under the guidance of the librarian. Taking the number of copies of a particular book available and its demand, priority is given to the one who demanded it first.

**Issue return period:** The students are given a seven-day issue retaining period normally which can be extended for another seven days by renewing it. There is no such time limit for staff members.

**Reading room facility:** There are separate reading sections for students and staff in the library besides a newspaper reading section which is common to both.

**Clipping Services:** Provides clipping services to students, faculties, and local people also.

**Interlibrary loan facility:** Provide to the ex-students, faculties, and another college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.vidyavikascollege.com/library/">https://www.vidyavikascollege.com/library/</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**0.75 Lakhs**

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

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

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

275

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

#### 4.3 - IT Infrastructure

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

The institution provides a computing facility with the required configuration of the computer system. These are distributed among the various departments for academic and administrative work. The institution has high-speed internet of 50 Mbps to cater to the need of academics as well as allied processes. Key Features: Separate computer laboratory, to facilitate internet access for all the students, staff, and faculty members. This facility enables users to access meaningful information available online. E-Governance system by use of ERPs is implemented in Administration office, Library and for Academic Processes usable by faculty as well as students. LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN, and Internet facility, etc. are also available for the effective teaching-learning process. A set of 32 CCTV cameras keeps surveillance of the entire building and campus. A biometric machine is also there to maintain the attendance record of the staff members. All these equipment are provided power backup by UPS and a 25 KVA diesel generator. All ICT facilities are updated as and when the need arises to do s

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/">https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/</a>

##### 4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

10.52 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words

The institution has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available in the campus.



### Laboratories (Computer Laboratory/ Science Laboratories)

1. The laboratories in the institution are administered by the head of the departments and maintained by the Laboratory attendants and Laboratory assistants.
2. In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the Principal of the institution.

### Utilization of support facilities:

The infrastructural and resources utilization of the institution is administered by the Principal. The Head of departments is allowed to put up the demands to the Principal of the institution. The requirements with regards to extension, renovation, alteration, relocation of the available resources and facilities are brought to the notice of the head of the institution.

### Playground Maintenance

1. A faculty designated as Director-Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.
2. Maintenance of ground, sports kits, and all consumable items are brought from the outside vendors as per the requirement.

### House Keeping of classrooms, laboratories, and the entire institutional campus

The institution has an in-house housekeeping team that looks after all the cleanliness of the classrooms, laboratories, and the entire campus. Sanitary work, auditorium, conference room, etc is done through the sweepers on daily wages basis.

### IT Facilities

The institution has appointed a computer technician to maintain the IT facilities in the Institution which includes maintenance of computers, LCD Projectors, Printers, Scanner, and other peripherals.

### Electrical Maintenance

All the electrical maintenance of the peripherals, equipment, infrastructure and power-related resources available in the

institution are carried out by electricians hired from outside as per need.

#### Garden

The institution has employed a dedicated gardener and support staff who take care of the botanical garden, patch garden, and the indoor plants placed at various locations in the institution.

#### Water supply:

There are water units supplying drinkable water. The RO units are cleaned and maintained on a regular basis. The water tanks and a dug well are maintained.

#### Medical facilities:

The institution has a good network with local clinics which provide service in case of emergency. Sickroom is made available in the girls' hostel. Health check-up camps are organized in the institution. Blood Donation and Blood Group Detection Camps are organized by the institution in the NSS camp.

#### Rain Water Harvesting:

Rain Water Harvesting was done in all building. The sockpits are constructed dor all buildings in which rain water was directed through pipeline fitted from top to ground

#### Parking Facilities:

Adequate parking facilities for bicycles and two and four-wheelers are available.

#### Security:

The security is observed by a security guard duly appointed in the institution. CCTVs is installed at 32 prime locations of the campus.

#### Cafeteria:

A cafeteria is available in the campus for the students and the staff. The required refreshments are made available for all. The administration monitors the hygiene of the cafeteria.

**Internal Complaint Committee (ICC):**

As the institution has more number of girl students, special attention is given to the complaints of the students. To spread awareness on gender equality, cyber security, awareness of legal laws for women the ICC organizes programs throughout the year. Sanitary Napkin Vending Machine and incinerator are also installed in the girls' common room.

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

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year**

1636

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

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

0

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

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

**D. 1 of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/12/NSSOnepagereport.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/12/NSSOnepagereport.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**72**

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

**72**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**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**

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

## 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

9

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

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

133

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

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

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

0

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

**5.3 - Student Participation and Activities**

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

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

0

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

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

**Administrative: Internal Quality Assurance Cell (IQAC):** The institution has nominated a student representative in IQAC. **Co-Curricular Activities: Departmental Societies:** All the departments in the institution run their independent departmental societies. The societies are comprised of the students' representatives and all the students are members. **Excursion and Educational Tour Committee:** The members of this committee organize tours monitored by concerned teachers. **Magazine and Publications Committee:** The institution publishes a yearly college magazine. The Chief Editor of the magazine constitutes an Editorial Board where the students are selected as the board members. The members contribute to publishing annual magazines. **Library Advisory Committee:** This committee is comprised of the principal, librarian, and faculty members along with a student representative. **Extracurricular Activities: Cultural Activity Committee:** The institution encourages students to organize and participate in all extracurricular activities throughout the year. The activities like annual gatherings, youth festivals have a wide scope for the students. **Internal Complaint Committee (ICC):** As per the direction of the Women's Commission, The government of India, the institution has established ICC for the prevention and prohibition of sexual harassment of women at the workplace. ICC is comprised of faculty members and girls students. **Anti-ragging Committee:** To prevent ragging in the campus and the hostel, the institution has nominated the students representative to monitor the issues. **Other cells:** Students are also actively involved in various other institutional level committees like Grievance Redressal and Anti Sexual Harassment Committee, SC/ST Cell, OBC Cell.

**National Service Scheme (NSS):** NSS activities play a significant role in shaping the personality of the students in the institution. Students are given wide scope in the organization of regular activities and annual special camp at the adopted village. The NSS executes social service programs where volunteers participate in all the activities. The students are also given the opportunity to participate in university, state, and national level NSS camps. The institution has a rich heritage of social work in NSS. **Sports: Institution Level Sport Competitions:** Every year, institution level sport competitions are organised and the winners are honoured during the annual gatherings. **University Level Sports Competitions:** The institution takes initiative in organizing university-level competitions where the students get the opportunity to organize the mega event. **Student Council:** Student Council is established every year as per rules and regulations of the University. The 'Student Council' representatives are selected on a merit basis and few are nominated by the principal. Student council members participate in various activities organized by the institution and provide suggestions. The Student Council consists of the following members: 1. University Representative/ General Secretary 2. Cultural Representative 3. Sports Representative 4. Ladies Representative 5. Reserved Category Representative 6. Class Representatives 7. Faculty nominated by Principal The main objective of forming the student council is to develop the leadership qualities in students and the other objective of the student council is to organize sports and cultural events every year.

From last two years the RTM Nagpur Univeristy Nagpur have not send any letters about the student counciling elctions. so in the session 2020-21 the students counciling committee has not taken any election of student councils in the college

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/">https://www.vidyavikascollege.com/</a>
Upload any additional information	No File Uploaded

### 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

0

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

## 5.4 - Alumni Engagement

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

The institution has an Alumni Association. Alumni register themselves from various parts of the world. It also looks after the work of systematic collection of data of alumni and also continuously keeps contact and rapport with its members. The use of the college website is done to encourage the alumni to register themselves in the association. It helps the alumni residing in different parts of the world to register their names. Alumni also remain present for the annual meet of the association. They support the association by offering financial assistance as well. The talks and sharing of experiences result in which looks after the various activities to be organized by the association. The Institution conducts the Alumni Meet every year for interaction and exchange of knowledge base acquired by passed out students working in various fields and sectors of Indian economy. The members of the Alumni Association have regular interaction with the principal, the management, and the staff members regarding the overall development of the institution. Alumni contribute and assist institution for-

1. Conduction of Personality Development Programs
2. Career Counseling
3. Industry Institution Interaction
4. Placement Assistance
5. Summer Internship Assistance

6. Project Assistance to final year students etc. Apart from the above nonfinancial agenda, during the recent alumni meet it has also been decided to assist and help the institution by means of

financial inclusion as per willingness of individuals and to form registered alumni association of the institution.

due to covid 19 and the lockdown period the college remain closed in this period according to the government order so the committee have unable to conduct any type of alumni meetings during the session 20-21

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/COMMITTEE_LETER.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/COMMITTEE_LETER.pdf</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The institution has been providing devotional service to the neediest young generation for over the past 32 years of its existence. The institution is surrounded by rich in flora and fauna. The priority of the institution is to bring academic excellence along with personality development to compete with the rest of the world. It also entrusts improvement in health care, promotes organic farming, environmental and social awareness, voters registration awareness drive, cleanliness, eradication of superstitions, holding hand in hand with the environment. Vision: The vision of the institution is to make significant progress in the future towards being a model, career-oriented college and to provide affordable education. To create a center of academic excellence in the field of higher education for students. Mission: To achieve all-around development of the students, we aim at encouraging creativity, employment, social service along with the need for the environment, sports, and cultural proficiency to

stand in a globalized world. The college has been imparting quality education to students coming mostly from poor socio-economic backgrounds. The Vidya Vikas Shikshan Sanstha, Hinganghat is the apex body in the organizational structure of the institution. It works with the Principal, to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution, implements the decisions and policies of the Management, the University, and the State Government with the help of teaching and non-teaching staff. There is a College Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institution. To prepare prospective plans of the institution regarding academic, administrative, and infrastructural development adhering to the Vision and Mission of the institution as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in the execution of plans arises, the Governing Body help to sought the problem. There are various committees that look after the routine administrative activities of the institution. These committees submit their recommendations to the IQAC, after deliberations in its regular meetings and decide to implement them. Thus, every teacher of the institution participates in decision-making in some way or the other. The institution works hard to accomplish its vision and mission more effectively. The institution meticulously follows norms and procedures as per the directives and policies of higher education. Thus, efforts are made at all levels for the successful execution of missions with a view to the accomplishment of the vision. The management system of the institution is decentralized and participatory in nature. Considerable autonomy, freedom, and support are provided to all stakeholders to create a useful teaching learning environment. All levels of administration and academic work are based on the principle of teamwork, collective responsibility, cooperation, freedom, and participation. All stakeholders work in unity to achieve the vision and mission of the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/vidya-vikas-college/">https://www.vidyavikascollege.com/vidya-vikas-college/</a>
Upload any additional information	No File Uploaded

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

The Principal of the institution assigns the responsibility of various committees to the Coordinator of the respective committee. The teaching faculty and non-teaching staff has been participated in the committee. In some committees students also has been participated. The head of the departments render their service to organise Seminars, Conferences, Workshops, e- talk, Webinars etc.

The cultural and academic committee plays a pivotal role in organising cultural and academic activities.

### Case Study

Due to the pandemic situation, maximum academic activity related to teaching and learning conducted through virtual platform. The department of Physics and NSS has organized online Quizzes on the Pandemic situation for students and teachers. The department of Chemistry Conducted online Certificate Course on NMR Spectroscopy and polymer chemistry on 22 may 2020. There were 248 participants including teachers also actively participated in the course. The department also organized QUIZ on BASIC ORGANIC CHEMISTRY dated on 10th May 2020 with 189 participants.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our institution Vidya Vikas Arts, Commerce, and Science College, Samudrapur strategically plans activities and executes them in a proper manner. The activities are decentralized at four levels as departmental, administrative, academic, and financial. The functioning of the institution operates at four different levels as Student, Faculty, Principal, and Management. The institution provides various forums for all of them to develop and deploy the same at the institution and society level by assigning them various responsibilities. At the departmental level, academic strategic plans are made before the commencement of the academic session by preparing the academic calendar of that year taking

into consideration the university's calendar. Administrative committees that are formed at the beginning of the session are responsible for all student and staff-related activities. The Principal as a leader understands the strength of the faculty and assesses the involvement of faculty while executing specific tasks.

