



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Vivekanand Arts, Sardar Dalipsingh Commerce & Science College
• Name of the Head of the institution	Prof. Dr. Wanare R.S.
• Designation	I/C Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0202365900
• Mobile no	9423148553
• Registered e-mail	principal@vivekanandcollege.edu.in
• Alternate e-mail	naac@vivekanandcollege.edu.in
• Address	Samarth Nagar
• City/Town	Aurangabad
• State/UT	Maharashtra
• Pin Code	431001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid
• Name of the Affiliating University	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
• Name of the IQAC Coordinator	Dr. Lingampalle D.L.
• Phone No.	02402365874
• Alternate phone No.	9823820454
• Mobile	9423154711
• IQAC e-mail address	naac@vivekanandcollege.edu.in
• Alternate Email address	registrar@vivekanandcollege.edu.in
3.Website address (Web link of the AQAR (Previous Academic Year)	https://vivekanandcollege.edu.in/uploads/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://vivekanandcollege.edu.in/uploads/Academic%20Calendar%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B	2.43	2021	02/02/2021	01/02/2026
Cycle 1	B++	Nil	2004	16/02/2004	15/02/2009
Cycle 2	A	3.36	2011	16/09/2011	15/09/2016

6.Date of Establishment of IQAC 02/08/2004

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
Nil	NA	NA	NA	NA

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Completed assessment cycle 3 by NAAC		
ISO certification process completed		
ICT Based Teaching methods strengthened		
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
To form various annual committees	Annual committees framed
To prepare Academic Calendar	Academic Calendar prepared
To prepare Plan of Actions for Teacher and HOD	Plan of Actions for Teacher and HOD prepared
To arrange Unit Tests and Tutorials	Due to Covid-19 pandemic assignments were exercised online
To arrange activities for slow/advanced learners	Couldn't executed due to Covid-19 pandemic
To arrange student G.D., Student seminar	Couldn't executed due to Covid-19 pandemic
To organize Pre-knowledge (Content) test	Couldn't executed due to Covid-19 pandemic
To conduct feedback on syllabus from student, teacher, parent categories	Couldn't executed due to Covid-19 pandemic
To conduct feedback on teaching from students	Couldn't executed due to Covid-19 pandemic
To conduct Tests on CO attainment	Couldn't executed due to Covid-19 pandemic
To organize seminar/workshops	Online webinars organized
To arrange environment conservation related activities	Preexisting environment conservation practices were continued

13. Whether the AQAR was placed before statutory body?	No
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
College development committee	Nil

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2020-21	09/03/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1	45
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	5170
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1936
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	1687
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	76
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	95
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	173.26902
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	102
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institute is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. It follows the curriculum designed by the University. In the beginning of academic year, the College prepared Academic Calendar (which incorporates schedule of curriculum delivery). Due to covid lockdown period, the teaching was done through online mode as per the guidelines of the affiliating university and state government rules (the teaching was done through GOOGLE CLASSROOM, TELEGREAM, ZOOM and GOOGLE-MEET platform).

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Each year, the College prepares academic calendar, which incorporates schedule of tests and assignments under CIE programme. Also, the academic calendar is communicated to all teaching faculty in the beginning of each academic year. The internal evaluation was not fully followed due to covid pandemic during the year 2020-21.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
B. Any 3 of the above
 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

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

1.2 - Academic Flexibility

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

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

18

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

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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

of students during the year

0

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

1.3 - Curriculum Enrichment

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

The College is affiliated to Dr. Babasaheb Ambedkar Marathwada University. It follows the curriculum designed by the University. The University curriculum includes gender equality, environmental awareness, human values and professional ethic, etc. Gender related issues: Following programmes incorporates gender related issues- BA History III year: Women's struggle in modern India- Measure issues and conceptions of women's problems in nineteenth century, women and social struggle, women and law MA History II year: Society and culture in medieval India- Gender relation, position of Women BA Economics I year: Indian Economy Gender related development index

