Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) andSubmission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.*(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

| 2017-2018 |

1.Details of the Institution

| 1.1 Name of the Institution | RANI LAXMIBAI MAHILA MAHAVIDYALAYA |

| 1.2 Address Line 1 | SAWARGAON NEAR MSEB OFFICE |

| Address Line 2 | CHICHOLI ROAD   TEH-NARKHED |

| City/Town | NAGPUR |

| State | MAHARASHTRA |

| Pin Code | 441306 |

| Institution e-mail address | rlmmahavidyalaya@yahoo.co.in |

| Contact Nos. | 07105- 237306 |

| Name of the Head of the Institution: | Dr. AJAY Y. KARKARE |

| Tel. No. with STD Code: | 07105- 237306 |

Mobile:

9823010398

Name of the IQAC Co-ordinator:

Dr.Rajeshree N. Kadu

Mobile:

9765344099

IQAC e-mail address:

rlmmahavidyalaya@yahoo.co.in

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

MHCOGN19603

OR

1.4 **NAAC Executive Committee No. &Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no.is available in the right corner-bottom
of your institution's Accreditation Certificate)

1.5Website address:

www.rlmmsawargaon.org

Web-link of the AQAR:

www.rlmmsawargaon.org/AQAR
2017-18.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.01	2016	2021
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7Date of Establishment of IQAC : DD/MM/YYYY

01/07/2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR____2016-17 14/10/2016   (DD/MM/YYYY)
   ii. AQAR_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State Central ☐   ☐   ☐

     Private ☐

Affiliated College   Yes   [✓]   No ☐

   Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   (eg. AICTE, BCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women [✓]

    Urban   Rural [✓]   Tribal ☐

Financial Status Grant-in-aid [✓]   UGC 2(f)   UGC 12B [✓]   [✓]

    Grant-in-aid +Self Financing Total Self-financing ☐

1.10 Type of Faculty/Programme

Arts [✓]   Commerce ☐   Law ☐   PEI(PhysEdu) ☐   ☐

    TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

    Others(Specify)   .

1.11 Name of the Affiliating University *(for the Colleges)*   RashtrasantTukadojiMaharaj Nagpur University, Nagpur

1.12Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme

UGC-Special Assistance Programme   DST-FIST

 UGC-Innovative PG programmes   (*Specify*)

UGC-COP Programmes   ✓

2.IQACComposition and Activities

2.1No. of Teachers

06

2.2No. of Administrative/Technical staff

03

2.3No. of students

01

2.4No. of Management representatives

01

2.5No. of Alumni

01

2. 6No. of any other stakeholder and

community representatives

01

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

13

2.10No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. | 03

Non-Teaching Staff /Students | 03 | Alumni | 01 | Others

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 0 | International | | National | | State | | Institution Level | 2

(ii) Themes | USE OF ICT FOR QUALITY ENHANCEMENT

2.14 Significant Activities and contributions made by IQAC

The IQAC played an active role in internalizing a culture of quality within the institution. This culture was maintained and sustained by several initiatives taken by the Cell through the year. Orientation sessions were conducted for the students and periodic meetings/ discussions with department faculty members were conducted to collate. The data are pertaining to various activities of the departments. The writing process was carried out by the different committees, led by a member of the IQAC.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Admission • Increase the admission	87% seats filled during the academic year 2017-18
Academic • Conduction of short courses • Arranging Guest Lectures • Faculty Publication • Utilization of Budget Allocated	Reached the maximum target as per action plan

Library • Increasing the volumes of books and periodicals	Sufficient book volumes and periodicals added
Physical Education • Encouraging students to participate in external events and won the medals	Around **70 students** have participated in state/University level sports activities and have won 1 **medals**
NCC and NSS • Provide opportunities for the students to develop their organizing skills	Sufficient Opportunity provided for NCC and NSS students.

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management   [√]   ate   Any other [ ]   [ ]

Provide the details of the action taken

The management has asked to make institutional progress by the development of the students. Academic audit was conducted yearly once in the managment and various plan implemented to strengthen the academic progress

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma				
AdvancedDiploma				
Diploma				
Certificate				02
Others				
Total	01			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes	
Semester	B.A.	✓
Trimester		
Annual	B.A. III	

1.3 Feedback from stakeholders* Alumni ☐ ✓   Parents ☐ ✓   Employers ☐   Students ☐ ✓
   (On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)   manual

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Following Rashtra sant Tukadoji Maharaj Nagpur university syllabus.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	04	02	1	

2.2 No. of permanent faculty with Ph.D.

> 05

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty
	01	

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	nil	08	01
Presented papers		3	2
Resource Persons		01	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The College adopts ICT enabled teaching, learning and evaluation process and has created a new learning ambiance and opportunity to students.

