



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

HI-TECH COLLEGE OF MANAGEMENT COMPUTER SCIENCE

**P-119, MAHARANA PRATAP CHOWK, BAJAJ NAGAR, MIDC WALUJ,
AURANGABAD**

431136

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SSR SUBMITTED DATE: 22-06-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Bharat Gramin Punerrachana Sanstha's (BGPS) Hi-Tech College of Management & Computer Science, Bajaj Aurangabad is pleased to submit this Self Study Report (SSR) to the National Assessment and Accreditation Council (NAAC) Bengaluru.

Aurangabad, basically known as historical city and famous for its rich heritage of Ellora and Ajantha caves, has become a industrial hub for Auto and Allied Industry. Auragabad, being the main city in Marathwada Region, the workforce started coming from the various rural parts of Marathawada.

To cope up with the industry's skilled workforce requirements, a group of technocrats and industrialist came forward and established a trust " Bhartiya Gramin Punerrachana Sanstha" (Indian Rural Reformation Organization) headed by Mr. J K Jadhav, BE. Mech (University ranker) + MBA (Distn) and a former Director of Industries Govt of Maharashtra, with his brother Mr. E K Jadhav, an engineer turned industrialist and their other educationist & industrialist friends.

Presently under the umbrella of BGPS, College of management & computer science, Arts & commerce college, Junior college , Pharmacy college and Engineering colleges are operational.

Hi-Tech College of Management & Computer Science was established in the year 2009 . The college is affiliated to Dr, Babasaheb Ambedkar Marathwada University (Dr. BAMU) and is registered with AISHE vide reference registered number C-34640-2019. The college runs three undergraduate courses namely – Bachelor of Business Administration, Bachelor of Computer Application and Bachelor of Computer Science. All the courses falls under the category of Professional courses.

Vision

To provide a simulating learning environment with a technological orientation across the whole curriculum which maximizes individual potential and ensures students of all ability levels to meet the challenges of education and work.

Mission

To create & disseminate knowledge in information technology, computer science, computer management, & management through teaching, learning and practical approach and to transfer intellectual products to society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college is having close rapport with industry, resulting in better placements for in-plant training as

well as increasing the employability of the students

- The college is managed by the parent trust the members of which are frontline engineering professional, academicians and industrialist. This results in understanding the subtle balance between theory and practice. They support the college's aspirations and growth plan's whole heartedly.
- Excellence is achieved in teaching and learning is achieved by recruiting competent teaching faculty. The faculty members are well qualified in the designated fields which in turn helps students for better understanding of the subjects.
- The college has well equipped infrastructure facilities like state-of-art computer laboratories, classrooms, tutorial rooms, hostels.
- The college has central library with adequate titles and volumes.
- The college promotes students' participation for social causes, through the NSS program.
- The college is located at central place and is well connected through roads.
- The college promotes social services through NSS;extra- curricular activities.
- Good ambience through sufficient infrastructure facilities
- Personality and skill development activities.

Institutional Weakness

- The Marathwada region falls under industrial backward region. Aurangabad is the only place in which advancement in cultural can be seen. Overall professional cultural is lacking in the general public.
- The students' base is from rural and backward areas, hence they are not fully aware about the expectations and demands of Industry. Parents of the students are unable to guide / support the students. In the minds of parents earning is the only criteria, some time asks the students to participate in certificate courses and join some industry, and may opt out of degree course.
- The courses offered do not fall under skill development programs resulting lacking of skills, thereby un-employability, causing admission issues.
- The college needs to strengthen the Alumni association.

Institutional Opportunity

- At one side there is huge unemployment and another side industry is not getting the skilled employees. This can be bridged by signing MoU's with industry about placements under various schemes of Govt (NEEM etc)
- Aurangabad has recently received huge capital investments in the new Shendra Industrial area, which is bound to create huge employment opportunities.
- Starting the skill development center for students under NSDC .to facilitate students for increasing employability.
- To enhance the entrepreneurship skills amongst the students, they can be encouraged to initiate startup activities, to begin with becoming supplier, to medium scale industries.
- To sign MoU with small scale industry association / industry for providing requisite qualified / skilled manpower in the area of computer application and other administrative functions.
- Enhanced support from Alumni in institutional development and placement opportunities.