BA Political Science III year: Feminism MA Public Administration I year- Women welfare, empowerment, women protection act, women participation in administration- improvement scope Environment and Sustainability: MA Economics I year: Environmental economics- Environment, ecology, environmental problems and measures BA Economics II: Economics of development- Natural resources- renewable and no-nrenewable resources BA Public administration III year: Recent trends in public administration and important laws- Environment protection act 1986 Human Values: BA Political Science I year: Basic concepts of Political science- Liberty, equality, justice Professional ethics: BSc Computer science III year: Ethics and cyber law MSc Computer science I year: Ethical principles, professional ethics and responsibilities and norms of the Programming practices MCom II year: International marketing- Marketing ethics

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.	View File

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

E. None of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

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

2187

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

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

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

1888

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Each year, after admission process, each department conducts Entry level test for first year studentsto identify slow and advanced learners. This year, the college, was unable to undertake this activity due to covid pandemic.

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

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

Number of Students	Number of Teachers
5170	76

File Description	Documents
Any additional information	View File

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

This year, the college, was unable to undertake student centric methods of learning due to covid pandemic lockdown period. Only participative learning was exercised through Google-Meet and Zoom platform to some extent.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Teachers used following apps for development of E-Content:-
Kinemaster, DU Recorder

E-Platforms used for launching of academic videos:- Google Classroom, YouTube, Telegram

File Description	Documents
Upload any additional information	View File
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

73

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

2.4 - Teacher Profile and Quality

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

76

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

51

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

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

2.4.3.1 - Total experience of full-time teachers

1167

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

2.5 - Evaluation Process and Reforms

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

This year, the College was unable to undertake internal assessment fully due to covid pandemic.

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

The College was also unable to follow the mechanism to deal with grievances related to internal examination fully due to covid pandemic.

File Description	Documents
Any additional information	No File Uploaded
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.

The Programme Outcomes for all undergraduate programmes, Programme Specific Outcomes and Course Outcomes for all optional subjects of undergraduate programmes, along with PSOs and COS of all postgraduate programmes have been prepared by the faculty of the College, which have been displayed on the College website and also in respective departments. Link of the statements of POs, PSOs and COs of all undergraduate and postgraduate programmes is available on the College website:

<http://www.vivekanandcollege.edu.in/uploads/learningoutcomes.pdf>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.vivekanandcollege.edu.in/uploads/learningoutcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College was also unable to undertake this activity due to covid pandemic.

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

2.6.3 - Pass percentage of Students during the year

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

1251

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	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://vivekanandcollege.edu.in/uploads/Analysis_Student_Satisfaction_Survey_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)

5

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

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

3.1.2.1 - Number of teachers recognized as research guides

30

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

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

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

1

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

3.2 - Innovation Ecosystem

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

College have well established innovation ecosystem through which research and innovation activities are facilitated. The College have

constituted 'College Research Council'(CRC) which is headed by a senior professor. The College promotes research activities of the individual teacher and incentivises them for participation in seminars/conferences. The College encourages departments and teachers to organize conferences, workshops, seminars and also provides financial assistance for organization of the same. The College promotes to submit Major and Minor Research Projects to various funding agencies by regular notices and meetings. For promotion of research activity of the faculty and research scholars, College provides material resource such as well equipped Central Research Facility (CRF) with sophisticated instruments including HPLC, UV spectrophotometer, IR Spectrometer, Digital Viscometer, Microwave Synthesizer. etc, for science departments and SPSS statistical analysis software for all departments. There are two research centres available at the Department of Chemistry and of Commerce. The well established Central Library provides reference books, research journals, N-list, Del-NET and remote access research e- journals. Thirty teachers are research guides .

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

70

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

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

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

6

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Due to lockdown policy, the College was unable to undertake

extension activities. In view of Covid pandemic situation, College had distributed N 95 grade face masks among staff and students.