Encouraged more interactive sessions between the students and the staff members and is made effective through 'Peer Group Interaction', Question answer sessions, Group Discussions, Problem Solving and interaction with senior students and faculty members both formally and informally. Enable students to revise and clarify doubts while preparing for examinations

2.7 Total No. of actual teaching days
During this academic year

| 200 |

2.8 Examination/ Evaluation Reforms initiated by
the Institution(for example: Open Book Examination,BarCoding,
Double Valuation, Photocopy, Online MultipleChoiceQuestions)

Open book exam at college level

Online evaluation at university level

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

| NIL | NIL | NIL |

2.10 Average percentage of attendance of students

| 80% |

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.AI SEM I	107					69.25%
B.A. I SEMII	94					73 .13%
B.A.II SEM III	61					80 %
B.A. II SEM IV	60					91.67%
B.A III	71	01	03	34	14	73.24%

2.12How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

   The IQAC conducts regular meeting with faculty members to analysis students' performance based on Internal Assessments. It also suggests corrective and preventive actions to improve students' performance in the learning process.

The IQAC regularly monitors Theory classes in coordination with the academic audit.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	01	0	0
Technical Staff				

Criterion – III

3.Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC made it mandatory to publish at least two research papers It also motivates faculty members to do research publications, articles, reviews and books

.Providing research based infrastructure/ facility for teachers.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects…………..

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals	12	06	04
Non-Peer Review Journals			
e-Journals			
Conference proceedings	12	06	04

3.5 Details on Impact factor of publications:

Range [1-5.4]   Average [3.5]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)				
Total				

3.7 No. of books publishedi) With ISBN No.Chapters in Edited Books

| 01 |

 ii) Without ISBN No.

| 0 |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE   CE | | Any Other (specify) | | | |

3.10 Revenue generated through consultancy | NIL |

3.11No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					1
Sponsoring agencies					COLLEGE

3.12No. of faculty served as experts, chairpersons or resource persons | 1 |

3.13No. of collaborations International   National | | Any other | | | |

3.14No. of linkages created during this year | NIL |

3.15Total budget for research for current year in lakh.

From Funding agency   From Management | NIL | University/College | NIL |

Total | NIL |

Type of Patent		Number
National	Applied	NIL

3.16 No. of patents received this year

	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
NIL						

3.18 No. of faculty from the Institution
who are Ph.D.Guides
and students registered under them

01

04

3.19 No. of Ph.D. awarded by faculty from the Institution

2

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level   75   State level   01

National level [ ]   International level [ ]

3.22 No.of students participated in NCC events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

	University level		State level	
National level			International level	

3.25 No. of Extension activities organized

University forum		College forum	02
NCC		NSS	06	Any other	

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

       a.   Tree plantation

       b.   Junk Food awareness rally

       c.   Blood donation camp

       d.   AIDS/CANCER awareness rally

       e.   Beti Bachao Beti Padhao Abhiyan Rally

       f.

       g.   Gram Swachhata Abhiyan

       h.   Water conservation

Criterion – IV
4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8617.69 sq m			
Class rooms	253.72 sqmt			
Laboratories	Computer lab- 61.238 sqmt Library-86.53 sqmt			
Seminar Halls		141.89 sq.m		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Administration has been computerised as part of the College and library has been completely computerised enabling students and faculty to access books, journals and reference materials Smart Campus is real time Windows-based fully integrated software using LAN technology in our College. One can access the information,

Library

- Catalogue and register of books, Magazines, Project Reports, Journals.
- Entry Register
- Issue/Return/Renewal of books, magazines etc
- Author, publisher, binder and suppliers' details
- Lost book register
- Stock Verification
- OPAC search
- Reports- accession register, Issue / Return ledger, fine collected, overdue books etc
- Barcode integration

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4516	898243	164	32812	4680	931055
Reference Books	440	318625	513	256625	953	575250

e-Books						
Journals	24	27800	---	-----	24	27800
e-Journals						
Digital Database						
CD & Video	14	---	95	----	109	---
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	26	20				03	02	01
Added								
Total	26							

4.5 Computer, Internet access, training to teachersandstudents and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer training classes are organised for staff and studentsby the college. Students access internet and use computers for their subject to complete the projects given by the lecturers.