Institutional Challenge

- Students admitted are of poor background , hence, interested in completing course which are value addition / creating employability. To cater these needs the curriculum needs amendments. The said process is quite time consuming.
- New colleges are coming up in the nearby area/ locality, their bycreating unhealthy competition.
- Large number of students are availing various facilities of Government –free ships and scholarships. These students, being from poor background, unable to deposit returnable fees, the college have to incur expenses first and then ask for the refunds, which gets delayed due to various government agencies.
- The industries preferring advance districts for talent acquisition, resulting less campus programs for the students from backward regions
- Students from poor background, their focus area remains getting employment and start earning, resulting, secondary focus on completing graduation program.
- Establishing industry institution linkages

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The college is self financing college and follows curriculum provided by the University. Faculty members participate in curriculum design and revision processes under the appropriate Board of Studies of University.

At college level, carefully planned and continuously monitored processes ensure that the University curriculum is implemented effectively.

The college wide academic calendar is prepared well before the commencement of the term and responsibilities are allocated to the staff. Faculties actively participate in implementing the curriculum in structured way. The college regularly conducts the feedback on curriculum. the outcomes of feed -back are taken for corrective actions.

The faculty attends workshops organized by University and industry to keep themselves updated. Committees are formed to implement and monitor various curricular, extra-curricular, social and gender –related aspects at ground level, and also to gather detailed and timely feedback.

Processes exists for analyzing results of unit tests and exams, identifying weaker students and their learning problems, counseling, etc.

Teaching-learning and Evaluation

Excellence in teaching and learning is achieved by recruiting competent faculty. An appointment to faculty is done through comprehensive selection process. Faculty members are encouraged to pursue PhD, to attend conferences, to pursue industry sponsored projects.

The teaching plan is prepared and is monitored on weekly basis. Tests and tutorials are conducted on regular basis to ensure that the students grasp the concepts being delivered in the class room and laboratory sessions. Feedback mechanism for faculty by the students facilitates in continual improvement in teaching and learning process Students admissions are based on first come first served basis.

Newly admitted students go through an induction program and remedial courses are offered to the weaker students. Extra coaching is made available to slow learners as well as fast learners before the university examinations.

Research, Innovations and Extension

Hi-Tech College of Management & Computer Science, is an undergraduate degree college. Hence, comparison of this college with institutes having MBA, MCA or MCS programs is undesired. However, we believe that research orientation is essential aspect of learning process and thus, we enthusiastically promote the research culture among the faculty and students. Faculty members are encouraged to pursue PhD.

To motivate students, various workshops are organized for students in the area of entrepreneurship development, personality development, leadership development.

The students are made aware of their social and moral obligations towards society through social activities under NSS.

Infrastructure and Learning Resources

For quality education well-equipped infrastructure is necessary. The College has adequate number of classrooms, laboratories, workshop and tutorial rooms. Each classroom is equipped with required facilities. The college has adequate seminar halls which are used for multiple activities such as seminars, conferences.

The central library has adequate collection of text- books , reference books, journals, database, magazines and a book bank facility.

The IT infrastructure includes adequate number of desk top computers, with high speed internet connectivity.

A 25 KVA D.G. set is provided as a standby. Water is made available from MIDC water supply as well as from a bore well. A rain water harvesting scheme is implemented.

Sports facilities like sport ground for wholly ball, cricket. Basket ball etc for outdoor games is provided.

Student Support and Progression

The college has annual intake of 180 students and a total strength of 345 students coming from various parts of Marathwada region. Committees are formed for student support and guidance, and their work is monitored.

The faculty member's in-charge of each committee is made responsible for relevant activities of the respective committees. For each class, class teachers are nominated and they communicate with students as well as parents.

The student council is constituted and its members are selected by merit. Events like days celebration, games, etc are directly managed by students themselves under the guidance of faculty member.

Students are encouraged to share with the faculty their aspirations, e.g. for higher education in management, employability courses, or for competitive examinations including MPSC. Student guidance is provided by faculty members including Principal.

Governance, Leadership and Management

The institute is governed by the management of BGPS, which is led by industrialist, academician. Faculty members being on the management committee, are actively involved in the decision making process at various levels. The management is in constant interactions with the Principal in order to discuss development of the college.

The college has well articulated Vision and Mission statements, which are exhibited at the prominent places of the building. The statements set the direction for the journey of excellence.