File Description	Documents
Paste link for additional information	Nil
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

0

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

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

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

01

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

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

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

21

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

3.5 - Collaboration

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

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

1

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

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

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

0

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

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 College is located at the central place of the city sprawled on four acres. The College Central Library consists of sufficient number of books (79077). The first floor of the Library accommodates reference books and text books as well. The Library has been provided with internet facility. Two reading rooms are made available for students. There are four buildings, named as wing A, B, C and D, in the campus having class rooms, laboratories seminar halls, and academic departments. There are thirty two class rooms and three seminar halls. The Laboratories are having sufficient number of equipments for conducting practicals. Eight class rooms/Labs have LCD projectors with internet connection. The Department of English is equipped with Language Laboratory. The College has a well equipped Central Research Facility having advanced instruments. Most of the computers available for teachers and students are of latest configuration.

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

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

The College has Sports, NCC, NSS and Cultural activity Department. The College campus is having separate ground for outdoor games. The sports facilities available for students are- Badminton, Holly Ball,

Kabaddi, Kho-Kho, Cricket and Basket Ball. The College has MOU with Sports Authority of India (SAI) an Institute of central government at Dr. Babasaheb .Ambedkar Marathwada University campus for indoor games and outdoor games. The College organized separate programmes for yoga for staff members as well as for students with trained teacher. The College has a separate unit for cultural activities with audio system and various allied musical instruments.

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

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

11

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

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)

60.3

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

4.2 - Library as a Learning Resource

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

The central Library is automated with the software SOUL.2.0.11. The software is working with six different modules like OPAC, Circulation, Acquisition, Cataloguing, Serial Control and Administration. All the books in Central Library are bar-coded for circulation. Library offers book circulation facility from eight counters. The Circulation module deals with all operations related to circulation of books, enrolment of library members, i.e. creation, deletion and modification of membership and maintenance. The OPAC module helps to search (books) for any type of the field such as title, author, subject, ISBN and subject headings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://vivekanandcollege.edu.in/Library_department.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

3.16114

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

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

No IT facility was updated during the current year.

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

4.3.2 - Number of Computers

133

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

46.33

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

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

Infrastructure Committee comprising a Convener and three other teacher members. The main thrust behind the formation of this Committee is to review status of physical, academic and IT infrastructure of the College and to recommend the pincipal about the augrntation and maintenance of infrastructure. The academic facilities are maintained by appointed lab attendants, lab assistants and peons. The daily maintenance of physical facilities,

i.e., the entire campus, classrooms and laboratories are done by house-keepers. For the security of campus, security guards are appointed through AMC. Maintenance of electric related work is done by appointed staff. The maintenance of physical infrastructure is done through approved vendors. AMCs have also been made with various agencies for:- CCTV maintenance, PRI line (for intercom), House-keeping, Pest control of library and entire College campus, Gardening, Repairing and maintenance of photocopying machines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://vivekanandcollege.edu.in/uploads/SOP_Maintenance.pdf

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

2169

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

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

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

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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)	View File

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

00

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

00

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

28

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

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

5.2.2.1 - Number of outgoing student progression to higher education

58

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	View File

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

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

3

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

5.3 - Student Participation and Activities

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

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

00

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

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

College Student Council has student representation as general secretary and as members. The Student council was not formed during this year due to covid lockdown.

File Description	Documents
Paste link for additional information	Nil
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

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

5.4 - Alumni Engagement

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

The College Alumni Association has been registered at concerned government commissionerate office. The Alumni could not contribute during this year due to covid pandemic period.

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

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 Vision and Mission statements of the Institute:

Vision: Education from roots to fruits

Mission:

- 1.To transform students to noble human beings
- 2.To motivate students for self reliance
- 3.To impart advanced learning programmes to make students excel in the modern world

Objectives:

- 1.To provide quality education to students with minimum cost
- 2.To promote education for the upliftment of unprivileged rural youth
- 3.To develop youth into ideal citizen of our nation
- 4.To enrich the students with range of personal and cognitive skills
- 5.Value inculcation and citizenship development
- 6.Tapping and channelizing potentialities

The governance of the College is reflective about effective leadership and is in tune with the vision and mission of the College. The Vision and Mission statements define the unique nature of the College in terms of addressing the requirements of students and society, providing various courses in all disciplines, development of perspective plans for the growth of the Institution. The Principal of the College works as head of various executive and academic bodies.