Internet facility (wi - fi) is available for staff and students.

The institution has received a proposal from IIT BOMBAY for self learning basic computer courses

Some students have completed these courses..

4.6 Amount spent on maintenance in lakhs :

i) ICT

8500/-

ii) Campus Infrastructure and facilities

27521/-

iii) Equipments

3340/-

iv) Others

147440/-

Total :

186801/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Internet facility with Wi-Fi connectivity is made available throughout the campus to support the students in enhancing their knowledge with easy digital access.
- Fresher's day, where in all the coordinators & conveners of different committees briefed the students about curricular & extracurricular activities for the first year students.
- Subject wise special coaching classes for slow learners are conducted during the InternalAssessment test for slow learners.
- National Service Scheme [NSS], & other clubs encourage the students to take part in community development activities.
- The undertaking of Anti ragging committee Affidavit is being automated
- Various programmes like Entry into service, Remedial courses etc. are organised.
- Medical Camp was organised for the students and the staff.
- Career Guidance programmes have been conducted.
- Monetary Awards are given to meritorious students by the college.

5.2 Efforts made by the institution for tracking the progression

- IQAC department keeps the record of the students who take admission in P.G. classes after completion of graduation.

- Students appearing in competitive exams are asked to register name in IQAC department.

- Passed out students are enrolled in the Alumni Association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
209			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
0	

Women

No	%
209	100

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged		Total	General	SC	ST	OBC	Physically Challenged	Total
40	41	20	147			248	32	31	21	125		209

Demand ratio   1:1 Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Establishment of Career guidance cell
- Coaching for competitive exams
- Library is enriched with books of competitive exams.
- Computer lab is open for e-resources
- Guest lectures on competitive exams are organised
- Guest Lectures organised by the faculties.
- Students club are set up for various activities

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	7

5.6 Details of student counselling and career guidance

Counselling services are made available to the students in academic, personal, career, phycho-social etc. in the institutions. For the advancement of students career, a career guidance and counselling cell is established which is supervised by faculties. This cell provides career related information to the students from time to time. Academic counselling is also provided to weak students by organising special classes by the selected mentors. The college has a structured mechanism for career guidance of its students. This cell collects all the necessary details and information relating job opportunities in various sectors.

No. of students benefitted

65

5.7Details of campus placement

	On campus		*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

- Women Development Cell of college organizes programmes to enhance the confidence level of girl students for their empowerment in the society.
- International Women's Day was celebrated in college, which is an opportunity to appreciate the remarkable contribution of women to our society.
- Personal and academic related problems of women are counseled and solved

5.9Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level   64   National level ☐   International level ☐

No. of students participated in cultural events

State/ University level ☐   National level ☐   International level ☐

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level   01   National level ☐   International level ☐

Cultural: State/ University level ☐   National level ☐   International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	153	2,92,408/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12No. of social initiatives undertaken by the students   [05]

5.13 Major grievances of students (if any) redressed: __NO MAJOR GRIEVANCES

Criterion – VI 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institute
The girl students of rural and backward classes in and around of this institution shall acquire higher education and make their career with thorough development is the prime vision of this institute. After passing S.S.C. girl students and their parents were not able (psychologically and economically) to provide higher education to their wards. Keeping in view, the founder of this institute determined to set up an institute that will cater higher education facility nearest to them.

Mission of the Institute

- To cater higher education to girl students irrespective of social and economical status, caste and creed, region and religion to stand on their own feet in the society.
- Try best for thorough development of the students by curricular/ extra-curricular and extension activities.
- Encourage to develop sense for activities on social, economical and educational problems so as to build up healthy society/nation.
- To make them globally competent and responsible citizen of India.
- Good Mothers are the foundation of a strong nation. So, the principal mission of the instruction is to produce " Good Mothers".
- To equip the students with necessary tools which will help them to be self-reliant in their future life.
- To remove the feelings of alienation from the minds of the students towards mainstream India.