Smooth functioning is achieved by clear delegation of task and roles for the academic and administrative staff. At the same time, open and informal feedback from top to bottom & bottom to top.

The Principal and HODs are given adequate levels of autonomy in decision making. Faculty members choose the courses to teach by following a process which includes consideration of individual teacher's background and strengths, scope for his future growth. Faculty members are encouraged to improve their profile by pursuing PhD or attending value adding courses.

The top management delivers on its commitments of monitoring adequate financial resources in a timely manner. Adequate processes are followed on budgeting and expenditure side, and statutory audits are conducted regularly.

Institutional Values and Best Practices

The college has implemented rain water harvesting program, energy conservation through LED light fittings and use of non conventional energy sources. Awareness and volunteer service programs are conducted via NSS.

The best practices can be named as 1) industry- college interactions and 2) development of students coming from rural and weaker sections of the society. 3) Using methods of power point presentation, 4) Using audio visual aids, 5) Conducting students development programs and workshops for improvement in teaching-learning process, 6) Nominating teaching staff to various faculty development programs.

To be specific following two best practices can be narrated. 1. Mentor ship : where in for each student during his tenure with the college one specific teacher does the mentorship . and 2. At library we have BOOK DONATION SCHEME, which helps poor students to get subject and other books from the library which are donated by staff/ students etc.

The college in process of opening skill development centre under the NSDC program of Govt of India.

Hi-Tech college of Management & Computer science has a basic approach to take the poor 12th passed out students from rural areas, and convert them in well trained, confident graduates.

The course coordinator system is in place. Involvement of students in various committees; Additional training on communication skills and personality development.

Dress code to all students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HI-TECH COLLEGE OF MANAGEMENT COMPUTER SCIENCE
Address	P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, Aurangabad
City	Aurangabad
State	Maharashtra
Pin	431136
Website	www.hitechmgmtcs.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S P Vaidya	0240-2552100	9922995190	0240-255234 0	principal@hitechm gmtcs.com
IQAC / CIQA coordinator	Bhavana Ashok Tayade	0240-2554410	9730008812	0240-255234 0	hodbba@hitechmg mtcs.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-06-2009			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Maharashtra	Dr. Babasaheb Ambedkar Marathwada University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, Aurangabad	Rural	5	1093

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Bachelor Of Business Administration	36	HSC	English	180	95
UG	BCA,Bachelor Of Computer Application	36	HSC	English	180	112
UG	Bachelor of Computer Science,Bachelor Of Computer Science	36	HSc	English	180	125

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				6			
Recruited	0	0	0	0	0	0	0	0	6	0	0	6
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				3			
Recruited	0	0	0	0	0	0	0	0	3	0	0	3
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	4	0	9

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	252	0	0	0	252
	Female	80	0	0	0	80
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	95	92	73	59
	Female	43	40	39	24
	Others	0	0	0	0
ST	Male	4	7	1	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	19	31	24	25
	Female	11	10	7	5
	Others	0	0	0	0
General	Male	181	167	198	176
	Female	55	46	45	44
	Others	0	0	0	0
Others	Male	10	17	16	11
	Female	5	6	1	0
	Others	0	0	0	0
Total		423	416	404	345

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Our college is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The program contents are designed by the university as per the UGC guidelines. Our college management is very
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	<p>much interested to implement multidisciplinary/ interdisciplinary education which will enable students to develop the skills required in 21st century. We are eagerly waiting for getting more clarity in near future on how the multidisciplinary and interdisciplinary approach to education being proposed in the new education policy</p>
2. Academic bank of credits (ABC):	<p>In recent past the Hon'ble Minister for Higher Education, had arranged number of meetings with all university Vice-Chancellors to carve out the road map for implementation of NEP-2020. While we get more clarity in the coming months on how the academic bank of credits being proposed in the policy. We welcome the change in mindset of policy makers which will create a framework for the entire country. We are expecting that this NEP-2020, historic policy on education will yield positive results</p>
3. Skill development:	<p>Taking into consideration the demand for skilled workforce in both public and private sector, Higher education institutions are focusing on these aspects of education. We plan to sign MoU's with relevant agencies for imparting skill base training / on job training to the students in their respective program. This is apart from usual curriculum of university. Need of hour is to produce young generation obtaining degrees in their choice of subjects and additional skill course that will help them to start their own entrepreneurship after leaving the college. In this way we propose that the graduates from our college will become a job provider then a job seeker</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>We run BBA,BCA & BCS courses which are considered as professional courses. Under these program, as per curriculum ethics and cyber law, communication skills, environment awareness are included. Regarding Indian knowledge system nothing specific is imparted. After the regular lecture on the subject, gist of the subject taught is communicated in local (Marathi) language for the better understanding of the students We welcome the parent university guidelines in this regard and we confirm our willingness for the same.</p>
5. Focus on Outcome based education (OBE):	<p>We offer three programs with number of courses. Program includes Bachelor of Business Administration, Bachelor of Computer Application and Bachelor of Computer Science. After completion</p>