One activity successfully implemented based on the strategic plan is as follows:

Case study: Research Institutional/Industrial/ Field visits of the students.

#### Process

Visits have their own importance in the career of a student who is pursuing a graduate degree. It is considered a part of the college curriculum. The objective of Industrial/ Field visits is to bridge the gap between theoretical knowledge and actual practical implementation of it. With an aim to go beyond academics, visits provide students with a practical perspective of the workplace and societal activities. It provides students an opportunity to learn practically through interaction by understanding, working methods, and employment practices

By considering the above objectives, the institution has decided to plan visits every year. It gives an exposure to understand current work practices and theoretical knowledge being taught at the institution. The visits are planned for all programs and all classes.

The planning of visits is done by faculty and students. Students initiate for making arrangements of visit. With the suggestions and discussion of higher authorities visits are planned. A faculty coordinator is appointed to take care of the proper execution of the visit. The institution tries to give an opportunity to different faculties for coordinating visits to ensure participative management. The arrangement of transport is done by students with the guidance of faculty. It gives students lessons in team management and time

management. During actual visits students explore the entity to be visited and enthusiastically, students try to correlate the things with their classroom learnings. Students ask questions to a concerned person and after coming back from the visit, the faculty members help to prepare the report of the visit.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

The Vidya Vikas Shikshan Sanstha is at the topmost tier in the organizational structure of the institution. It supervises the overall functioning of the institution and directs the Principal whenever necessary. IQAC informs the head of the institution of the requirements regarding infrastructure, facility of laboratories, upgradation of classrooms, and augmentation of various facilities for students. Thereafter the head of the institution presents this proposal in CDC meetings. After considering the necessity of requirements, the CDC and the executive body approved them.

The College Development Committee (CDC) is constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as the Local Managing Committee). Preparing budget and financial statements, recommending the creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC. The institutional decisions are made by the head of the institution in consultation with management and then it is conveyed to faculty and various committee/cell in-charges.

The institution has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. The Principal monitors the functioning of every committee. The smooth conduction of all the committees is ensured by him. Various institutional and departmental level committees are constituted for discussing the issues and take decisions.

**Service Rules, Procedures, Recruitment & Promotional Policy:-**

The Institution is affiliated to the RTMNU, Nagpur, and is governed as per the norms laid down by the UGC and the Maharashtra Universities Act. 2016. The College is permanently affiliated to RTMNU, Nagpur at the UG level whereas the university assesses our academic and administrative performance at the non-granted UG and PG level through its Local Enquiry Committee (LEC) regularly and awards affiliation accordingly. So, it is mandatory for the institution to observe and follow the rules and regulations of the RTM Nagpur University, Nagpur.

The institution strictly follows the statutory norms and procedures in the recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and the Government of Maharashtra. It is binding for the college to abide by them. For recruitment, the institution gives advertisement in at least one National Level Newspaper and one Local Newspaper. Interviews of eligible candidates are conducted by the duly constituted selection committees after the due date of submitting applications notified in the advertisement is over. The selection of the candidate depends on their merit basis. Similarly, the existing norms of UGC are followed at the time of granting promotion to employees.

The institution has a grievance redressal mechanism in place for the students at its own level whereas RTM Nagpur University has a Grievance Committee which looks after the grievances of the employees of colleges affiliated with it.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.vidyavikascollege.com/institutes-organogram/">https://www.vidyavikascollege.com/institutes-organogram/</a>
Upload any additional information	No File Uploaded

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

**A. All of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

The institution implements several welfare measures for the teaching faculty as well as its non-teaching staff.

#### Teaching Faculty:

- Motivates and deputes teachers for pursuing higher education.
- Encourages teachers to attend workshops, conferences, seminars, short-term courses, and faculty development programs and financial assistance are provided for the same.
- Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives.
- Encourages teachers to participate in research-orientated activities and to publish research papers in reputed journals/conferences.
- Promotes and motivates teachers to use the ICT tools in their teaching-learning process.
- Grants promotion to teachers on time.
- Grants duty leave to teachers attending workshops, conferences, seminars, short-term courses, and faculty development programs.

#### Non-Teaching Staff:



- The institution organizes training programs as per the need for skill development of non-teaching Staff.
- They are encouraged to participate in the organization of social events organized under Community Out-reach Services.

The other welfare provisions made for both teachers and non-teaching staff are:-

- Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.
- Maternity leave for female staff members
- Group Insurance
- Membership of Vidya Nagari Sahkari Patsanstha, Hinganghat for financial needs.
- Pension Scheme for teaching and non-teaching staff.

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

**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**

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

0

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

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

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

8

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

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

**The institution has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010, and four**

amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018

**Teaching staff:**

API & confidential reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS) (API) is divided into three categories.

**CATEGORY- I: Teaching, Learning, and Evaluation related activities**

**CATEGORY- II: Co-Curricular, Extension and Professional Development Related Activities**

**CATEGORY -III: Research and Development**

**Outcome:** The performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of their areas of improvement and accordingly.

**Decision:** The score obtained in the PBAS contributes to the decision about faculty appreciation and the faculty with a low score is personally counseled by the Principal.

**Non-Teaching staff:**

The Confidential Report (C.R.) file of the nonteaching staff is prepared by the principal and maintains the record of their performance in the office at the Institution.

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

**6.4 - Financial Management and Resource Mobilization**

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

audit objections within a maximum of 200 words

The college undergoes, every year, for audit of the financial affairs.

**Internal Audit-**

The college gets its accounts audited internally from the local authority of the parent institution.

**External Audit-**

Mr. Pravin Patani and Co. Chartered Accountants Firm, Wardha is appointed as external auditor of the college. They conduct an external audit after completion of the financial year and submit the audit report immediately.

Government Audit-It is conducted by the Senior Auditor and the Administrative Officer, Joint Director Higher Education, Nagpur Region, Nagpur, and Accountant General, Pune. The Local Management Committee (LMC) (now it is called 'College Development Committee' (CDC) since 2017 onwards as per the Maharashtra Public Universities Act, 2016) of the college evaluates audits reports and seeks compliance from the accounts section, on the queries reported by the auditors, if any. There were no serious audit objections by any auditors during the last five years.

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

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

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

0

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

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

The Institution receives salary grants for the UG programs and few UG and PG programs are 'selffinanced. Moreover, we are registered with the UGC under 2(f) & 12(B). Funds received from the UGC under various schemes are utilized on the stipulated heads only. The only other source of income available to us is fees collected from self-financed programs.

The Fee Regulating Authority has formed certain norms and regulations beyond which the Institution cannot charge anything. The major parts of fees of self-financed programs are utilized against the salary of the teaching staff of the same programs. The minor expenses related to the programs are also included in the collected fees of the self-financed programs.

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

### 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell has always contributed for the holistic development of stakeholders. It also has contributed for institutionalising the quality assurance strategies and process. It has been striving hard to provide the quality and cultural education through applying the policies suitable for the situation.

#### Practice I

**Agenda:** To conduct teaching and learning process through online mode

**Resolution:**

Due to the pandemic situation, as per the guidelines of Govt. students were unable to attend the college physically. The head of the institution instructed the faculty to conduct the online classes for the completion of the syllabus. The facilities used online platforms like Google meet, Zoom app, You Tube etc. The syllabus was completed and the students were ready for the examination.

**Evidence of Success:**

The students also learnt the mechanism of various online teaching application. They were ready to face the online examination.

**Practice II**

**Agenda:** Restructuring stakeholder feedback mechanism.

**Resolution:**

IQAC coordinator of the institution has proposed that there is a need of restructuring the feedback mechanism for collecting stakeholder feedback as per the NAAC Manual i.e. there is a need for the inclusion of curriculum/syllabus-related questions in the feedback form.

A thorough discussion was made and it was decided that the feedback mechanism at the institution level must be restructured for collecting, analyzing, and implementing feedback of all stakeholders. IQAC core committee was given the responsibility to restructure the existing feedback forms and come up with a new mechanism.

**Evidence of Success:**

The feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in the new format from Academic Year 2020-21 odd semester end.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC_meetings_2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC_meetings_2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

Sr. No No. Recommendation by NAAC Peer Team (Cycle-II) Compliance

1 The college should make efforts to introduce UG courses in Languages, Mathematics, Computer Science, and more PG courses like MBA/ Biotechnology/Microbiology and Biochemistry etc The college has started a U.G. program in B.Sc. (Science) and P.G Programs in M.Sc (Mathematics), (Botany), M.Sc (Zoology), and M.Sc (Physics). M.B.A. in Open University

2 To introduce choice based credit system along with skill-based courses University has introduced a choice-based credit system AY 2016-17 and Value Added Programs/courses focusing skills have been introduced.

3 Automation of the administration ERP -Master software from Capson Systems purchased for automation of administration.

4 Strengthening of the library with adequate books in all the subjects along with more computers, additional reading rooms, subscription of more journals etc The library has been equipped with 12,691 books, section with 5 PCs provided and a subscription of renewed.

5 Initiate steps to enhance transport facilities for students As per the suggestion of the NAAC Team, the Transportation facility has been initiated but because of less response students' later it was kept on hold.

6 Setting up a Language Lab with UGC assistance and focus on improving proficiency in English for students Prima Facing computer lab was established and the establishing a language lab is in process

7 Provide Hostel facility for students, especially for girl students Girls' Hostel is constructed for needy and poor girls

8 Explore resource mobilization for research through R&D agencies like DST, DBT, CSIR, ICSSR, MHRD etc. Faculty members tried to fetch research grants but as no funds were allocated.

9 Evolve a specific strategic plan for all-round development of the college with a vision of reducing failure and dropout rates Slow learners were identified after university examination remedial coaching classes were conducted for students significantly helped in reducing failure and dropout

10 Establishment of a placement cell

to work on enhancing the employability of the students Placement Cell has been established and faculty in has been appointed as placement cell coordinator 11 Stakeholders connectivity to be strengthened with a specific focus on the alumni Alumni meetings were conducted every year to stakeholders' connectivity. In the recently conducted meeting of AY 2019-20, it was decided to register association and made provision for financial assistance

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

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC_meetings_2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC meetings 2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

- Annual gender sensitization action plan



• Specific facilities provided for women in terms of:

a. Safety and security

1. Safety and security is provided on campus by deploying security guard at key locations

2. Identity cards are mandatory for everyone in campus

3. Security is provided at the entrance to ensure all the visitors adhere to the entry procedure

4. CCTV cameras are installed at important locations.

5. Adequate provision is made with first aid box for students and employees.

6. As a policy female faculty members accompany girl students when they participate after college hours in outdoor or indoor activities.

7. Fire fighting system is established as a safety measure.

8. In case of any major medical emergencies, institute has doctor on call facility available.

9. Institute has institutionalized internal complaints committee for prevention, prohibition and reprisal of sexual harassment of employees and students.