6.2 Does the Institution has a management Information System

Smart campus is a real time Windows-based fully integrated software works using LAN technology in our College. One can access the information anytime. And most importantly, this information can be easily shared with authorized users and records can be easily searched. Reports pertaining to the records can be easily generated Modules For the same are on follows:
Modules
1. Admission
2. Academics
3. Fees / Dues
4. Examination
5. Library
6. Payroll
7. Notifications (Email / SMS)
8. Report Generator

6.3 Quality improvement strategies adoptedby the institution for each of the following:

6.3.1   Curriculum Development

Our institution is affiliated to the Rashtra Sant Tukadoji Maharaj Nagpur University, Nagpur and is mandated to follow the University Syllabi designed by the respective Board of Studies of the University

6.3.2   Teaching and Learning

- Innovative practices in teaching are encouraged.
- Seminars, workshops, special lectures are organised on a regular basis.
- ICT enabled teaching & learning is encouraged.
- Remedial classes for weak students are arranged.

6.3.3   Examination and Evaluation

- Online Enrolment of the students
- Online submission of examination forms
- Online issuance of Hall tickets
- Online declaration of result
- All these activities are implemented as per University Norms.
- College also conducts terminal examination at the end of syllabus.
- Faculty conduct oral test in the classes

6.3.4   Research and Development

- The college in order to promote the culture of research instituted a Research Committee.
- Various departments have organised seminars, workshops, special lectures to inculcate the spirit of research among the staff and students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is equipped with OPAC and computerized list is made available for students.
- Class rooms are equipped with projectors and smart boards
- Computer lab has been installed. Internet broadband service is provided. Office is computerised.
- Water Filter machine is available.
- Well equipped gymnasium is made available
- All the sports material is made available.
- Availability of Wi-fi in the campus

6.3.6 Human Resource Management

The quality improvement strategies of the institution in the field of Human Resource Management are as follows:-
- Increasing faculty's skills and abilities.
- Promoting positive attitude and motivation.
- Providing faculties with expanded responsibilities to fully utilize their dormant skills and talents.
- Valid selection method to recruit skill faculties and non-teaching staff.
- Providing training to faculties to update their existing knowledge base.

6.3.7 Faculty and Staff recruitment

The Appointments of faculty and staff is strictly as per UGC/Government norms regarding qualifications and experience.

6.3.8 Industry Interaction / Collaboration

MoU's have in effect for collaboration with nearest institutions, Gram Panchayat and Public Health Deparment.

6.3.9 Admission of Students

- The college follows the rules and regulations for admission as fixed by the affiliating University.
- Admission of students is transparent as per "First come first serve basis".
- For the convenience of the students seeking admission, the college has its own web-site from where the students can gather the required information.

6.4 Welfare schemes for

Teaching	GPF facilities, Gratuity, Leave encashment, Paternity and Maternity leave.
Non teaching	GPF facilities, Gratuity, Leave encashment, Paternity and Maternity leave.
Students	Post-Metric Central Scholarship, Merit Cash benefits. All other government scholarship.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes [✓]   No [ ]

6.7 Whether Academic and Administrative Audit (AAA)have been done?

Audit Type	External	Internal	Authority
Academic	Yes	yes	LMC, IQAC
Administrative	No	yes	Governing Body

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes [✓]   No [ ]

For PG Programmes   Yes [NA]   No [NA]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- The college has an Alumni Association and its registration is in process. Its activities limits itself to internal fund raising for the welfare of the college, motivating the fresher's during the orientation period, organising get-togethers, taking part in institution's cultural activities etc.
- Some of the Association's physical contribution towards this institution is like donating books for the library purpose; furniture's like book case, dustbins etc.

6.12 Activities and support from the Parent – Teacher Association

- Parents meeting are organized.
- Teachers communicate with parents whenever required to discuss problems related to their wards and to seek their suggestions for improvement.
- Parents and teacher try for the betterment of the students.
- Parents are supportive to send their wards to the NSS camp organized by the college.

