



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SHRI NARENDRA TIDKE COLLEGE OF ARTS AND COMMERCE , RAMTEK
Name of the head of the Institution	Dr. Sangita G. Takkamore
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07114255140
Mobile no.	9423408291
Registered Email	shrinarendratidke@rediffmail.com
Alternate Email	sntcramtek@gmail.com
Address	Ambala Road , Ramtek , Distt Nagpur
City/Town	Ramtek
State/UT	Maharashtra
Pincode	441106

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Manoj M. Telrandhe			
Phone no/Alternate Phone no.		07114255140			
Mobile no.		9860663453			
Registered Email		shrinarendratidke@rediffmail.com			
Alternate Email		sntcramtek@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://sntcollegeramtek.com/wp-content/uploads/2020/01/AQAR-17-18.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://sntcollegeramtek.com/academic-calendar/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.82	2016	05-Nov-2016	04-Nov-2021
6. Date of Establishment of IQAC			03-Oct-2018		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1) Computer Literacy Programme 2) Financial Literacy Guidance 3) Competitive Exam Guidance 4) Career Orientation about Marketing Skill by MKCL 5) Celebration of World Womans Day for students and staff

[View File](#)

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	31-Jan-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1. In the beginning of academic year , college prepares its academic calendar which is uploaded on the college website also. The academic calendar is prepared in accordance to the norms , circular & notices issued from the Rashtrasant Tukdoji Maharaj Nagpur University , Nagpur. Students are informed about the academic calendar of the college through prospectus notifying the date of admission , commencement of session , winter & summer vacation , dates of internal examination , birth & death anniversary of renowned personalities , curricular , extension related & co-curricular activities. 2. Student orientation programme is organised to introduce them about the various college services which will support their educational & personal goals , to make them familiar with campus environment including teaching staff & college administrative staff and also about all the semester , subjects , pattern of question paper , internal assessment marks , extra curricular activities , extension activities , add on courses , sport & cultural activities , services of college libraries , scholarship , freeship , EBC concession . 3. Regular Principal Dr. Sangita Takkamore and Full Time Faculty member in English Mr. Swapnil Managhe are appointed during the session. 4. Workload is being allotted to all the faculty members as per norms. 5. The academic performance of the students is measured and monitored through internal test, class test, seminars and group discussions. 6. Students are encouraged to participate in extension activities like N. S. S. and N. C. C. through this they made aware about their social and national responsibilities and duties which supplementing the curriculum. 7. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 8. Tutorial classes are held in some departments within class routine hours for which separate attendance registers are maintained. 9. Teachers prepare their teaching plan according to the syllabus along with the number of lectures allotted for each unit or topic. 10. Besides the traditional chalk and talk method of teaching & learning , teachers use power-point method , group discussion , seminar , home assignments , etc. to demonstrate the topics as and when needed. 11. The students are given details of the syllabus as well as assignment works to be allotted to them at the very beginning of session by the concerned teacher of each subject and the same is being carried

out before the end of session. 12. Clock Hours Basis (C.H.B.) or contract teachers are appointed in the subjects where the workload remains after allotment or required for the specific subject.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Journalism , Certificate Course in Personality Development Communication Skill , Certificate Course in Spoken English		01/03/2019	42	To create job business opportunities	To develop the overall personality of the students

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

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

	Certificate	Diploma Course
Number of Students	50	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Sanskar , Unnati , Saksham	16/07/2018	85
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
The college has a structured mechanism of taking feedback of students on curriculum , on teachers and on parents. The students are given feedback forms and guided to fill it accordingly. After getting the feedback forms filled from the students and parents , it is analysed for the improvement of teaching and learning method to make it more fruitful.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ARTS	360	223	223
BCom	COMMERCE	360	282	282
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	505	0	9	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
No file uploaded.					