File Description	Documents
Paste link for additional information	https://vivekanandcollege.edu.in/vision.php
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 Institution practices decentralized and participative management by involving Principal, Vice Principal, Head of Departments, Faculty and supporting staff in day to day affairs. Internal Quality

Assurance Cell (IQAC) plays an important role in coordinating institutional activities. IQAC forms various working committees for smooth functioning of the Institute. The College Development Committee (CDC) works through participative management. Along with officers and members from management section, members from other areas, like, Teacher, HOD, IQAC and Administrative office category have been included. All these members participate in management proceedings. Internal Quality Assurance Cell (IQAC) consists of Principal as the Chairman, Management members, Administrative members, External members and faculty members. The main aim of IQAC is planning and execution of various activities for quality enhancement of various aspects of the Institute. It prepares effective and feasible academic calendar, annual work plans for teachers and HODs. For smooth functioning of various academic and other activities, various working committees have been formed by IQAC.

File Description	Documents
Paste link for additional information	https://vivekanandcollege.edu.in/uploads/ssr_data/6.2.2%20organogram.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Plan of the Institute is available on its website.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.vivekanandcollege.edu.in/uploads/ssr_data/6.2.1%20Strategic%20plan.pdf
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.

Governing body of the College is constituted as per the Maharashtra State Public University Act 2016, Section 97 and is renamed as College Development Committee (CDC). Principal of the College acts

as academic and administrative head of the Institution who is empowered to implement the policies of CDC. To facilitate the function of the Principal, administrative work is distributed to Vice-principals for academic administration and registrar for office administration. Vice principals monitor day to day academic administration of faculty through HODs of various departments. The registrar of the college runs office administrations through office superintendent and accounts, student and establishment sections. The IQAC is composed of various stakeholders of the Institution which is also playing important role in overall quality management. Recruitment of teaching and non-teaching staff is takes place as per Maharashtra State Government rules. The services of the recruited staff are governed by Maharashtra Civil Service Code-1981 and its amendments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.vivekanandcollege.edu.in/uploads/ssr_data/6.2.2%20Organogram.pdf
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	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

College Credit Coperative Society: Institutional management and administration has executed social welfare measures from very foundation of this Institution. 'Vivekanand Shikshan Sanstha Sevakanchi Sahakari Patpedhi' (VSSSP) was established by pioneers of the Institution. Presently it offers loan facility toteaching and non-teaching staff along with emergency loan (EL) facilty.

Group Life Insurance: All permanent employees working with the College have Group LIC scheme.

Fee concession for Institutional supporting staff: Institutional welfare measures are extended to the supporting staff (non-teaching staff). To reduce the financial burden of education fee of wards of supporting staff, the Institution grants 50% fees waiver for admission in various courses.

Government aided institutional welfare schemes: The Institute is a Government aided private College. Certain welfare schemes of the State Government are available to the teaching and supporting staff. These schemes include Medical Leave Maternity Leave/ Paternity Leave, reimbursement of medical bills, reimbursement of registration fees for attending conferences/ seminars, G.P.F. advance and withdrawal facilities, Gratuity and death cum gratuity scheme as per State Government rules and regulations.

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

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

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

00

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

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

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

00

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)	No File Uploaded

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

12

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

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

Institution has adopted performance appraisal system procedure for teaching and non-teaching staff. At the end of academic year, systematic evaluation is done to know the performance of staff members. Various criteria have been laid down to assess these abilities. Every approved faculty is assessed for his/her performance based on API scores (based on PBAS) proforma as per the UGC Regulations on Minimum Qualifications for Appointment of Teachers for aided colleges. The given score is verified and endorsed by Institutional IQAC committee. The IQAC scrutinizes structured formats and forwards them to the Principal for further procedures.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has been conducting external financial Audits yearly and it maintains its appropriate records. Institutional account is operated jointly by the Principal and the Secretary of the Governing body. External auditor conducts financial audit to verify correctness as per the rules and regulations prescribed by the University/Joint Director, Higher education, Aurangabad, applicable for Grant-in-aid colleges. On the basis of external audit, if any

error found are rectified by consultation with the College accountant with due consent of the Principal. All possible efforts are taken every year to maintain accuracy and transparency in Institutional financial management. At the end of financial year, all finance related reports are communicated to the University/Joint Director of Higher Education.