10. Compound wall constructed to stop unwanted entries and to demarcate the boundary of institution.

b. Counseling The counseling is done through Mentor: Mentee scheme available on campus.

c. Common Rooms

Common room facilities are provided in the college for students to hold meetings, study, or simply her Initiatives taken by the institute: 1. Institute Celebrates 'International's Woman's Day' with zeal enthusiasm

2. Various women- related themes and topics taken up for discussion and debates during cultural events.

3. Day Care Center for Young Children, Institute has provided Day Care Center Facility For Young Children's. After Maternity leave of Women's Faculty this Day Care Center is helpful for feeding of little ones. 4. Institute has formalized committee as per the guidelines of U GC/AICTE/State Government to ensure safety and security of Female employee and students on campus. Some of this committee are Anti-Ragging Committee, Grievance Redressal Committee Internal Complaints Committee, Women Development Committee. All the above committee have representation from students. Notice is also put up on the notice board about the committee and their members. It is our endeavor to make the institute campus a gender neutral campus where in everyone enjoys equal opportunities, resources, services, benefits.

d. Day care center for young children

Any other relevant information

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1DUVTB7PJdywhDGd_Dlk-WhVgJAW15Q0Z/view?usp=sharing">https://drive.google.com/file/d/1DUVTB7PJdywhDGd_Dlk-WhVgJAW15Q0Z/view?usp=sharing</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	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:-**

The institution has dry and wet waste dustbin at each corner, where all the solid waste are collected which include paper waste, plastic waste, food waste and other waste material. All the collected waste are disposed of with proper management. Eradication of weeds is carried frequently in our institution which harvesting of grown up unnecessary grass and plants, which are collected in vermi compost tank where all the waste are converted into vermi compost which use as a fertilizer in our botanical gardens.

**Liquid Waste Management:-** The institute has various science laboratories. The wastage from specially chemistry laboratories disposed by three pond system available just behind chemistry laboratory. The waste water from other laboratory and wastage of drinking water is connected to drainage system of local authority and botanical garden.

**Biomedical Waste Management:-** Whatever the Biomedical Wastes produced in our laboratories like Zoology, is send to Tulaskar Hospital, Hingangat for proper disposal through MOU's with Superb Biomedical Wastes, Nagpur.

**E-Waste Management** The college signed on MOU with E-Waste Management company, SURITEX MIHAN at Nagpur. The institution disposes the e-waste in SURITEX PVT LTD through MOU.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

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

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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

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

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).

**Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural , regional , linguistic , communal ,socio economic and other diversities .Different sports and cultural activities organized inside the college promote harmony towards each other. The admitted students in the**

institution are locally belong to nearby villages having an agricultural background .Notably most of the students belong to backward categories. The institution regularly organizes a variety of cultural activities for inculcating the values of tolerance, harmony towards cultural diversities in the region.

The NSS unit of our college conducted blood donation camp and vaccination programme for students against Covid 19.

Commemorative days like Women’s day, Yoga day , AIDS day along with many regional festivals were celebrated.

The institute has code of ethics for students and a separate code of conducts for teachers and other employees which has to be followed by each one of them irrespective of their cultural , regional linguistic , communal, socioeconomics and other diversities. For maintaining the linguistic importance , the institution organized webinars , organized various department. The institution has agricultural background , the department of zoology regularly conducted a field visit to agricultural farms and interaction with farmers for solving their problems and give knowledge regarding various new agricultural schemes and technologies for enhancement of their yield .

This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cell which grievances without considering anyone racial or cultural background. Tobacco prevention , plastic ban programme established for the purpose of spreading awareness in community .

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

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

The institution strives hard to develop the students all over personality by organizing various activities to cultivate values, rights, duties and responsibilities of citizens among them.

- International Yoga Day

- Constitution Day
- Traffic Awareness Programme
- An Environment Awareness Programme(Tree Plantation)
- Awareness Program on 'Pandemic COVID-19,
- Responsibilities and Importance of 'Vaccination'

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/17bIH7spun1Q4or773-OtdEllJbq-bOpy/view?usp=sharing">https://drive.google.com/file/d/17bIH7spun1Q4or773-OtdEllJbq-bOpy/view?usp=sharing</a>
Any other relevant information	Nil

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

**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

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

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

The birth anniversaries of great national heroes were celebrated

for to inspire our students and it helps for making the students aware of the Indian historical past and their contributions .The institution has a regular practice to carry out the activity of plantation and conservations , every year .The following is the list of national and international commemorative days , events and festivals the institute celebrates every year and make the students and faculty to participate .

State , National and International Days .

International yoga day (21 st June )

Republic day 26 th January )

Plantation programme

Road safety Awareness programme

Gandhi Jayanti (2 nd oct )

International Womens day (8 th March )

P. N. Panikar Smrutidin

Mahaparinirwan din

Sant Gadge Baba Jayanti

Savitribai Fule Jayanti

Swamivivekanand Jayanti

Shivaji Maharaj Jayanti

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



## 7.2 - Best Practices

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

### Best practice 1

#### Care, Cure, Respect and Recreate Environment (CCRRE)

##### Objective:

1. Preservation of existing greenery in the College campus and surrounding area.
2. Development of new green zones wherever possible, primarily in the College campus and surrounding area of play ground.
3. Reduction in the amount of pollution in and around the institution.
4. Minimization of use of plastic by using 3 R as Refuse, Reuse and Recycle.
5. To promote environmental consciousness among all the stakeholders of the College and the society, at large.

##### Context:

1. In today's world of science and technology, where population and pollution have gone beyond control; there is utmost need to understand need of our blue planet, preserve it and rejuvenate it for survival of the future generations and human race, as such.
2. We all are aware of various hazardous effects and problems faced by our environment due to harmful human activities.
3. We all talk and discuss about it but do not take that much efforts to understand it, make others aware of it and the most important do anything to actively participate do anything to preserve and enhance it.
4. Hence, it is required that we should be committed not only to talk and discuss. These authorities allocate the work to the teachers and students by making necessary groups as per the requirements and instructing and / or training them accordingly.

#### Evidence of Success:

1. Tree plantation drives organized at various places in campus, have given the reports of survival of near about 95% plants in good condition, which is an incredibly good rate of success.
2. Development of new green zones on the bare land by the process of systematic afforestation in association.
3. Lowering of temperature in the planted area by around 5 to 6° C as compared to the surrounding area.
4. Everyone feels happy, calm and pleasant in campus after plantation.

#### Best Practices-2

Youth leadership and Community development through NSS

#### Objectives

To understand the community in which they work .

To understand themselves in relation to their community .

To identify the needs and the problems of the community and involve them in problem solving process .

To develop among themselves a sense of social and civic responsibility .

#### The context

The extension activity is the third dimension of education .Along with academic, social and personal life , the NSS allows the students to contribute services to the community and the nation .The college through these extension provides the students a platform to get involved with real life activities and the thereby become responsible citizens of India .

#### The Practice

The college annually organizes number of extension activities with primary focus on the development of personality of students through community services .Activities like NSS special camp, The

faculty and NSS students of the Vidya Vikas Mahavidyalaya Samudrapur participated in awareness campaign on prevention of covid 19, distributed masks ,demonstrated hand washing techniques , health tasks regarding covid 19 .The giving different types of demonstration regarding awareness programme for people around our institution are taking precautions to protect themselves their families and their communities from corona virus disease .It's also important that children of local citizens continue to learn , and that they can do so in an environment that is inclusive and supportive to all. Our some faculty and students play a vital role this sharing accurate information and science based facts about covid 19 will help diminish community fear and anxiety around disease and support their ability to cope up with any secondary impact in their lives .The students and faculty involved in social activity can focus on the history of pandemic and their secondary effect .Our institution encourage students to confront and prevent stigma.

#### Evidence of successes

These are the following activities performed by our institution during covid 19 .Our NSS volunteer aware people by personal visit in their respective town about washing hands frequently , sanitize the things that we touch frequently . Use face masks , avoid crowding .According to the guidelines of the central government students inspire to people for downloading more than 300 AAROGYASETU app. Some students of NSS were appointed as a volunteers to maintain the social distance in market place .Programme officer prof. Megsham Dhakre faculty of our college appointed in Tehsil office on corona contamination campaign . Face masks distribution for public awareness performed by our one of the faculty Dr.Veena Mendhule (Dept. of Home Economics ) along with some NSS volunteers .Face mask distribution for public awareness by how to stitch mask easily and importance of mask for preventing infectious diseases.Near about 3000 masks were prepared and distributed to different needy people , offices , police station etc. Our NSS volunteers were performed big work through this portal IGO7.Grains and food packets distributed and arrange a meal for more than 2000 workers and needy people .Our NSS volunteers appointed on Rathan stores as a controller .Ideal vegetable market ,this concept run by NSS volunteers .NSS programme officer prof . Megshyam Dhakre was felicitated by collector of Wardha District for his great work regarding Covid 19 awareness campaign .

#### Problems encountered and resources required

In extreme cases , student may suffer from depression characterized by low mood , tiredness Some parents did not give permission to their children’s for such kind of work due to fear and anxiety of infection .

Survey and counselling of various areas in and around Samudrapur for control measures of covid 19 become difficult .

Maintenance of standards and levels difficult .

Continuous supply of fund for all this requirements become hectic.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/best_practice.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/best_practice.pdf</a>
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

**Institutional Distinctiveness:** The College in its mission reads that ‘We shall continually improve the quality of teaching, self-evaluation and accountability of our institute towards society. We shall strive for overall development of students through value based education’. In order to materialize this mission statement of the institute, the college arranged the following distinct activity in order to bridge the gap between the curriculum and the society. We are the part of the environment,. The NSS unit addresses the innate social responsibility of the students through various activities that are focussed on social issues. The Upliftment and enhancement of capabilities of rural youth and by extension rural population is at the core of vision and mission of the college .The logo of the college reads as ‘Karmanyevadhikaraste ma phaleshu kadachan’. In other words , imparting quality knowledge to rural students is a significant contribution to the character building of rural youth . Accordingly, the college has constantly strived right since its establishment to bring as much access to higher education as possible in the remote and rural region in which the college is located. The college enrollment shows that about 75% students are girl and about 90% students are from backward and weaker classes of the society .So ,

the college addresses the higher educational demands of underprivileged sections of the society .The college has renovated the women students washrooms. Clean drinking water facility is also in place .To cope with the frequent power cuts the college has purchased high power electricity generator.

Our institute is situated in rural areas though the students having skill in different fields , they did not get the platform to explore their skill and hidden potential .So our college has to provide platform , intension behind it to provide best opportunities for new comers to start their carrier in music and singing. All the new artist overall from Vidarbha came and show their performance. SWARANJALI is unique programme conducted in our college .Swaranjali is our institutional distinctiveness because such kind of activity does not take place in all over vidarbha. Our college has conducted Swaranjali every year that is one day before of our annual cultural gathering

The vision of the institute is to provide professional qualifications laced with technical skills .The institution also aims to achieve innovations in teaching learning research , extension, and best practices , through activities like visits , on site learning , field trips, field work , projects and surveys . To achieve the following initiatives are undertaken .Teaching learning tools includes various ICT tools used in college apart from chalk and board as follow.

Various research activities are conducted by different departments as well as undertaking different extension activities through NSS in order to inculcate the habit of helping the society among students such as visit to old age person , helping senior citizens , conducting various awareness programmes regarding health camps , blood donation camp, checking blood groups , self employment knowledge ,etc. for nearby areas and also this is beneficial to the society .

The institution has collaborated with different agencies to exchange through MOU. The college magazine is published annually by the institution .The institution also runs a study center YCMOU that provides a platform for education to the students who cannot attend the college regularly .The language lab is useful for enhancing the communicative skills for the students. The science lab are rendering service to the UG as well as PG students .The institution has started PG programmes in arts , commerce and science subjects because most of the students facing numerous problems for pursuing post graduation in their subject .There was

no availability of the PG institution in the vicinity hence they had to join the PG institutions located at far distant places. The institution considered this problem very seriously and decided to start PG course in order to fulfil the educational thrust of the students. This was not an easy task for the institution as there was the unavailability of PG laboratory especially for science subjects , besides there was no financial support from the government funding agency .However , due to the support and co operation of the management , the institution could able to built well equipped labs for the science subjects . The institution has a special cell, Complaint Committee (ICC) to empower the girl students, which provides them safety at their college . In addition, ICC also provides legal training to the students about many important laws useful in their day to day life.