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

Every year, college organizes orientation sessions on the class commencement day for students of first semesters and explain the designing and implementation of the mentoring. Teachers are given all necessary

information related to the students. Departments maintain the records of class tests , surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance. Departmental teachers maintain interaction with students through individual meetings or social networking sites or as when needed. Teachers try to identify the problems faced by students and related issues. Time factor is a major constraint of the mentoring . To overcome this constraint, , teachers sometimes suggest students to provide the list of difficult questions and problems faced by them and then the teachers provide solutions to the students. In some departments, tutorial classes are also organized for students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
505	9	1:56

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	11	1	2	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Sangita G. Takkamore	Principal	Pankh Foundation
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ARTS	Semester	30/04/2019	26/06/2019
BCom	Commerce	Semester	30/04/2019	03/05/2019
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

College follows the rules , regulations guidelines laid down by the affiliating university. Students are given assignments , they appear for class test , oral (viva) for the internal assessment. Students are guided regarding the examination pattern of question papers answers.

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

An academic calendar is prepared at the beginning of an academic session. This includes the academic activities at the college level. The draft calendar is published in the college prospectus also on the college website. All the internal assessment tests are conducted as per the academic calendar. All sorts of other activities are conducted as per the plan. In case of any eventuality/emergency a particular event may be rescheduled with the permission of the head of the institution.

2.6 – Student Performance and Learning Outcomes

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

<http://sntcollegeramtek.com/student-performance-learning-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
01	BA	ARTS	31	14	45.16
02	BCom	Commerce	67	46	68.66
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2.7 – Student Satisfaction Survey

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

<http://sntcollegeramtek.com/student-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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No Data Entered/Not Applicable !!!

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Marathi	1	5
International	Commerce	2	5.78
International	Economics	1	5.13
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Marathi	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	9	3	3
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga	NCC NSS	10	79

Day			
Cleanliness Drive	NSS	10	67
Tree Plantation	NSS	10	73
Voter Awareness Program	NSS	10	85
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Environment Protection Scheme	Economics	Environment Pollution	1	61
Awareness Campaign	Commerce	Computer Literacy Campaign	1	57
Democracy Promotion Campaign	History	Lokshahi Pandharwada	2	71
Promoting Values	Marathi	Educational Films	2	107
Democracy Promotion	Political Science	Voter Awareness Program	2	113
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ECO BIO HERB PVT LTD BALAJI BIO REMEDIES , NAVARGAON	10/02/2019	To give training skill development program on compost fertilizer	10
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.19	0.19

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIB CLOUD	Partially	2.01	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10238	488489	318	87995	10556	576484
Reference Books	3116	341318	0	0	3116	341318
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	8302	1740281	320	88105	8622	1828386
Weeding (hard & soft)	0	0	0	0	0	0
Others (spe	7556	143630	2	110	7558	143740

cify)

No file uploaded.

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	12	5	2	2	1	5	0	2	1
Added	0	0	0	0	0	0	0	0	0
Total	12	5	2	2	1	5	0	2	1

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

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

Right from its inception, the college has been improving its infrastructure. Additional blocks for academic and administrative purposes have been constructed. Renovation of older blocks have been done to meet the ever changing academic requirements. The Head of the department mentions the assigned budget for procurement of different items which include sports items, books journals, equipment and contingency. Physical infrastructure such as telephone services, fire fighting equipments, CCTV surveillance etc. is also available in the college campus. The institution obtains the necessary requirements for any renovation, maintenance or purchase related requirements of class rooms, laboratories and other infrastructural resources. The wash rooms are maintained on a regular basis to maintain their usability. The

institution has formed a committee to oversee the procurement, maintenance, repairs and replacement of equipment like computers, laptops, projectors and others in the domain area of information technology across the institution.

Separate Reading Room is available for students and faculty members. The library has abundant books on various subjects and while ordering new ones, researcher's needs and recommendations are taken into consideration.

Newspapers, Magazines, etc. are also available. Information regarding the arrival of new resources available in the library is circulated to all the departments and also posted on the notice board. Periodic up gradation of books and journals are done according to the needs of the students and faculties of various departments.