6.13 Development programmes for support staff

The institution plays a significant role to enhance the professional development of its teaching and non-teaching staff are:
- Computer Training is organized.
- They are encouraged to attend the trainings for their development.
- Health Awareness programs are arranged.
- Library and Gymnasium is free to use.
- Computer lab is open for all.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The institute is a GREEN CAMPUS
- Initiatives by each teacher and students to plant at least one plants.
- Tree Plantation drives are regularly held at the institute.
- Dustbins are placed all around the campus so that students do not litter.
- Use of solar energy in solar plant for electricity generation,
- Ban on use of plastic in the institute.
- E-WASTE management is introduced to all.
- The NSS cell of the college undertakes regular social work inside and outside the college campus.
- Rain Water Harvesting.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic yearwhich have created a positive impact on the functioning of the institution. Give details.

- Open book test examinations
- Teaching in natural surroundings
- Semester pattern introduced by the University
- Study tour for the students

7.2Providethe Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Organized extra co-curricular activities throughout the academic year

- Imparting knowledge through ICT to the students by the faculty members.

- Parents meet and alumni meet conducted

7.3 Give two Best Practices of the institution*(please see the format in the NAAC Self-study Manuals)*

1. **Building up moral education by setting up mentor students**
2. **Higher educational opportunity for rural area girl students**

   See annexure i), ii)

7.4Contribution to environmental awareness / protection

Importance of toilet (OPEN defecation free GRAM)
E-WASTE management
Tree Plantation Program
Solar Energy
Green Campus

7.5 Whether environmental audit was conducted?   Yes ☑ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOC Analysis of the Institution

Strength

- Well qualified Teaching faculty
- Proactive Management Support
- Availability of Infrastructure
- Career guidance cell

Weakness:
- Academic dependence on university.
- Students are married as early as possible
- Low employment opportunities
- Low Parents support to their wards

Opportunities:

- Imparting education to the rural students especially girls.
- To prepare rural students for the civil service examinations.
- To develop mental faculties of the students.
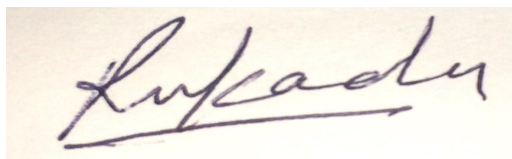- To provide each single opportunity to the best one.

CHALLENGES:

- To urge the parents not to marry their wards so early
- To capable the students for employment
- To develop the students mental faculty and prepare them for the new world outside.
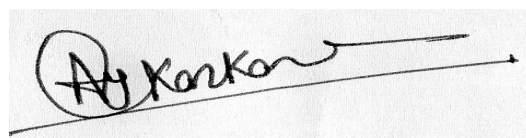- Growing number of educational institutes.

8.**Plans of institution for next year**

Future plan:

➢ **To organize national conference/seminar/workshop.**

➢ **Skill and career oriented programmes.**

➢ **Spoken English classes will be organised.**

➢ **To build confidence of student to prepare for appearing various competitive exams through guidance.**

➢ **To organize educational tour**
➢ **Arrangement of spoken tutorial courses**

➢ **To invite eminent persons in the department For guidance**

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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2) BEST PRACTICES

BEST PRACTICE – I
TITLE OF THE PRACTICE: Building up moral education by setting up mentor students

GOALS:

1. To nurture civilized qualities of commitment, promise, accountability, cooperation, mutual understanding, assistance, and devotion for work.
2. To build student-teacher friendly atmosphere.
3. To encourage slow learners by motivating for the good academic performance.
4. To improve regular attendance of the students by encouragement and motivation.
5. To nurture leadership among the students.

CONTEXT:

The institute envisages empowering students adding moral education to their knowledge. It is built up on the idea of developing rural area students by imparting value added education. It is the sole higher educational institute imparting education facility for the girl's students. The admitted students come from various nearby villages with a sense of enhancement, improvement and overall development. With a poor economic background, they develop a sense of poor academic growth. Lacking urbanization, students fell among the various personality traits. Most of the guardians are farmers and students lack sometimes leadership qualities. This affects the student-teacher relationship. To eradicate such behavioral practices, the institute plans and practices the extracurricular activities for the betterment and development of the students. The main objective of the practice is to mould the students into a good civilize person by helping them with moral education and infusing leadership qualities among them. The teachers make the learning students centered and friendly so the students may cope with teachers in a friendly atmosphere. It is often practiced to improve regular attendance also. The institute has a monitoring system which helps the students to make a regular attendance. The institute provides teachers liberty to carry out extra classes to bring slow learners into main stream.