A well equipped and student friendly physical education department has huge ground and other facilities, which provide avenues for the participation of the students in sporting activities .

.Some faculty members are rendering their contribution in board of studies (BOS) of the affiliated university, which designs the curriculum of their respective subjects in the university 24 teachers out of 29 are Ph.D. holders.

## 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

Vidya Vikas Arts Commerce & Science College, Samudrapur Dist-Wardha (MS) is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and hence follows the curriculum prescribed by the university. The Academic Calendar is prepared by the college and various departments as well to ensure effective implementation.

Various stages in the process of implementation of the curriculum are as follows:

- A meeting is held in each department at the beginning of the academic year to do the course distribution. Based on the expertise of the individual teachers, the syllabus is allotted to them by the Head of the Department.
- All departments prepare a pre timetable to check the feasibility of delivering the allotted curriculum by calculating the number of lectures/practicals available in a particular term.
- Teachers are then required to submit a teaching plan based on the number of days required for effective teaching of the syllabus and the number of days required to conduct examinations.

The IQAC prepares a format of teaching plan and gives it to the teachers at the beginning of the academic year to help them to plan and manage this entire process effectively. It contains circulars from the university regarding the academic term, the academic calendar, working and teaching days available for undergraduate and post-graduate programs. At the end of every academic term, teachers are required to submit the teaching plan to the IQAC after filling in the relevant information. This helps the IQAC to monitor if the teaching plans have been successfully implemented. This is further verified and substantiated through students' feedback.

Staff meetings are held periodically to review the syllabus completion status. For the effective transmission and delivery of curricula, departments integrate classroom teaching with

various ICT tools, laboratory practical, unit tests, field projects, students seminars, tutorials, home assignments, preliminary examinations, a question bank, PPT bank, practical manuals, research projects, field survey, etc. Most of the tools have been used during the period of the Covid-19 pandemic through Zoom, Google meets, teachmint app, YouTube channels, etc. For the up-gradation of subject-related knowledge, faculties are allowed to participate in seminars, conferences, and workshops. These activities provide a platform for the faculty to participate and interact with experts in various fields and update their subject knowledge. For effective curriculum delivery, teachers use participative, student-centric learning methods and demonstrate practical's. The institution organizes guest lecturers of eminent academicians of the vicinity for effective curriculum delivery to inculcate a scientific approach among the students. At the end of every academic year, IQAC collects feedback from all stakeholders, which is analysed and further conveyed to higher authorities for corrective measures.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf</a>

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

Academic Calendar is a schedule of the institution for academic year, which gives details of all academic and administrative events that take place in the institution. As the institution is affiliated to RTM Nagpur University, Nagpur it adheres to the academic calendar published by the university. Before the commencement of every academic year, every department submits details of academic and co-curricular activities to the concerned committee in order to prepare an academic calendar. The IQAC of the institution plays a very substantial role in maintaining the academic calendar for conduct of continuous internal evaluation of the students. At the beginning of the academic session, Academic Calendar Committee prepares the academic calendar and makes it available to the students and the faculty. It is also displayed on the website for all the



stakeholders. The academic calendar specifies the teaching-learning schedule, the number of teaching days in each semester, university and institution exam schedule, cocurricular and extra-curricular activities, national days, holidays, camps, excursion, and educational tours, field visits, parents-teachers meets, alumni meet, annual gathering, inauguration of various subject societies, guest lecturers, etc. If required then the head of the institution can suggest and incorporate desired changes in the academic calendar. At the beginning of the academic year, the principal of the institution addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination-related activities in Induction Programme.

The schedule of all examinations is also given in the academic calendar. The concerning teachers of all the departments conduct unit tests after the completion of every unit for the better conducting of Continuous Internal Evaluation (CIE). The principal of the institution regularly conducts staff council meetings to ensure the better functioning of the academic and examination-based activities. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities. The head of the institution monitors the teaching, learning, and evaluation as a continuous process in the institution throughout the academic session. At the end of every semester as a part of the internal assessment, home assignments are given to the students before the commencement of the term end exam.

The institution is a recognized examination center of RTMNU to conduct the examinations based on the CBCS pattern of the university as per the norms laid down by the university. Most of the teachers in the practical-based subjects are the internal and external examiners for practical examinations conducted by the university. Therefore, they follow the teaching plan and time-bound delivery of the curriculum to the students and conduct continuous internal evaluations of the students without fail.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf</a>

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

## **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**

**13**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
3	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
77	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
<b>1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</b>	
<p>There are continuous efforts by the college to integrate these cross-cutting issues into the curriculum. The institution has taken some attempts regarding the issues like ethics, gender, human values, environment, and sustainability. It becomes a matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, the death and birth anniversary of great national heroes, leaders, and freedom fighters have been organized for the holistic development of the students in each academic year.</p> <p>Due to Covid-19 Pandemic, many programmes couldn't be organized. Even though the programmes like Cleanliness drive, Tree Plantation, Road Safety Awareness, Covid-19 Awareness and</p>	

mask distribution, etc. have been conducted successfully.

Environmental Studies is a compulsory subject for the students of BA II, B.COM. II and B. SC. II which is a remarkable step to make them aware of environmental issues. The project regarding Environmental studies have been collected from students. The eco-friendly culture and maintenance of plants in campus are done.

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

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

120

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

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

2177

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

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.vidyavikascollege.com/feedback-2020-21/">https://www.vidyavikascollege.com/feedback-2020-21/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.vidyavikascollege.com/feedback-2020-21/">https://www.vidyavikascollege.com/feedback-2020-21/</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

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

**2.1.1.1 - Number of students admitted during the year**

2177	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

1089

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

## 2.2 - Catering to Student Diversity

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

In order to assess the learning levels of the students, the faculties start their work even at the beginning of the admission process. While getting admission to the college, the college staff tries to clear all hurdles of students. Whenever students face any difficulty (for example, in selecting a proper subject) our teachers help them with proper counseling. Once the admission process is completed and students start attending the classes, the college organize a fresher party for them. At that function, new students get a chance to be familiar with the old students, the college and the teachers. Here teachers get some idea about the abilities of new students. But due to Covid 19, the faculties could not able to organize a fresher party; therefore the assessment of slow learners and advanced learners was done on the basis of the first unit test. This process of assessment was adopted for the semester.

From the second semester onwards, the institute assesses the learning levels of students based on the result/ marks of students at the preceding university examination. Based on the

analysis, the students who scored marks below 40 are identified as slow learners and above 40 are identified as advanced learners.

#### Strategies adopted for Slow Learners:

Based on students' performance in the classroom and examination, the subject teacher identifies the slow learners. Once their identification is completed, the subject teacher makes a list of them. Then he/she arranges extra/remedial classes for them. In that classes, the concerned teacher not only clears their doubts but also re-teaches some difficult topics of the syllabus.

#### Strategies adopted for Advanced Learners:

With a viewpoint to boost up the already possessed and advanced learners, the institute takes up some initiatives like offering roles of leadership in several programs, organized within or outside of the institute. Apart from this, workshops, seminars, guest lectures, aptitude and communication skills improvement programs are conducted from time to time at the institute. The teachers ask the students to prepare for examinations like UPSC, MPSC, NET, SET, etc. Various motivational speeches are organized for their future development. The teachers also motivate students to read various books and acquire a higher percentage in university examinations.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/re-medical-coaching/">https://www.vidyavikascollege.com/re-medical-coaching/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2177	34

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

### 2.3 - Teaching- Learning Process

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

The teachers and the management of this institute believe in students centric for holistic development of students. The institute tries to give emphasis on the development of independent thinking in the students. The learning experience of the student is enriched by the following methods:

**Experimental learning:**

- Students are encouraged to participate in learning activities like regular laboratory exercises, seminars, assignments, study tours, field visits, research institutional visits, etc.
- The students learn social responsibility by taking part in NSS camps at nearby villages, awareness programs, blood donation camps, etc.
- The college invites various experts from other colleges to share their experiences with the students.
- Library facilities and computer facilities play an important role to enhance the knowledge of students.

**Participative learning:**

**Participative Learning is encouraged by:**

1. **Discussions:** Wide variety of topics, relating to arts and commerce, are discussed to make the students to think broadly and come up with their opinions and suggestions.
1. **Debates:** Debates are conducted in most of the courses of arts, commerce and science programs where students are required to come with different opinions, thought processes to develop a sense of time management, teamwork and critical thinking.



1. **Presentations and Seminars:** The faculty encourages the students to participate in class seminars, group discussions and many more activities.

1. **RBPT:** Science teachers use RBPT (Research-Based Pedagogical Tools) for participate learning. In this task, the students are asked to make posters, tree diagrams, etc. to present them in front of their students.

**Problem Solving Methodologies:**

The problem-solving ability of the students is developed by giving them proper assignments and projects related to their respective subjects. Tutorial classes of some subjects are used for solving students' problems. The college library is enriched with books and magazines related to competitive examinations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/YouTube_Channel_list.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/YouTube_Channel_list.pdf</a>

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

The Covid-19 pandemic completely affected the teaching-learning process of the academic year 2020-2021. Therefore, it was not only a choice but also the need of the time to use ICT-enabled tools to carry out the teaching-learning process. Some faculties were already using these tools for effective teaching, but the Covid-19 compelled each faculty to adopt these tools. Now the use of laptops, mobiles and the internet became a common practice not only for the teachers but also for the students. The institution provides free internet facilities and access to the computer room so that the teachers should continue the process of teaching-learning without any hindrance. With the help of these, the teachers are effectively

using YouTube channels, Google Classroom, Zoom, PPT presentations, audio-video lectures, etc. The teachers now learn to organize virtual guest lectures and many other programs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

29

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

#### 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**

24

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)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

29

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

**2.5 - Evaluation Process and Reforms**

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

In order to evaluate the academic performance of the students, the institute refers to the guidelines of R. T. M. Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and the end semester examination is conducted for 80 Marks by the university.

For determining the institute level 20 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment and viva-voce and some on the test. some also conduct activities like short project work, etc.

The institution adopts an internal assessment system prescribed by R. T. M. Nagpur University, Nagpur for the evaluation of the students.

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.
2. Sharing of evaluated assignments with students.
3. Returning evaluated answer sheets of class tests.
4. Sharing evaluative remark of subject presentation/ viva-voce seminar by a panel of faculty internally and externally by outside experts.

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

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

**At Institute level:**

The evaluated answer sheets of class tests are returned to students for their understanding. If a student needs any clarifications or has grievances, then he/she is asked to convey his/her issue to the concerned faculty within a period of three days. If any discrepancy is brought to the notice, the concerned faculty tries to resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded, even after being resolved by the faculty, the student may represent the same issue to the Principal.

**At University level:**

Students can express grievances by applying for the following evaluation procedure:

**Exam Form Filling and Correction if Need:** According to the guideline of the University, the students are informed to fill examination forms within a given period of time. The concerned person online submits the students' information to the University. The university then provides a checklist to the institution. The concerned person looks into the list and checks the name, subject, class, and date of birth of the students. He corrects the information and submits that checklist to the University.

**Re-valuation & Recounting:** If a student is not satisfied with the marks awarded, he/she can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to the university by the institute along with prescribed fees recovered from the students. The university declares a time frame every year for submission of marks-related grievances and declaration of results.