<http://sntcollegeramtek.com/procedure-policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	GOI	535	623218
b) International	Nil	0	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Marathi Rajbhasha Divas	27/02/2019	177	College Level
Jagtik Suryanamskar Divas	12/02/2019	96	College Level
Constitution Day	26/11/2018	81	College Level
Youth Welfare Week	24/09/2018	87	College Level
International Yoga Day	21/06/2018	79	Pantajali Yog Samiti , Ramtek
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Competitive Coaching Guidance Career	175	152	0	0

Counseling

No file uploaded.

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	7	Bachelor of Arts	Arts	PGDT RTMNU Nagpur , Moris College , Nagpur , PWS College , Nagpur	Master of Arts
2019	22	Bachelor of Commerce	Commerce	DNC , Nagpur , LAD College , Nagpur , C. P. Berar College , Nagpur , Dr. Ambedkar College , Nagpur , S. K. Porwal College , Nagpur , G. S. College , Nagpur	Master of Commerce
No file uploaded.					

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

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

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

Activity	Level	Number of Participants
Cultural Activities (Essay Competition , Elocution Competition , Debate Competition , Quiz Competition , Dance Competition , Singing Competition)	Institutional Level	151
Sports Activities (Running , Slow Cycling , Shot put , javelin throw , Long Jump)	Institutional Level	65
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Student Council of the college is an elected body and always joins hands with faculty members and college administration to ensure overall development of the college. Developing a spirit of cooperation between Student Council and teachers has benefits for both. The Student Council can play an important role in recognising and supporting the work of teachers. Similarly the interest and support of teachers is of great value to the Student Council, particularly during the early stages of its development. The support and guidance offered by a teacher will be very useful to the Council when planning its activities. Participation of students in the students' council helps in the development of their organisational skills. The Student Council as a whole has responsibility of working jointly with the staff and consulting with all of the students in the college. The student council is a platform for the student community to associate in administration of the institute. It acts as a link between institute administration and Student Community. It also aims to develop the career personality and organisational skills of students through co-curricular extracurricular activities. A cultural festival and other such activities which are helpful to the student to develop their overall personality is being organised. The members of the council play a significant role in these activities. Students are also part of administration of the institution. They are represented in the IQAC.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings/activities organized by Alumni Association During the current session 2018-19. Encouragement of alumni to share their professional experience: The Alumni passed out from the college have achieved tremendous success in their respective fields. They gained a lot of professional experience from the ups and downs faced by them in their professional life. The alumni meet has always been a memorable get together between alumni and the teachers of the college wherein glorious moments were relived and valuable ideas were shared between alumni and the current students.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution provides operational autonomy to various functionaries in order to ensure a decentralised governance system. For this we have following two practices : 1) The organizational Hierarchy 2) Formation of Teachers committees. The institute has an operational organizational hierarchy as follows : Principal Level : Principal is the Member Secretary of CDC and Chairperson of the IQAC. He is at the apex of hierarchy. IQAC: Institution has an IQAC cell. The members of IQAC provide the institutional vision and mission and empowered to suggest administrative and developmental policies for quality assurance in academic and organizational frame work. Shift-in-Charge : The institute has appointed the senior faculty member of the college for the said to ensure proper functioning of the academic and student activities. HODs : Every department has head of the department for departmental planning and implementation. HODs are given representation in various committees / cells. Participation of almost all is ensured to give uniform exposure of duties for academic and professional development. The second practice of decentralization is the formation of teachers committees. Following are the different committees : Admission Committee , Examination Committee , Cultural Committee , SRC Committee , Library Advisory Committee , Parents Teachers committee, Anti-Ragging Committee , Alumni Association Committee, Placement Cell , Career Guidance Counseling Committee , Vishakha Committee , Grievance Redressal Cell , Research Advisory Committee , Discipline committee , Prospectus Committee , Magazine Committee , Result Analysis Committee , Students' Feedback Committee , Competitive Coaching Cell , Cleanliness Committee , The Principal in consultation with the teachers nominates different committees for planning and implementation of different academic, administrative, and student welfare policies. The various committees ensure to cater the diversified need of all the stake holders.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission process of the college is