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

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

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

00

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)	No File Uploaded

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

The Institution has courses that are run on grant-in-aid basis as well as on self finance one. Expenditure incurred on salary is being received from state government as salary grant. The other expenses are met out of revenue obtained as tuition fees from students. The salary expenditure towards teachers of un-aided courses is borne by the Institution from the fees collected for these courses. The College encourages teachers to undertake research projects and thereafter, submits the proposals to various funding agencies to get research grants/funds.

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

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

Internal Quality Assurance Cell had arranged an Orientation programme on 'Quality Initiatives & Enhancement in Higher Education institutes' on 5th Jan, 2021, in collaboration with IQAC, Deogiri College, Aurangabd.

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

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

During the academic year 2020-21, due to covid pandemic, the teaching process was executed online. Faculty are asked to prepare E-content (academic videos) on the entire syllabus. Class wise Channels on Telegrams app were created. In addition to this, course wise Google Classrooms were also created for smooth communication with students.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

B. Any 3 of the above

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	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to covid pandemic situation, activities related to gender equity could not be arranged during the report year

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	Nil

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

C. Any 2 of the above

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

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

Solid waste management: The solid waste generated in the College can be categorized into organic and inorganic waste. The organic solid waste can be classified into leaf litters and paper waste. The Institution has established 14000L capacity unique waste processing plant in the College campus. The plant not only treats the solid waste generated in the campus but also converts it to Bio-energy. The organic solid waste generated in the campus is utilized as a feed for anaerobic digester. This waste is consumed by the microorganisms present in digester and leads to production of bio-methane. Disposal of Sanitary Napkins- Institution has installed incinerator for disposal of used sanitary napkins. Liquid waste management The liquid waste generated in the College can be categorized into, the sanitary water and the water discharged from laboratories. The sanitary water is carried with pipelines and sent to the common sewage treatment plant of the Aurangabad Municipal Corporation.

E-waste management: The electronic waste generated in the Institution is collected and kept in separate store room. After suitable time, the same is handed over to the authorized hazardous waste collection agency. In addition to this, the researchers of the Institution are working on bioremediation of e-waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

D. Any 1 of the above

of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

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

D. Any 1 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
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

D. Any 1 of the above

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

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

C. Any 2 of the above

5.

reading

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

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

Due to covid lockdown, the College was unable to take any initiative for the same.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

On 26 th November 2020, the College staff read collectively preamble to Constitution of India. Head of Dept. of Political Science, Dr. R.B. Shejul delivered special lecture on Rights and Duties of Indian citizen in the light of Constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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. **D. Any 1 of the above**

Annual awareness programmes on Code of Conduct are organized

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

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

Due to covid pandemic, most of the national days were celebrated with limited number of staff as per the state government guidelines.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

1. Title of the Practice: "Psychological Counselling"

Objectives:

- Help students in solving their problems
- Provide assistance to the students for knowing their interests, abilities, aptitudes and opportunities better
- Assist the students in choosing their education and professional career

The Context:

Counselling and guidance are needed to overcome the problems of students for optimum achievement and satisfactory adjustment in

various life problems. The Department of Psychology has been running the counselling centre to assist the needy students. This centre has been providing the counselling with active participation of teaching staff. The counseling is provided at no cost.

Facilities under Counselling Centre-

1) Intelligence testing 2) Personality measurement 3) Guidance for improvement in study 4) Stress management training

Evidence Success: In the year 2020-21, due to lockdown, the counselling was provided through phone (number of beneficiaries- 48). One of the faculty members (Dr. R.R. Shinde) was appointed by the local Municipal Corporation to provide counselling to the local society.

2. The second scheduled best practice 'Treasuring Images Film Society' was not able to execute this year due to the lockdown period.