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

## 2.6 - Student Performance and Learning Outcomes

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

Programme Educational Objectives (PEOs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) have been defined by Institute. PEOs, POs and PSOs are disseminated on the college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers.

The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during the introductory lecture of the respective Subject /Course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.vidyavikascollege.com/po-pso-co/">https://www.vidyavikascollege.com/po-pso-co/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely: Planning, Implementation, Evaluation and Action Taken.

#### 1. Planning:-

Various outcomes are defined and a correlation is established between outcomes and tools used.

A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects.

#### 2. Implementation:-

An individual faculty member use different direct tools like Class Tests, University Exam,

Assignments, Seminars, Projects, etc., for the evaluation of Course outcomes(COs).

The principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/

feedback from Alumni, Employer, Parents, Teachers and Students. PEOs are also evaluated by using Indirect Tools only.

#### 3. Evaluation:-

Attainment of all outcomes is calculated and compared with the expected level of attainment decided by the subject teacher for COs and Principal for POs, PSOs and PEOs.

#### 4. Action Taken:-

If attainment is up to the expectation then appreciation is extended to the concerned faculty

Member. And in case of deviation from the expected attainment of an outcome, necessary corrective actions are initiated to improve the outcome as per expectations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.vidyavikascollege.com/po-pso-co/">https://www.vidyavikascollege.com/po-pso-co/</a>

#### 2.6.3 - Pass percentage of Students during the year

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

529

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

#### 2.7 - Student Satisfaction Survey

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

[https://www.vidyavikascollege.com/wp-content/uploads/2022/02/Feedback\\_2020-21.pdf](https://www.vidyavikascollege.com/wp-content/uploads/2022/02/Feedback_2020-21.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)

0

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)	<a href="#">View File</a>

#### 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

10

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

#### 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



File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

The institution has to try to create conducive ambiance, infrastructure, resources, confidence for enhancement of the capability of students and teachers in research and innovations. Various activities are conducted to nurture and nourish youth's minds. This helps students to understand various problems and enables them to resolve the same. The Institution Plans and implements several activities like. (i) To facilitate and monitors the progress of the research undertaken by the faculty and students. (ii) To take efforts in cultivating scientific temper, research culture, and aptitude among the faculty as well as the students. (iii) To encourage the faculty members to pursue higher studies such as M. Phil., Ph. D., update their academic knowledge, study the contemporary issues, and publishes research papers in reputed research journals, and undertake major/minor research projects. Similarly, financial assistance and duty leave is given to the faculty attending workshops, seminars, conferences, at University, State, National and International level and refresher/orientation courses also. (iv) The faculties are motivated to present research papers in the workshops, conferences, and seminars at the national and international levels. For effective teaching-learning and research, the institution has well-equipped classrooms with ICT facilities. The academic calendar is prepared at the beginning of every academic year for effective planning of annual activities. Accordingly, teaching plans are prepared and followed scrupulously by the faculty. The N.S.S. conducted various activities in innovative ways, like a tree-plantation, Swachh Bharat Abhiyan awareness programs about cleanliness,

construction of roads, construction of Vanarai Bandara, Beti Bachao-Beti Padhao, female foeticides, and gender sensitization. In order to create and transfer the ideas for socio-cultural upliftment and encourage them for practical application of the knowledge of the students so as to enable them to become responsible citizens. The institution takes efforts to create research awareness among the students as well as faculty. Various research activities are organized in the institution to inculcate research culture and enhance the research aptitude amongst the students. The institution has introduced many Short Term Value Added Programs and Certificate Courses for enhancement of the skills and employability of the students. All these efforts result in incubation in different areas.

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

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

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

1

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

### 3.3 - 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

0

File Description	Documents
URL to the research page on HEI website	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/11/1_ResearchAdvisoryCommittee.jpeg">https://www.vidyavikascollege.com/wp-content/uploads/2021/11/1_ResearchAdvisoryCommittee.jpeg</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

### 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

20

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

8

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

In view of its social accountability, the institution, through its NSS Cell, has made momentous efforts to

sensitize its faculty and students about their social responsibilities through their participation in several directly or indirectly activities associated with burning social issues. The institutional NSS unit has been a remarkable contribution to society during pandemic situations for the distribution of masks, clothes, food, and aware people about covid 19.

The institution, since its inception over a period of time, has developed a sense of responsibility and culture that promotes the holistic development of the students by engaging them in various activities. This leads to the development of social responsibility and concern toward healthcare and community services. Major activities undertaken are NSS Special camps, NSS Residential camps, Tree plantation, Blood donation camp, Health checkup camp & Career guidance program, Swatch Bharat Abhiyan.

The institution also celebrates national and international days like Yoga Day, Women’s Day, Yuva Din, Science Day, Vaachan Prerna Diwas, Marathi Rajbhasha Din, Library Day, and many more. Teachers and students are actively involved in these programs and activities from preparation to implementation. This kind of experience and participation not only trains the students in management skills but also raises their consciousness and understanding of various social and moral issues. In addition to these, it also provides an opportunity to cooperate and bridge the relationship with society. This approach enhances their holistic development. The institution engages faculty members and students in community work which eventually

teaches them the importance of moral values.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/nss/">https://www.vidyavikascollege.com/nss/</a>
Upload any additional information	No File Uploaded

**3.4.2 - Number of awards and recognitions received for extension activities from**

**government / government recognized bodies during the year****3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year****1**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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****2**

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

**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****76**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

7

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution possesses a well-developed infrastructure that fulfils the requirements stated by the affiliating university and other statutory bodies to fulfil the need of all stakeholders. The institution is situated in the lap of beautiful nature. The entire campus is spread over 6.75 acres with a built-up area of 4856.73 Sq. m.

Key features of the Institution:

- Well-furnished, spacious, ventilated, and illuminated classrooms, laboratories, computer laboratory, tutorial rooms, and other student support facilities as per university requirements.
- The institution has sufficient classrooms for an efficient teaching-learning process and the majority of classrooms are equipped with ICT facilities.
- Central Seminar Hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences, FDPs, and other related activities.
- High-end computers with internet facility and centralized LAN connection. A separate computer laboratory facility is provided for students to carry out project work, online exams and to fill examination and scholarship forms online.
- The entire campus has been made wi-fi enabled.
- Well-developed library, automated with Autolib software, with a collection of books, journals, magazines, CDs, E-books, etc. as per university norms.
- Library also includes a separate reading room, reference, and a digital section for accessing E-books, E-journals, and online open sourcebooks.
- Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifiers, CCTVs at key locations are available.
- The institution has green landscaping with patch gardens and botanical gardens with different species of plants.
- In-house housekeeping staff is appointed to maintain the cleanliness of the campus.

- Separate girls' common room with sanitary napkin vending machine & incinerators and boys' common rooms are available in the campus.
- A cafeteria is available for the students and the staff.
- Indore stadium for various indoor games.
- Gymnasium with the requisite equipment.
- Huge playground along with Volleyball Court, Cricket ground, Kho-Khoground, Kabaddiground.

Xerox facility is made available in campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/">https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/</a>

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

The institution organizes sports and cultural events every year to promote the extracurricular abilities of the students during Annual Sports and Cultural Festivals.

- **Sports:** The institution has its own exclusive large playground for various outdoor games like Cricket, Volleyball, Kabaddi, Kho-Kho. A dedicated indoor complex is also available for indoor games like a wooden court of Bad Minton, Carom & Chess. The institution promotes the students to participate in Intercollegiate, Intra-collegiate, University, State, and National level sports competitions every year.
- **Cultural:** Members of the Students' Council organize various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage cultural activities like Dance, Singing, and Drama. The institution promotes the students to participate in Inter-collegiate, Intra-collegiate, University, State, and National level cultural competitions every year. The institution has to prepare an 'Open Auditorium' in the playground at the



time of the Annual Gathering. The institution organizes an Annual Gathering in which the students get opportunities to exhibit their hidden talents like Dance, One-Act-Play, Antakshari, Singing, Elocution, Debate, Fashion-show, Rangoli and Flower Decoration.

- Yoga and Meditation Center: Institution has established 'Yoga Center' and appointed a domain expert to make aware students and faculty members about the benefits of Yoga. Additionally, few faculty members are also well trained in yoga and meditation practices.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.vidyavikascollege.com/game-sport/">https://www.vidyavikascollege.com/game-sport/</a>

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

39

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/file/d/1pisEYX2n4Kq_Ba5KZUIrd-FwBLSZAevD/view?usp=sharing">https://drive.google.com/file/d/1pisEYX2n4Kq_Ba5KZUIrd-FwBLSZAevD/view?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

20.51 Lakhs

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

## 4.2 - Library as a Learning Resource

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

The institution has a well-developed library equipped with Integrated Library Management System that is LIB-Auto-10.0. The library has a good collection of books both for courses run in the college and for competitive examinations besides subscription to standard journals and newspapers in Marathi, Hindi, and English. It also has provision for separate reading sections for teachers and students, reference. The library is open for users from 09.00 AM to 05.30 PM. The total number of books in the library is 12691. The college also has a membership of the N-List program of INFLIBNET center to provide unlimited e-resources to our students and teachers.

The library provides the following facilities and services: -

**Easy circulation:** There is a set method of issuing books to students, staff, and other users. A special issue register is maintained by the attendant under the guidance of the librarian. Taking the number of copies of a particular book available and its demand, priority is given to the one who demanded it first.

**Issue return period:** The students are given a seven-day issue retaining period normally which can be extended for another seven days by renewing it. There is no such time limit for staff members.

**Reading room facility:** There are separate reading sections for students and staff in the library besides a newspaper reading section which is common to both.

**Clipping Services:** Provides clipping services to students, faculties, and local people also.

**Interlibrary loan facility: Provide to the ex-students, faculties, and another college.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.vidyavikascollege.com/library/">https://www.vidyavikascollege.com/library/</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**0.75 Lakhs**

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

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

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

275	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The institution provides a computing facility with the required configuration of the computer system. These are distributed among the various departments for academic and administrative work. The institution has high-speed internet of 50 Mbps to cater to the need of academics as well as allied processes. Key Features: Separate computer laboratory, to facilitate internet access for all the students, staff, and faculty members. This facility enables users to access meaningful information available online. E-Governance system by use of ERPs is implemented in Administration office, Library and for Academic Processes usable by faculty as well as students. LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN, and Internet facility, etc. are also available for the effective teaching-learning process. A set of 32 CCTV cameras keeps surveillance of the entire building and campus. A biometric machine is also there to maintain the attendance record of the staff members. All these equipment are provided power backup by UPS and a 25 KVA diesel generator. All ICT facilities are updated as and when the need arises to do s

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/">https://www.vidyavikascollege.com/college-infrastructure-and-physical-facilities/</a>

#### 4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**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	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

10.52 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words

The institution has developed a standard methodology for utilization & maintenance of all physical, academic & support

facilities available in the campus.

#### Laboratories (Computer Laboratory/ Science Laboratories)

1. The laboratories in the institution are administered by the head of the departments and maintained by the Laboratory attendants and Laboratory assistants.
2. In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the Principal of the institution.

#### Utilization of support facilities:

The infrastructural and resources utilization of the institution is administered by the Principal. The Head of departments is allowed to put up the demands to the Principal of the institution. The requirements with regards to extension, renovation, alteration, relocation of the available resources and facilities are brought to the notice of the head of the institution.

#### Playground Maintenance

1. A faculty designated as Director-Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.
2. Maintenance of ground, sports kits, and all consumable items are brought from the outside vendors as per the requirement.

#### House Keeping of classrooms, laboratories, and the entire institutional campus

The institution has an in-house housekeeping team that looks after all the cleanliness of the classrooms, laboratories, and the entire campus. Sanitary work, auditorium, conference room, etc is done through the sweepers on daily wages basis.