	fully transparent and strictly follows the norms laid down by the affiliating university , Govt of Maharashtra UGC.
Industry Interaction / Collaboration	College has signed MoU with Eco Bio Herb Pvt Ltd Balaji Bio Remedies Navargaon through which the students are made aware about compost fertilizer. College is trying its best efforts in getting the direct collaboration with industry by overcoming all sorts of odds.
Human Resource Management	College does not have all its post filled but it tries to utilize available staff in optimum way.
Library, ICT and Physical Infrastructure / Instrumentation	New books have been added to the college library according to syllabus or requirements Computerization of college library is in process . Teachers are encouraged to use ICT in teaching learning . Physical infrastructure instrumentation is monitored , updated maintained with full support of administration.
Research and Development	Research committee motivates all the staff members to participate in research work like publishing research papers. Duty leave is sanctioned to the staff members to attend conferences, seminars of national international level.
Examination and Evaluation	Examination evaluation are done by the affiliating university and college staff members actively participate in these works. However , college level internal assessment is done by unit test , class seminar , project work and assignments.
Teaching and Learning	College tries to provide all the best possible facilities for teaching learning for the students by maximizing use of ICT , giving assignments , classroom seminar , etc. We also have committees for evaluation and improvement of teaching abilities of teachers by taking timely feedback from the students.
Curriculum Development	The curriculum is designed , updated revised by the affiliating university (R.T. M. Nagpur University , Nagpur). The syllabus of Short Term Certificate Course is designed by college.

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

E-governace area	Details
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<p>Finance and Accounts</p>	<p>The financial contents consisting of receipts of funds, projects, staff salary and all other types of purchases and payment of various utility bills and taxes are maintained by CMS in digital form. The implementation of CMS has made the maintenance of financial records secure, easily accessible for accounting and auditing purposes. Due to this work load of the office staff has been reduced and transparency has been achieved in all financial transactions. The availability of computer with accounting software and internet facilities has simplified the process.</p>
<p>Student Admission and Support</p>	<p>According to the norms laid down by the affiliating university , the college follows the admission procedure as per the schedule provided from time to time for UG courses.</p>
<p>Examination</p>	<p>The College has separate Examination Cell equipped with ICT tools to conduct University examination. All the necessary equipments are permanently installed in Examination Cell such as desktop computers having internet facility for online procedure of question paper downloading and further activities for examination. Separate printing machines are provided to make photocopies of question papers. Attendance record of examinees is maintained online.</p>
<p>Planning and Development</p>	<p>The institute has College Development Committee which looks after planning and development of the institute. All the minutes of the meeting are shared with the concerned members. Timely feedback and suggestions are also communicated to all the member.</p>
<p>Administration</p>	<p>Academic and office administration is managed with the help of ICT tools CMS software. There is a biometric attendance system for the staff and the record of the leaves and attendance is maintained. Students are informed about admissions, scholarships, sports , cultural events, etc. through notices and information are displayed on the notice board. For the office administration and accounting , computers with necessary software and internet along with printing facility is provided.</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in English	1	05/12/2018	25/12/2018	21
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF , DCPS , Group Insurance , Medical Reimbursement , All sorts of granted leaves , All facilities recommended by Govt	GPF , DCPS , Group Insurance , Medical Reimbursement , All sorts of granted leaves ,All facilities recommended by Govt	Financial Assistance to poor students in fees , Government scholarship for lower income group , GOI Scholarship , Other Scholarship , EBC , Free-ship , Material help , Counselling Guidance , Canteen Facility , Medical aid facilities in nearby hospital

6.4 – Financial Management and Resource Mobilization

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

The institute conducts Internal and External audit on regular basis from reputed and certified Chartered Accounting Agency. The internal audit is done by C. A. Sumit Heda of S.V.K. Company. The External audit is done by A.O. of Joint Director office A. G. Office , Nagpur.

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

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

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal
Administrative			Yes	Principal

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

The parents - teachers association of the college had conducted parents-teachers meet. The following three activities were conducted: • Making parents aware about facilities provided by the college for the students • Taking suggestions from the parents about development of the college •Counseling of parents about career opportunities about their wards.