	<p>of program the students are expected to have: 1.Sound domain knowledge, 2. Knowledge of Accountancy, 3. Professional skills, 4. Individual and Team work, 5. Successful career, 6. Personality development, 7. Laboratory Skills, 8. Modern Tools Usage, 9. Technical Skill Development, 10 Program analysis</p>
<p>6. Distance education/online education:</p>	<p>Our college during the COVID pandemic switched over to virtual mode of teaching through various applications like – ZOOM meeting, Google meet, Google class room etc. We plan to go for study center of Yeshwantrao Chavan Maharashtra Open University. This will help us in creating sound online /distance learning infrastructure. We will ensure the implementation all guidelines given by the parent university with respect to distance /online education.</p>

NVA

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
345	404	416	423	379
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
114	144	180	172	174

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
110	109	101	105	118

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	9	9	9	9

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	6

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 11

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5818454	3297551	2971567	2655538	2628702

4.3

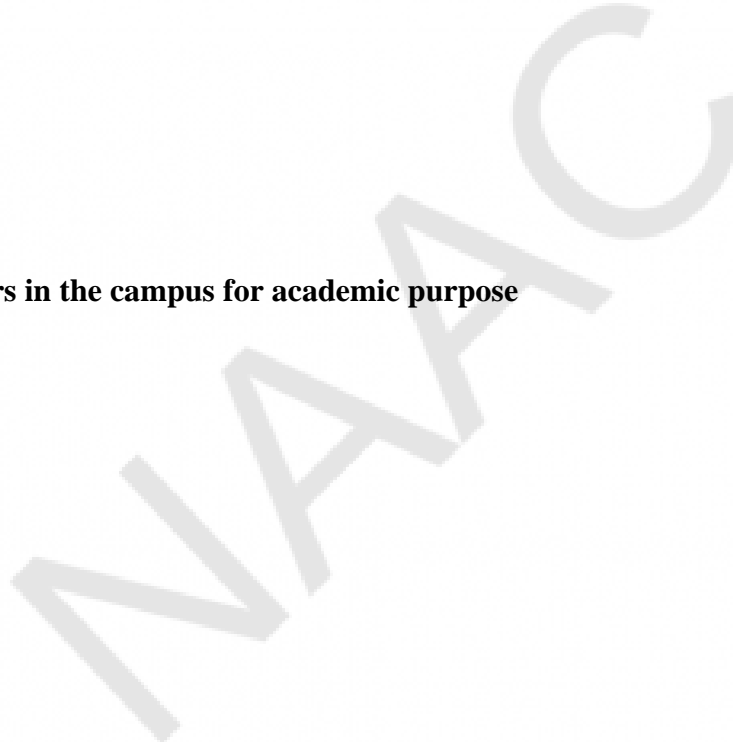
Number of Computers

Response: 75

4.4

Total number of computers in the campus for academic purpose

Response: 65



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college follows the academic calendar provided by Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU) and imparts quality education. The subject is allocated to faculty by his/her choice/expertise in the departmental meeting. The college has developed a structured and effective implementation of the curriculum. Following are the various means through which it executes the curriculum.

Preparation

Course files are prepared by the faculty members which includes – Teaching plan, Lesson plan, Laboratory manual, Preparation of time table as per curriculum guidelines, last year question papers duly signed by the faculty member concerned.

Monitoring

Teachers are appointed for each class to monitor as to classes are engaged as per the schedule, and also record the number of students present during the lecture. A faculty member meets Principal at regular intervals to review the academic progress, and to take corrective actions as necessary. Syllabus –completion review is taken at the end of the month for timely completion of syllabus .