#### IT Facilities

The institution has appointed a computer technician to maintain the IT facilities in the Institution which includes maintenance of computers, LCD Projectors, Printers, Scanner, and other peripherals.

## Electrical Maintenance

All the electrical maintenance of the peripherals, equipment, infrastructure and power-related resources available in the institution are carried out by electricians hired from outside as per need.

## Garden

The institution has employed a dedicated gardener and support staff who take care of the botanical garden, patch garden, and the indoor plants placed at various locations in the institution.

## Water supply:

There are water units supplying drinkable water. The RO units are cleaned and maintained on a regular basis. The water tanks and a dug well are maintained.

## Medical facilities:

The institution has a good network with local clinics which provide service in case of emergency. Sickroom is made available in the girls' hostel. Health check-up camps are organized in the institution. Blood Donation and Blood Group Detection Camps are organized by the institution in the NSS camp.

## Rain Water Harvesting:

Rain Water Harvesting was done in all building. The sockpits are constructed dor all buildings in which rain water was directed through pipeline fitted from top to ground

## Parking Facilities:

Adequate parking facilities for bicycles and two and four-wheelers are available.

## Security:

The security is observed by a security guard duly appointed in the institution. CCTVs is installed at 32 prime locations of the campus.

**Cafeteria:**

A cafeteria is available in the campus for the students and the staff. The required refreshments are made available for all. The administration monitors the hygiene of the cafeteria.

**Internal Complaint Committee (ICC):**

As the institution has more number of girl students, special attention is given to the complaints of the students. To spread awareness on gender equality, cyber security, awareness of legal laws for women the ICC organizes programs throughout the year. Sanitary Napkin Vending Machine and incinerator are also installed in the girls' common room.

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

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1636

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

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the**



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

0

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

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

D. 1 of the above

File Description	Documents
Link to Institutional website	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/12/NSSOnepagereport.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/12/NSSOnepagereport.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

72

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

72

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

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

## **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**

**9**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

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

133

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

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

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

0

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

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural

**activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

0

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

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

**Administrative: Internal Quality Assurance Cell (IQAC):** The institution has nominated a student representative in IQAC. **Co-Curricular Activities: Departmental Societies:** All the departments in the institution run their independent departmental societies. The societies are comprised of the students' representatives and all the students are members. **Excursion and Educational Tour Committee:** The members of this committee organize tours monitored by concerned teachers. **Magazine and Publications Committee:** The institution publishes a yearly college magazine. The Chief Editor of the magazine constitutes an Editorial Board where the students are selected as the board members. The members contribute to publishing annual magazines. **Library Advisory Committee:** This committee is comprised of the principal, librarian, and faculty members along with a student representative. **Extracurricular Activities: Cultural Activity Committee:** The institution encourages students to organize and participate in all extracurricular activities throughout the year. The activities like annual gatherings, youth festivals have a wide scope for the students. **Internal Complaint Committee (ICC):** As per the direction of the Women's Commission, The government of India, the institution has established ICC for the prevention and

prohibition of sexual harassment of women at the workplace. ICC is comprised of faculty members and girls students. Anti-ragging Committee: To prevent ragging in the campus and the hostel, the institution has nominated the students representative to monitor the issues. Other cells: Students are also actively involved in various other institutional level committees like Grievance Redressal and Anti Sexual Harassment Committee, SC/ST Cell, OBC Cell.

National Service Scheme (NSS): NSS activities play a significant role in shaping the personality of the students in the institution. Students are given wide scope in the organization of regular activities and annual special camp at the adopted village. The NSS executes social service programs where volunteers participate in all the activities. The students are also given the opportunity to participate in university, state, and national level NSS camps. The institution has a rich heritage of social work in NSS. Sports: Institution Level Sport Competitions: Every year, institution level sport competitions are organised and the winners are honoured during the annual gatherings. University Level Sports Competitions: The institution takes initiative in organizing university-level competitions where the students get the opportunity to organize the mega event. Student Council: Student Council is established every year as per rules and regulations of the University. The 'Student Council' representatives are selected on a merit basis and few are nominated by the principal. Student council members participate in various activities organized by the institution and provide suggestions. The Student Council consists of the following members: 1. University Representative/ General Secretary 2. Cultural Representative 3. Sports Representative 4. Ladies Representative 5. Reserved Category Representative 6. Class Representatives 7. Faculty nominated by Principal The main objective of forming the student council is to develop the leadership qualities in students and the other objective of the student council is to organize sports and cultural events every year.

From last two years the RTM Nagpur Univeristy Nagpur have not send any letters about the student counciling elctions. so in the session 2020-21 the students counciling committee has not taken any election of student councils in the college

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/">https://www.vidyavikascollege.com/</a>
Upload any additional information	No File Uploaded

### 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

0

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

### 5.4 - Alumni Engagement

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

The institution has an Alumni Association. Alumni register themselves from various parts of the world. It also looks after the work of systematic collection of data of alumni and also continuously keeps contact and rapport with its members. The use of the college website is done to encourage the alumni to register themselves in the association. It helps the alumni residing in different parts of the world to register their names. Alumni also remain present for the annual meet of the association. They support the association by offering financial assistance as well. The talks and sharing of experiences result in which looks after the various activities to be organized by the association. The Institution conducts the Alumni Meet every year for interaction and exchange of knowledge base acquired bypassed out students working in various fields and sectors of

Indian economy. The members of the Alumni Association have regular interaction with the principal, the management, and the staff members regarding the overall development of the institution. Alumni contribute and assist institution for-

1. Conduction of Personality Development Programs
2. Career Counseling
3. Industry Institution Interaction
4. Placement Assistance
5. Summer Internship Assistance

6. Project Assistance to final year students etc. Apart from the above nonfinancial agenda, during the recent alumni meet it has also been decided to assist and help the institution by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institution.

due to covid 19 and the lockdown period the college remain closed in this period according to the goverment order so the committee have anable to conduct any type of alumni meetings during the session 20-21

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/COMMITTEE_LETER.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/COMMITTEE_LETER.pdf</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The institution has been providing devotional service to the neediest young generation for over the past 32 years of its existence. The institution is surrounded by rich in flora and fauna. The priority of the institution is to bring academic excellence along with personality development to compete with

the rest of the world. It also entrusts improvement in health care, promotes organic farming, environmental and social awareness, voters registration awareness drive, cleanliness, eradication of superstitions, holding hand in hand with the environment. Vision: The vision of the institution is to make significant progress in the future towards being a model, career-oriented college and to provide affordable education. To create a center of academic excellence in the field of higher education for students. Mission: To achieve all-around development of the students, we aim at encouraging creativity, employment, social service along with the need for the environment, sports, and cultural proficiency to stand in a globalized world. The college has been imparting quality education to students coming mostly from poor socio-economic backgrounds. The Vidya Vikas Shikshan Sanstha, Hinganghat is the apex body in the organizational structure of the institution. It works with the Principal, to regulate and maintain an amicable and scholastic environment required for the purpose of education. The Principal as the academic and administrative head of the institution, implements the decisions and policies of the Management, the University, and the State Government with the help of teaching and non-teaching staff. There is a College Development Committee (CDC) formed in accordance with the Maharashtra Public Universities Act, 2016 to look after the academic and administrative functioning of the institution. To prepare prospective plans of the institution regarding academic, administrative, and infrastructural development adhering to the Vision and Mission of the institution as well as its academic calendar is the main function of the CDC. The Principal ensures proper implementation of the development plan. If any difficulty in the execution of plans arises, the Governing Body help to sought the problem. There are various committees that look after the routine administrative activities of the institution. These committees submit their recommendations to the IQAC, after deliberations in its regular meetings and decide to implement them. Thus, every teacher of the institution participates in decision-making in some way or the other. The institution works hard to accomplish its vision and mission more effectively. The institution meticulously follows norms and procedures as per the directives and policies of higher education. Thus, efforts are made at all levels for the successful execution of missions with a view to the accomplishment of the vision. The management system of the institution is decentralized and participatory in nature. Considerable autonomy, freedom, and support are provided to all



stakeholders to create a useful teachinglearning environment. All levels of administration and academic work are based on the principle of teamwork, collective responsibility, cooperation, freedom, and participation. All stakeholders work in unity to achieve the vision and mission of the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/vidya-vikas-college/">https://www.vidyavikascollege.com/vidya-vikas-college/</a>
Upload any additional information	No File Uploaded

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

The Principal of the institution assigns the responsibility of various committees to the Coordinator of the respective committee. The teaching faculty and non-teaching staff has been participated in the committee. In some committees students also has been participated. The head of the departments render their service to organise Seminars, Conferences, Workshops, e- talk, Webinars etc.

The cultural and academic committee plays a pivotal role in organising cultural and academic activities.

#### Case Study

Due to the pandemic situation, maximum academic activity related to teachingand learning conducted through virtual platform. The department of Physics and NSS has organized online Quizes on the Pandamic situation for students and teachers.The department of Chemistry Conducted online Certificate Course on NMR Spectroscopy and polymer chemistry on 22 may 2020. There were 248 participants including teachers alsoactively participated in the course. The department also organized QUIZ on BASIC ORGANIC CHEMISTRYdated on 10th May 2020 with 189 participants.

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

## 6.2 - Strategy Development and Deployment

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

Our institution Vidya Vikas Arts, Commerce, and Science College, Samudrapur strategically plans activities and executes them in a proper manner. The activities are decentralized at four levels as departmental, administrative, academic, and financial. The functioning of the institution operates at four different levels as Student, Faculty, Principal, and Management. The institution provides various forums for all of them to develop and deploy the same at the institution and society level by assigning them various responsibilities. At the departmental level, academic strategic plans are made before the commencement of the academic session by preparing the academic calendar of that year taking into consideration the university's calendar. Administrative committees that are formed at the beginning of the session are responsible for all student and staff-related activities. The Principal as a leader to understands the strength of the faculty and assesses the involvement of faculty while executing specific tasks.

One activity successfully implemented based on the strategic plan is as follows:

Case study: Research Institutional/Industrial/ Field visits of the students.

#### Process

Visits have their own importance in the career of a student who is pursuing a graduate degree. It is considered a part of the college curriculum. The objective of Industrial/ Field visits is to bridge the gap between theoretical knowledge and actual practical implementation of it. With an aim to go beyond academics, visits provide students with a practical perspective of the workplace and societal activities. It provides students an opportunity to learn practically through interaction by understanding, working methods, and employment practices

By considering the above objectives, the institution has decided to plan visits every year. It gives an exposure to understand current work practices and theoretical knowledge being taught at the institution. The visits are planned for all programs and all classes.

The planning of visits is done by faculty and students. Student initiate for making arrangements of visit. With the suggestions and discussion of higher authorities visits are planned. A faculty coordinator is appointed to take care of the proper execution of the visit. The institution tries to give an opportunity to different faculties for coordinating visits to ensure participative management. The arrangement of transport is done by students with the guidance of faculty. It gives students lessons in team management and time management. During actual visits students explore the entity to be visited and enthusiastically, students try to correlate the things with their classroom learnings. Students ask questions to a concerned person and after coming back from the visit, the faculty members help to prepare the report of the visit.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2021/10/Academic-Calendar-2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

The Vidya Vikas Shikshan Sanstha is at the topmost tier in the organizational structure of the institution. It supervises the overall functioning of the institution and directs the Principal whenever necessary. IQAC informs the head of the institution of the requirements regarding infrastructure, facility of laboratories, upgradation of classrooms, and augmentation of various facilities for students. Thereafter the head of the institution presents this proposal in CDC meetings.

After considering the necessity of requirements, the CDC and the executive body approved them.