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

The following three activities were conducted for the support staff of the college : 1) How to behave with the staff guest arrived in the college along with etiquette. 2) How to carry out the job or work assigned to them with enthusiasm responsibility. 3) How to respond to emergencies in campus .

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

The Post Accreditation initiatives are as follow : 1) The college has successfully conducted one day state level seminar in Economics sponsored by UGC. 2) Dr. Manoj M. Terlrlandhe , Associate Professor in Commerce , has completed submitted Minor Research Project sanctioned by UGC. 3) Teachers are using ICT tools beside traditional method of teaching learning to make it more effective.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	preparation of student satisfaction survey report by IQAC	28/02/2019	28/02/2019	28/02/2019	40
2019	Uploading of college data to ALL INDIA SURVEY ON HIGHER EDUCATION (aishe) portal of MHRD, Govt. of India	31/01/2019	31/01/2019	31/01/2019	1
2019	Uploading of college data to the Management Information system of Higher Educational Institution (MISHEI) portal (DHEMS) of Govt of Maharashtra,	26/02/2019	26/02/2019	26/02/2019	1
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture on "Legal Rights of Women" on the occasion of World Womens Day	08/03/2019	08/03/2019	123	27

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

Percentage of power requirement of the University met by the renewable energy sources

A) Environmental Consciousness and Sustainability : Environmental Awareness Programme is conducted in College campus to create awareness among students

about the importance of water conservation, natural resources, Solid Waste Management , etc. Phasing out CFL and replacing it with LED lights. Implementing energy saving techniques is ensured by checking that all the lights and fans are switched off by floor peons and staff after completion of the work of the day. Classrooms are made with sufficient cross ventilation and light so that the use of electricity can be minimized. This shows the institution's commitment towards energy conservation. B) Alternate Energy Initiative : Solar lights are installed in the college campus area to reduce the less power consumption of electricity.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	02/07/2018	365	Free Library service for local people	To serve local people	2
2018	1	1	25/09/2018	01	Environmental Awareness at College Level	To make students aware about the importance of protection regarding environment	87
2018	1	1	02/10/2018	1	Cleanliness Drive	To create awareness regarding importance of Cleanliness	57
2019	1	1	30/01/2019	1	Cleanliness drive at Shri Ram Temple , Ramtek	To create awareness among devotees regarding importance of cleanliness at the Holistic	71

place

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

Title

Date of publication

Follow up(max 100 words)

No Data Entered/Not Applicable !!!

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity

Duration From

Duration To

Number of participants

No Data Entered/Not Applicable !!!

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

1 Tree plantation is carried out every year to plant new or to replace the diseased plants. 2 Efforts are being taken and implemented to reduce the power consumption. 3 Use of Solar lights in the college campus to reduce the electric consumption. 4 Cleanliness drive in college campus to make it more eco-friendly. 5 Plastic Free Life Initiative in the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice :- I Title of the Practice - Morning Assembly. Goal and Objective of the practice : To inculcate patriotism in the students. To counsel the students. To inculcate moral values in the students. To develop concentration level and peace of mind of the students. To imbibe discipline , punctuality and sincerity in the students. The Context : Today India is progressing very fast on economic and technological front but over the years Indian people lacking in patriotism , moral value and social consciousness. It is very interesting to know that most of the people are not able to sing National Anthem. Hence , college has adopted this practice to inculcate patriotism and moral value in the minds of the students and create social awareness among the students. This practice is also used to counsel the students and interact with them on many issues like problems regarding fees , admission , library books , etc. The Practice : The college observes this practice on everyday in the morning. On this occasion , The National Song " Jan Gan Man " is sung. In addition to this , The University Song is also sung. Our slogan is " First , We are Indians and , last , We are Indians". This practice creates oneness among the students and teachers. The National Anthem creates the spirit of nationalism among everyone. This platform is also used for counselling the students and providing them necessary information for e.g. scholarship , syllabus information, exam information , fees problems , hygiene problems and short lecture on Moral Values. Evidence of Success : This practice exerted a great influence on the students. It is observed that students do not observe caste and they can easily connect with one another and participate in the various activities of the college collectively. This practice achieved success to some extent in creating team spirit among the students. We know that inculcating patriotism is not an easy job and still we have to travel a long road in this regard. But to some extent we have achieved in this matter. This practice also creates social awareness among the students. Not only students but also teachers are too benefited from this practice. Problems Encountered and Resources Required : Problems Encountered : This practice do not need financial support but due to unavailability of time we have to adjust our time-table. It results in ten to fifteen minutes loss. In rainy or winter seasons , we find the number of students to attend the assembly becoming less and less. Most of the students come to college from distant places through buses which reach to Ramtek after