THE PRACTICE:

The teachers note three students from each class in each academic year to make as mentor for other students. It is made clear that they infuse as an example in terms of civilized qualities of commitment, promise, cooperation, assistance and mutual understanding for everyone. Teachers are notified to make student friendly enviournment by organizing fresher's welcome program. Feeling comfortable in a student-teacher friendly atmosphere, they are nurtured with the leadership qualities. It is reminded of that regular attendance of these students will encourage and motivate the irregular students. In case of slow learners, they are advised to follow these students. They are laden with academic responsibilities such as maintaining silence in the class, organizing programs with teamwork, handling classes in absence of a teacher, keeping constant contact with each classmate and informing about irregular students to the respective teachers.

One teacher for one class serves the purpose. Each teacher keeps note of these students and they are awarded in prize distribution programs.

The benefit of the practice brings affront these mentors and set them as role model for other students. It is noticed that the students follow the civilized qualities of the mentor students such as discipline, commitment, cooperation, mutual understanding and assistance. Keeping constant contact with the students, a number of students avoid irregular attendance. The slow learners get inspiration and motivation and also attend extra classes with remedial classes bringing themselves in the main stream. Following the traits of mentor students, most of the students learn leadership and management system by participating actively in the academic programs.

EVIDENCE OF SUCCESS:
With the help of this practice, the institute notes a remarkable change in the academic performance of the students. In a teacher- student friendly atmosphere, students begin revealing themselves. They openly praise the good and criticize the shortcomings of the institution. They develop a sense of responsibility for the institution and for the society to make a change in their respective area. The mentor students help the slow learners to achieve good academic performance. The regular attendance increases and lightens the irregularity. A number of students from slow learners score good marks in university exams. Motivation and encouragement plays a vital role through mentor students.

BEST PRACTICE – II
TITLE OF THE PRACTICE: Higher educational opportunity for rural area girl students

1. To bring economically and socially backward girl students into main stream of higher education
2. To avail opportunities of self independent
3. To impart quality education for the overall personality development of the girl students
4. To provide opportunities of employment and post graduation

CONTEXT:

There is no special undergraduate college for girl students in and around Sawargaon village. The HSSC passing out girl students have no facility for undergraduate degree education. Most of them leave out college education and get married at early age of eighteen. They are immature ones to face life challenges at an early age. There are a number of bright girl students wanted to acquire graduate degree and become self independent by finding employment on the basis of graduate degree. They also want to earn post graduate degree by passing out graduation. 99% of the students fall into backward category as they are economically and socially backward and they have fewer opportunities of quality education in and around Sawargaon. Learning the facts, institute strives hard for the betterment of these students. The institute offers first come first serve admission procedure for the students keeping in mind no cut off criterion for the admissions.

THE PRACTICE:

To fulfill the dreams of higher education of the students, the institute admits the girl students without any pre exam. The very quote 'First come First serve' is followed by the institute for the admission process. No extra fee is included while admission process. By providing quality education through qualified teacher staff, the institute works diligently for the overall personality development of the girl students. Various programs are organized during academic session for the students' betterment. The teaching learning process is enhanced with the help of smart board, projector stimulating audio visual practice. The library is enriched with competitive books and employment resources. It is made available for the students and alumni also. The girl students are guided to study post graduation after completing graduate degree.

EVIDENCE OF SUCCESS:

This practice helps a lot to the economically and socially backward students. They are happy to receive admission in the institute of girls only as a safe place to study higher education. They expressed their gratitude in the alumni programs and also in the farewell programs. Some of the students get

married after their graduation but most of them follow their dreams of post graduation and preparing competitive exams as an employment opportunity. They approach library and borrow books for study. It is noted that the girl students find employment opportunities after their graduation in various fields.

Annexure III

RANI LAXMIBAI MAHILA MAHAVIDYALAYA,SAWARGAON

ANALYSIS OF FEEDBACK OF TEACHERS BY THE STUDENTS

ACADEMIC YEAR 2017-2018

Sr. no	No. of teachers	Excellent	Very good	Good	Average	Below average
Communication skill	08	02	04	01	01	Nil
Presentation skill		02	04	02	NIL	Nil
Evaluation		03	04	01	NIL	Nil
Knowledge of subject		03	04	01	NIL	Nil
Punctuality		04	03	01	NIL	Nil