The College Development Committee (CDC) is constituted as per the norms laid down by the Maharashtra Public Universities Act, 2016 (which was earlier known as the Local Managing Committee). Preparing budget and financial statements, recommending the creation of teaching and non-teaching posts to the Management, discussing academic and other progress of the college are the primary functions of the CDC. The institutional decisions are made by the head of the institution in consultation with management and then it is conveyed to faculty and various committee/cell in-charges.

The institution has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. The Principal monitors the functioning of every committee. The smooth conduction of all the committees is ensured by him. Various institutional and departmental level committees are constituted for discussing the issues and take decisions.

**Service Rules, Procedures, Recruitment & Promotional Policy:-**

The Institution is affiliated to the RTMNU, Nagpur, and is governed as per the norms laid down by the UGC and the Maharashtra Universities Act. 2016. The College is permanently affiliated to RTMNU, Nagpur at the UG level whereas the university assesses our academic and administrative performance at the non-granted UG and PG level through its Local Enquiry Committee (LEC) regularly and awards affiliation accordingly. So, it is mandatory for the institution to observe and follow the rules and regulations of the RTM Nagpur University, Nagpur.

The institution strictly follows the statutory norms and procedures in the recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by the UGC and the Government of Maharashtra. It is binding for the college to abide by them. For recruitment, the institution gives advertisement in at least one National Level Newspaper and one Local Newspaper. Interviews of eligible candidates are conducted by the duly constituted selection committees after the due date of submitting applications notified in the advertisement is over. The selection of the candidate depends on their merit basis. Similarly, the existing norms of UGC are followed at the time of granting promotion to

employees.

The institution has a grievance redressal mechanism in place for the students at its own level whereas RTM Nagpur University has a Grievance Committee which looks after the grievances of the employees of colleges affiliated with it.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.vidyavikascollege.com/institutes-organogram/">https://www.vidyavikascollege.com/institutes-organogram/</a>
Upload any additional information	No File Uploaded

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The institution implements several welfare measures for the teaching faculty as well as its non-teaching staff.

#### Teaching Faculty:

- Motivates and deposes teachers for pursuing higher education.

- Encourages teachers to attend workshops, conferences, seminars, short-term courses, and faculty development programs and financial assistance are provided for the same.
- Encourages teachers to become members of professional bodies and to participate in the activities organized by them and they are given incentives.
- Encourages teachers to participate in research-orientated activities and to publish research papers in reputed journals/conferences.
- Promotes and motivates teachers to use the ICT tools in their teaching-learning process.
- Grants promotion to teachers on time.
- Grants duty leave to teachers attending workshops, conferences, seminars, short-term courses, and faculty development programs.

**Non-Teaching Staff:**

- The institution organizes training programs as per the need for skill development of non-teaching Staff.
- They are encouraged to participate in the organization of social events organized under Community Out-reach Services.

The other welfare provisions made for both teachers and non-teaching staff are:-

- Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.
- Maternity leave for female staff members
- Group Insurance
- Membership of Vidya Nagari Sahkari Patsanstha, Hinganghat for financial needs.
- Pension Scheme for teaching and non-teaching staff.

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

**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**

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

0

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

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

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

8

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

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

The institution has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010, and four amendments thereafter. Currently, the college follows the



guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018

**Teaching staff:**

API & confidential reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS) (API) is divided into three categories.

CATEGORY- I: Teaching, Learning, and Evaluation related activities

CATEGORY- II: Co-Curricular, Extension and Professional Development Related Activities

CATEGORY -III: Research and Development

Outcome: The performance Based Appraisal System (PBAS) helps in identifying the potential area of faculty and staff. Through this, each faculty becomes aware of their areas of improvement and accordingly.

Decision: The score obtained in the PBAS contributes to the decision about faculty appreciation and the faculty with a low score is personally counseled by the Principal.

**Non-Teaching staff:**

The Confidential Report (C.R.) file of the nonteaching staff is prepared by the principal and maintains the record of their performance in the office at the Institution.

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

**6.4 - Financial Management and Resource Mobilization**

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

for settling audit objections within a maximum of 200 words

The college undergoes, every year, for audit of the financial affairs.

**Internal Audit-**

The college gets its accounts audited internally from the local authority of the parent institution.

**External Audit-**

Mr. Pravin Patani and Co. Chartered Accountants Firm, Wardha is appointed as external auditor of the college. They conduct an external audit after completion of the financial year and submit the audit report immediately.

Government Audit-It is conducted by the Senior Auditor and the Administrative Officer, Joint Director Higher Education, Nagpur Region, Nagpur, and Accountant General, Pune. The Local Management Committee (LMC) (now it is called 'College Development Committee' (CDC) since 2017 onwards as per the Maharashtra Public Universities Act, 2016) of the college evaluates audits reports and seeks compliance from the accounts section, on the queries reported by the auditors, if any. There were no serious audit objections by any auditors during the last five years.

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

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

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

0

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

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

The Institution receives salary grants for the UG programs and few UG and PG programs are 'selffinanced. Moreover, we are registered with the UGC under 2(f) & 12(B). Funds received from the UGC under various schemes are utilized on the stipulated heads only. The only other source of income available to us is fees collected from self-financed programs.

The Fee Regulating Authority has formed certain norms and regulations beyond which the Institution cannot charge anything. The major parts of fees of self-financed programs are utilized against the salary of the teaching staff of the same programs. The minor expenses related to the programs are also included in the collected fees of the self-financed programs.

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

#### 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell has always contributed for the holistic development of stakeholders. It also has contributed for institutionalising the quality assurance strategies and process. It has been striving hard to provide the quality and cultural education through applying the policies suitable for the situation.

Practice I

**Agenda:** To conduct teaching and learning process through online mode

**Resolution:**

Due to the pandemic situation, as per the guidelines of Govt. students were unable to attend the college physically. The head of the institution instructed the faculty to conduct the online classes for the completion of the syllabus. The facilities used online platforms like Google meet, Zoom app, You Tube etc. The syllabus was completed and the students were ready for the examination.

**Evidence of Success:**

The students also learnt the mechanism of various online teaching application. They were ready to face the online examination.

**Practice II**

**Agenda:** Restructuring stakeholder feedback mechanism.

**Resolution:**

IQAC coordinator of the institution has proposed that there is a need of restructuring the feedback mechanism for collecting stakeholder feedback as per the NAAC Manual i.e. there is a need for the inclusion of curriculum/syllabus-related questions in the feedback form.

A thorough discussion was made and it was decided that the feedback mechanism at the institution level must be restructured for collecting, analyzing, and implementing feedback of all stakeholders. IQAC core committee was given the responsibility to restructure the existing feedback forms and come up with a new mechanism.

**Evidence of Success:**

The feedback mechanism is restructured by changing the existing feedback forms of all stakeholders and feedback is sought in the new format from Academic Year 2020-21 odd semester end.

File Description	Documents
Paste link for additional information	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC_meetings_2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC_meetings_2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

Sr. No No. Recommendation by NAAC Peer Team (Cycle-II)

Compliance 1 The college should make efforts to introduce UG courses in Languages, Mathematics, Computer Science, and more PG courses like MBA/ Biotechnology/Microbiology and Biochemistry etc The college has started a U.G. program in B.Sc. (Science) and P.G Programs in M.Sc (Mathematics), (Botany), M.Sc (Zoology), and M.Sc (Physics). M.B.A. in Open University 2 To introduce choice based credit system along with skill-based courses University has introduced a choice-based credit system AY 2016-17 and Value Added Programs/courses focusing skills have been introduced. 3 Automation of the administration ERP -Master software from Capson Systems purchased for automation of administration. 4 Strengthening of the library with adequate books in all the subjects along with more computers, additional reading rooms, subscription of more journals etc The library has been equipped with 12,691 books, section with 5 PCs provided and a subscription of renewed. 5 Initiate steps to enhance transport facilities for students As per the suggestion of the NAAC Team, the Transportation facility has been initiated but because of less response students' later it was kept on hold. 6 Setting up a Language Lab with UGC assistance and focus on improving proficiency in English for students Prima Facing computer lab was established and the establishing a language lab is in process 7 Provide Hostel facility for students, especially for girl students Girls' Hostel is constructed for needy and poor girls 8 Explore resource mobilization for research through R&D agencies like DST, DBT, CSIR, ICSSR, MHRD etc. Faculty members tried to fetch research grants but as no funds were allocated. 9 Evolve a specific strategic plan for all-round development of the college with a vision of reducing failure and dropout rates Slow learners were identified after university examination remedial coaching classes were conducted for students significantly helped in

reducing failure and dropout 10 Establishment of a placement cell to work on enhancing the employability of the students Placement Cell has been established and faculty in has been appointed as placement cell coordinator 11 Stakeholders connectivity to be strengthened with a specific focus on the alumni Alumni meetings were conducted every year to stakeholders' connectivity. In the recently conducted meeting of AY 2019-20, it was decided to register association and made provision for financial assistance

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

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC%20meetings%2020-21.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/IQAC meetings 2020-21 .pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

- Annual gender sensitization action plan

- Specific facilities provided for women in terms of:

a. Safety and security

1.Safety and security is provided on campus by deploying security guard at key locations

2.Identity cards are mandatoryfor everyone in campus

3.Security is provided at the entrance to ensure all the visitors adhere to the entry procedure

4. CCTV cameras are installed at important locations.

5. Adequate provision is made with first aid box for students and employees.

6. As a policy female faculty members accompany girl students when they participate after college hours in outdoor or indoor activities.

7. Fire fighting system is established as a safety measure.

8. In case of any major medical emergencies, institute has doctor on call facility available.

9. Institute has institutionalized internal complaints committee for prevention, prohibition and reprisal of sexual harassment of employees and students.

10. Compound wall constructed to stop unwanted entries and to demarcate the boundary of institution.

b. Counseling The counseling is done through Mentor: Mentee scheme available on campus.

c. Common Rooms

Common room facilities are provided in the college for students to hold meetings, study, or simply her Initiatives taken by the institute: 1.Institute Celebrates 'International's Woman's Day' with zeal enthusiasm

2. Various women- related themes and topics taken up for discussion and debates during cultural events.

3. Day Care Center for Young Children, Institute has provided Day Care Center Facility For Young Children's. After Maternity leave of Women's Faculty this Day Care Center is helpful for feeding of little ones. 4. Institute has formalized committee as per the guidelines of U GC/AICTE/State Government to ensure safety and security of Female employee and students on campus. Some of this committee are Anti-Ragging Committee, Grievance Redressal Committee Internal Complaints Committee, Women Development Committee. All the above committee have representation from students. Notice is also put up on the notice board about the committee and their members. It is our endeavor to make the institute campus a gender neutral campus where in everyone enjoys equal opportunities, resources, services, benefits.

d. Day care center for young children

Any other relevant information

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1DUVTB7PJdywhDGd_Dlk-WhVgJAW15Q0Z/view?usp=sharing">https://drive.google.com/file/d/1DUVTB7PJdywhDGd_Dlk-WhVgJAW15Q0Z/view?usp=sharing</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	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:-**

The institution has dry and wet waste dustbin at each corner, where all the solid waste are collected which include paper waste, plastic waste, food waste and other waste material. All the collected waste are disposed of with proper management. Eradication of weeds is carried frequently in our institution which harvesting of grown up unnecessary grass and plants, which are collected in vermi compost tank where all the waste are converted into vermi compost which use as a fertilizer in our botanical gardens.

**Liquid Waste Management:-** The institute has various science laboratories. The wastage from specially chemistry laboratories disposed by three pond system available just behind chemistry laboratory. The waste water from other laboratory and wastage of drinking water is connected to drainage system of local authority and botanical garden.