Analysis of Performance

During each semester one unit test is conducted for evaluating the performance of the students. The performances of the students are communicated to the respective students. Analysis of university results is done by the Principal and respective heads.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institute prepares its own academic calendar based on the university academic calendar on year to year

basis. For continuous internal evaluation unit tests are conducted after completion of syllabus. The schedule for such tests is mentioned at institute's academic calendar.

External exams at the end of each semester are conducted by the university as per their academic calendar.

The university has adopted major reform in e-evaluation by introducing credit base grading system from the academic year 2018-19, and institute has adopted the same policy.

Based on the internal test and assignments, internal marks are allotted which in turn appears in the final mark sheet issued by the university.

After the completion syllabus, crash courses are arranged for all students and everyone is allowed to attend the said classes.

The students appearing for last/ final year, it's mandatory to complete project work of relevant subjects to get necessary exposure to the practical working in the said area.

File Description	Document
Upload Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 66.67

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

Response: 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

Response:

Gender related issues

The college organizes events on women empowerment. About 50% of the faculties are women. As per the Government of Maharashtra, College follows reservation policy for girl students. Women grievance cell is created for resolving the grievances of women, which is headed by a female faculty member.

Environment and Sustainability

Environment Science is a compulsory subject for B.Sc (Computer Science) and BCA Course.

Environmental Awareness is a Compulsory Subject for BBA Course.

Human Values and Professional Ethics

The curriculum includes the subjects like Human Factor in Business, Environmental Awareness, Organizational Behavior, Industrial Organization, Ethics & Cyber Law, Communication Skills etc which creates awareness about the core values.

A teacher – guardian is assigned who acts as a mentor for a group of students drawn from each class who provides information on education objectives, mission and vision of the college to the students. He/She also helps student's personal as well as academic problems.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 100

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	
Response: 79.71	
1.3.3.1 Number of students undertaking project work/field work / internships	
Response: 275	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni	
Response: B. Any 3 of the above	
File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:	
<ol style="list-style-type: none"> 1.Feedback collected, analysed and action taken and feedback available on website 2.Feedback collected, analysed and action has been taken 3.Feedback collected and analysed 4.Feedback collected 5. Feedback not collected 	
Response: D. Feedback collected	
File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 72.35

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
345	404	416	423	379

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
540	540	540	558	540

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
114	144	180	172	174

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Strategies for Slow Learners:

Poor performance due to absentee is dealt by sending SMS and speaking with the students himself.

Counseling and mentoring sessions conducted in a friendly way to help the student to overcome their psychological problems and achieve their goals successfully.

Strategies for Advance learners:

Advance reading lists are provided to widen their horizon.

They are given inputs on skills related to their subjects.

They are encouraged to present / write articles and assist in preparation of college magazine.

They are usually made the class representative for proactive leadership through which classroom dynamics are positively influenced.

They are given the lead to plan and organize departmental seminars; giving them the opportunity to interface with the academia / industry experts.

For both the category students revision/ crash courses are arranged after completion of syllabus and before university exams.

File Description	Document
Upload any additional information	View Document

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

Response: 49:1

File Description	Document
Any additional information	View Document

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

Response:

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

Response:

The college focuses on imparting that kind of knowledge which enhances critical thinking and gives scope for creative imagination.

The entire structure of academic process is designed and oriented towards student learning.

The college is having state of art laboratories for students to get their theoretical concepts clear through practical knowledge.

Teachers are encouraged and sponsored to attend training programs to improve their teaching skills, organized by other organizations. In house training programs are organized to enable teachers on how to mentor and guide students.

In participative learning, students are encouraged to participate in project competitions.

Field and industry visits are arranged.

Conducting sessions like poster presentation, group discussions, Paper writing

to make the learning more interactive.

NSS camps are arranged to motivate students for team work, and social obligations.

Problem solving methodologies are described with steps as – defining the problem, brain storming about the probable solutions, adopting the solution, monitoring the results and making corrections if any and repeating the cycle.

For self learning: students are encouraged to attend video lectures, searching E- resources . Internet facility is available to allow students to access related literature.

The college conducts cultural activities, sports activities, industrial visits, NSS activities for the overall development of the students.

File Description	Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**Response:**

To support existing traditional pedagogical practices (teacher centric, lecture base) as well as to enable more learner centric constructive learning models ICT tools like Google classroom, Google forms for assignments are used.