morning assembly. Resources Required : The human resource is not a problem to observe this practice effectively. Best Practice :- II Title of the Practice -

Dress Code for students Goal and Objective of the practice : To prevent trespassers and anti-social elements in the campus. To create discipline among the students. To create social and economical equality among the students. To create the feeling of oneness and belongingness among the students. The Context : . Over the years anti-social elements disturb the atmosphere of the college due to various reasons. Many incidents occurred in the past like spoiling the atmosphere of the campus which compel the college to introduce the dress code.

After the introduction of the dress-code , we were able to differentiate between students and tress-passers. This practice also helps the students in case of emergency. The Practice : The college has introduced the dress code for the students since 2008-2009 to create unity and social equality among the students and to maintain the discipline of the college. While admitting the students in the college , the admission committee informs about the dress-code of the college. The college does not provide them any dress material. Students are set free to purchase the dress material from the open market as per the requirement of the college. For male students, the shirt is sky blue and trouser is navy blue. For female students , the top is sky blue and salwar is navy blue. The college has made it compulsory for all the students to enter in the campus in the dress code on all days. Sometimes it is observed that students are unable to come in the dress code. He or she has to provide the reasons for this act and then , if the reason is found suitable , they are allowed to attend the classes on that very day only . Evidence of Success : This practice helps us to prevent tress-passers and anti-social elements entry into the campus to some extent. I-card was one tool to prevent the entry of outsiders inside the campus. But its utility was limited because there was always a risk of making duplicate copies of it. This practice also help us to create discipline , social awareness , social equality , team spirit and belonging of oneness among the students. Problems Encountered and Resources Required : Problems Encountered : Students from Poor Family background : Most of the students belong to the poor family background due to which they are unable to purchase the dress material in stipulated time that causes them the loss of teaching in earlier days. Resources Required : We found that to prevent the outsiders , dress code has also limited utility. Hence , we need more human resource to implement this practice.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sntcollegeramtek.com/best-practices/>

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness : The vision and mission of the institute is to transform human being through education to impart liberal , quality sound education to all the sections of the society. The institution also aims to achieve innovations in teaching-learning through ICT enabled teaching and learning tools which are used in college apart from chalk and board. The institute assures to provide access to learning to all the students irrespective of anything. The institute wants to ensure the overall development of the students through various cultural extra-curricular activities.

Provide the weblink of the institution

<http://sntcollegeramtek.com/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

Increasing the use of ICT in Teaching Learning. To initiate for collaboration or linkages with industries. To conduct orientation programme for newly admitted students. To conduct various short term courses , various competitions at university level vidarbha regional level etc. under the various Departments. To celebrate The Golden Jubilee Year on completion of 50 years of the college. To make MoU with different organizations. To make automation expansion of the college library along with reading room. To construct new washroom for boys. To conduct various social activities so as to connect the college with the society. To conduct workshop for competitive coaching initiate competitive coaching centre in the college. Tree plantation to make the campus eco-friendly. To use sapling instead of plastic bouquet to make college plastic free. To initiate the faculty development for Teachers under CAS. To start new subject in Arts faculty. To develop research culture participation in seminars conferences. To incorporate CSR in the college and programmes on entrepreneurship development. To organise university level NSS camp. To prepare students for competitions ans send them to participate in various sports and cultural activities at university , state , national level.