**Biomedical Waste Management:-** Whatever the Biomedical Wastes produced in our laboratories like Zoology, is send to Tulaskar Hospital, Hingangat for proper disposal through MOU's with Superb Biomedical Wastes, Nagpur.

**E-Waste Management** The college signed on MOU with E-Waste Management company, SURITEX MIHAN at Nagpur. The institution disposes the e-waste in SURITEX PVT LTD through MOU.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

<b>water recycling Maintenance of water bodies and distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li><b>1.Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3.Environment audit</b></li> <li><b>4.Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<b>B. Any 3 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

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

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).

**Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural , regional , linguistic , communal ,socio economic and other diversities .Different sports and cultural activities organized inside the college**

promote harmony towards each other. The admitted students in the institution are locally belong to nearby villages having an agricultural background .Notably most of the students belong to backward categories. The institution regularly organizes a variety of cultural activities for inculcating the values of tolerance, harmony towards cultural diversities in the region.

The NSS unit of our college conducted blood donation camp and vaccination programme for students against Covid 19.

Commemorative days like Women’s day, Yoga day , AIDS day along with many regional festivals were celebrated.

The institute has code of ethics for students and a separate code of conducts for teachers and other employees which has to be followed by each one of them irrespective of their cultural , regional linguistic , communal, socioeconomis and other diversities. For maintaining the linguistic importance , the institution organized webinars , organized various department. The institution has agricultural background , the department of zoology regularly conducted a field visit to agricultural farms and interaction with farmers for solving their problems and give knowledge regarding various new agricultural schemes and technologies for enhancement of their yield .

This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cell which grievances without considering anyone racial or cultural background. Tobacco prevention , plastic ban programme established for the purpose of spreading awareness in community .

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

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

The institution strives hard to develop the students all over personality by organizing various activities to cultivate values, rights, duties and responsibilities of citizens among

them.

- o International Yoga Day
- o Constitution Day
- o Traffic Awareness Programme
- o An Environment Awareness Programme(Tree Plantation)
- o Awareness Program on 'Pandemic COVID-19,
- o Responsibilities and Importance of 'Vaccination'

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/17bIH7spun1Q4or773-OtdEllJbq-bOpy/view?usp=sharing">https://drive.google.com/file/d/17bIH7spun1Q4or773-OtdEllJbq-bOpy/view?usp=sharing</a>
Any other relevant information	Nil

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

**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

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

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

The birth anniversaries of great national heroes were celebrated for to inspire our students and it helps for making the students aware of the Indian historical past and their contributions .The institution has a regular practice to carry out the activity of plantation and conservations , every year .The following is the list of national and international commemorative days , events and festivals the institute celebrates every year and make the students and faculty to participate .

State , National and International Days .

International yoga day (21 st June )

Republic day 26 th January )

Plantation programme

Road safety Awareness programme

Gandhi Jayanti (2 nd oct )

International Womens day (8 th March )

P. N. Panikar Smrutidin

Mahaparinirwan din

Sant Gadge Baba Jayanti

Savitribai Fule Jayanti

Swamivivekanand Jayanti

Shivaji Maharaj Jayanti

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

## 7.2 - Best Practices

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

### Best practice 1

Care, Cure, Respect and Recreate Environment (CCRRE)

#### Objective:

1. Preservation of existing greenery in the College campus and surrounding area.
2. Development of new green zones wherever possible, primarily in the College campus and surrounding area of play ground.
3. Reduction in the amount of pollution in and around the institution.
4. Minimization of use of plastic by using 3 R as Refuse, Reuse and Recycle.
5. To promote environmental consciousness among all the stakeholders of the College and the society, at large.

#### Context:

1. In today's world of science and technology, where population and pollution have gone beyond control; there is utmost need to understand need of our blue planet, preserve it and rejuvenate it for survival of the future generations and human race, as such.
2. We all are aware of various hazardous effects and problems faced by our environment due to harmful human activities.

3. We all talk and discuss about it but do not take that much efforts to understand it, make others aware of it and the most important do anything to actively participate do anything to preserve and enhance it.

4. Hence, it is required that we should be committed not only to talk and discuss. These authorities allocate the work to the teachers and students by making necessary groups as per the requirements and instructing and / or training them accordingly.

#### Evidence of Success:

1. Tree plantation drives organized at various places in campus, have given the reports of survival of near about 95% plants in good condition, which is an incredibly good rate of success.

2. Development of new green zones on the bare land by the process of systematic afforestation in association.

3. Lowering of temperature in the planted area by around 5 to 6° C as compared to the surrounding area.

4. Everyone feels happy, calm and pleasant in campus after plantation.

#### Best Practices-2

Youth leadership and Community development through NSS

#### Objectives

To understand the community in which they work .

To understand themselves in relation to their community .

To identify the needs and the problems of the community and involve them in problem solving process .

To develop among themselves a sense of social and civic responsibility .

#### The context



The extension activity is the third dimension of education .Along with academic, social and personal life , the NSS allows the students to contribute services to the community and the nation .The college through these extension provides the students a platform to get involved with real life activities and the thereby become responsible citizens of India .

#### The Practice

The college annually organizes number of extension activities with primary focus on the development of personality of students through community services .Activities like NSS special camp, The faculty and NSS students of the Vidya Vikas Mahavidyalaya Samudrapur participated in awareness campaign on prevention of covid 19, distributed masks ,demonstrated hand washing techniques , health tasks regarding covid 19 .The giving different types of demonstration regarding awareness programme for people around our institution are taking precautions to protect themselves their families and their communities from corona virus disease .It's also important that children of local citizens continue to learn , and that they can do so in an environment that is inclusive and supportive to all. Our some faculty and students play a vital role this sharing accurate information and science based facts about covid 19 will help diminish community fear and anxiety around disease and support their ability to cope up with any secondary impact in their lives .The students and faculty involved in social activity can focus on the history of pandemic and their secondary effect .Our institution encourage students to confront and prevent stigma.

#### Evidence of successes

These are the following activities performed by our institution during covid 19 .Our NSS volunteer aware people by personal visit in their respective town about washing hands frequently , sanitize the things that we touch frequently . Use face masks , avoid crowding .According to the guidelines of the central government students inspire to people for downloading more than 300 AAROGYASETU app. Some students of NSS were appointed as a volunteers to maintain the social distance in market place .Programme officer prof. Megsham Dhakre faculty of our college appointed in Tehsil office on corona contamination campaign . Face masks distribution for public awareness performed by our one of the faculty Dr.Veena Mendhule (Dept. of Home Economics ) along with some NSS volunteers .Face mask distribution for

public awareness by how to stitch mask easily and importance of mask for preventing infectious diseases. Near about 3000 masks were prepared and distributed to different needy people , offices , police station etc. Our NSS volunteers were performed big work through this portal IGO7. Grains and food packets distributed and arrange a meal for more than 2000 workers and needy people .Our NSS volunteers appointed on Rashan stores as a controller .Ideal vegetable market ,this concept run by NSS volunteers .NSS programme officer prof . Megshyam Dhakare was felicitated by collector of Wardha District for his great work regarding Covid 19 awareness campaign .

**Problems encountered and resources required**

In extreme cases , student may suffer from depression characterized by low mood , tiredness Some parents did not give permission to their children's for such kind of work due to fear and anxiety of infection .

Survey and counselling of various areas in and around Samudrapur for control measures of covid 19 become difficult .

Maintenance of standards and levels difficult .

Continuous supply of fund for all this requirements become hectic.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.vidyavikascollege.com/wp-content/uploads/2022/03/best_practice.pdf">https://www.vidyavikascollege.com/wp-content/uploads/2022/03/best_practice.pdf</a>
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

**Institutional Distinctiveness:** The College in its mission reads that 'We shall continually improve the quality of teaching, self-evaluation and accountability of our institute towards society. We shall strive for overall development of students through value based education'. In order to materialize this mission statement of the institute, the college arranged the

following distinct activity in order to bridge the gap between the curriculum and the society. We are the part of the environment,. The NSS unit addresses the innate social responsibility of the students through various activities that are focussed on social issues. The Upliftment and enhancement of capabilities of rural youth and by extension rural population is at the core of vision and mission of the college .The logo of the college reads as 'Karmanye Vadhikaraste ma phaleshu kadachan'. In other words , imparting quality knowledge to rural students is a significant contribution to the character building of rural youth . Accordingly, the college has constantly strived right since its establishment to bring as much access to higher education as possible in the remote and rural region in which the college is located. The college enrollment shows that about 75% students are girl and about 90% students are from backward and weaker classes of the society .So , the college addresses the higher educational demands of underprivileged sections of the society .The college has renovated the women students washrooms. Clean drinking water facility is also in place .To cope with the frequent power cuts the college has purchased high power electricity generator.

Our institute is situated in rural areas though the students having skill in different fields , they did not get the platform to explore their skill and hidden potential .So our college has to provide platform , intension behind it to provide best opportunities for new comers to start their carrier in music and singing. All the new artist overall from Vidarbha came and show their performance. SWARANJALI is unique programme conducted in our college .Swaranjali is our institutional distinctiveness because such kind of activity does not take place in all over vidarbha. Our college has conducted Swaranjali every year that is one day before of our annual cultural gathering

The vision of the institute is to provide professional qualifications laced with technical skills .The institution also aims to achieve innovations in teaching learning research , extension, and best practices , through activities like visits , on site learning , field trips, field work , projects and surveys . To achieve the following initiatives are undertaken .Teaching learning tools includes various ICT tools used in college apart from chalk and board as follow.

Various research activities are conducted by different

departments as well as undertaking different extension activities through NSS in order to inculcate the habit of helping the society among students such as visit to old age person , helping senior citizens , conducting various awareness programmes regarding health camps , blood donation camp, checking blood groups , self employment knowledge ,etc. for nearby areas and also this is beneficial to the society .

The institution has collaborated with different agencies to exchange through MOU. The college magazine is published annually by the institution .The institution also runs a study center YCMOU that provides a platform for education to the students who cannot attend the college regularly .The language lab is useful for enhancing the communicative skills for the students. The science lab are rendering service to the UG as well as PG students .The institution has started PG programmes in arts , commerce and science subjects because most of the students facing numerous problems for pursuing post graduation in their subject .There was no availability of the PG institution in the vicinity hence they had to join the PG institutions located at far distant places. The institution considered this problem very seriously and decided to start PG course in order to fulfil the educational thrust of the students. This was not an easy task for the institution as there was the unavailability of PG laboratory especially for science subjects , besides there was no financial support from the government funding agency .However , due to the support and co operation of the management , the institution could able to built well equipped labs for the science subjects . The institution has a special cell, Complaint Committee (ICC) to empower the girl students, which provides them safety at their college . In addition, ICC also provides legal training to the students about many important laws useful in their day to day life.

A well equipped and student friendly physical education department has huge ground and other facilities, which provide avenues for the participation of the students in sporting activities .

.Some faculty members are rendering their contribution in board of studies (BOS) of the affiliated university, which designs the curriculum of their respective subjects in the university 24 teachers out of 29 are Ph.D. holders.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

To start Ph.D. Programmes Considering the demand and growth of technical education in this region , this institute has planned to start Ph.D.Programmes in all eligible departments by seeking permission from affiliated university .

To start new UG Programmes in upcoming technologies

Considering the demand and growth of technical education is present scenario , the institute is planning to start new programmes in UG .

To increase the number of organization of National and international conference , seminar , ,work shop .

Construction of auditorium for 1000 Students Capacity .At present the institute has only one auditorium of capacity around 100 audiences .Considering the present /future intake of this institute it is essential to build a big auditorium .Therefore . this institute has planned to construct the big auditorium of capacity around students .