During the Pandemic all the teachers effectively used ICT enabled tools for teaching. Before the COVID pandemic this tool was not effectively used. The said tools were used for delivering/showing motivational videos, lectures, etc through projector.. However, during the pandemic, the teachers were not having any option then to become familiar with ICT tools.

All teachers prepared video lectures on the subject, prepared PPT and all assignments were given to students online.

Google platform for conducting classes was effectively used.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 38:1

2.3.3.1 Number of mentors

Response: 9

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

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

Response: 143.33

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 4.44

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 3.14

2.4.3.1 Total experience of full-time teachers

Response: 21.96

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Assessment and Evaluation process is a two tier system. 1. University specified and 2. College Specified.

Dr. BabasahebAmbedkarMarathwada University conducts examinations to evaluate the students. There are evaluation examinations on semester basis. Main written examination is conducted at the end of the each semester.

The college has to ensure that the students are ready for these examinations.

During the semester, after completion of syllabus (end of the semester), internal class tests are conducted subject wise by the college. The question papers are set on Multiple choice questions basis. Based on the internal test results the students are credited with internal marks for semester results which are declared by the University. The answered MCQ 's are given back to the respective students for his further reference.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

To ensure unbiased, fair, and justified assessment of the students:

Attendance to theory sessions are taken in to account

Class room, interactions before unit tests clearly spells out the kind of variety of questions which the student can expect on the test

Answers on the class test are discussed with each student and discussions are held openly.

Students showing poor performance on internal assessment are advised to attend subject revision classes which are generally scheduled at the end of semester. The Principal verifies the internal marks for all the students.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.**Response:**

The Institute has clearly defined the learning outcomes. These are noted on the academic documents distributed to the faculty and students.

All learning outcomes in terms of program outcomes, program specific outcomes, and course outcomes are clearly stated and communicated to students by the college.

The program outcomes define the abilities of the students of that program expected at the time of graduation.

Program specific outcomes are the statements that describe what the graduates of specific graduation program should be able to do.

Course outcomes are the learning outcomes that the students should be able to do at the end of each course.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**Response:**

The institute follows student centric education system in which the focus is laid on what the students are expected to able to demonstrate at the end of the program / learning period.

Institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student's performance, achievement of learning objectives.

Vision and Mission of the college are correlated with the educational objectives of each branch, which in turn are mapped to program outcomes. Hence, PO, CO, and PSO attainment indicate the alignment of academic activities with the vision and mission of the institute.

Teachers Evaluation

All the results are analyzed to understand the trends. Based on analysis, corrective measures are applied time to time.

Every student is made aware of the progress

Feedbacks, teacher interactions and student interactions made aware of his performance.

The course out comes and the CO-POs is prepared and mapping matrix for a sample course is enclosed in the attachments

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 67.29

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
83	108	66	40	69

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
110	109	101	105	118

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 16

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	2	7	5

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.12

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The institution motivates students to participate in various activities. Such activities embed ethical values among the students. Students are engaged in organizing Blood Donation Camp, Swachh Bharat Abhiyan, Gram Swachhata Abhiyan, in nearby areas of our college. The students are made to realize social responsibility and made aware the conditions of rural areas.

The institute appreciates its social responsibility and promotes student engagement, contributing to good citizenship, service orientation and holistic development of students through various activities undertaken by NSS. The college has a very active and enthusiastic NSS team and above activities are regularly organized.

The institute has a full fledged NSS program and women's grievance team which coordinates all social and community activities such as:

Blood Donation Camp,

Tree plantation program

Traffic Awareness program

Birthday celebrations of Shivaji Maharaj, Dr. Babasaheb Ambedkar, Jyotiba Phule, Savitribai Phule,

Letting the college playground to neighboring committees on weekends, conducting flag hoisting on national days

Expert lecture on Gender issues

Lectures on self defense for women

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 5

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last

five years

Response: 41.83

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	159	115	205	355

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - 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.

Response:

The institute meets the requirements laid down by the University. It is the focus area of the institute to provide and develop good infrastructure like classrooms, well-equipped computer laboratories, Wi-Fi facilities, library with reading rooms, play ground, power backup etc.

Details are provided in the table below:

INSTRUCTIONAL AREA (CARPET AREA IN Sq M)

SR NO	PARTICULARS	Area required as per AICTE, in SqM	Nos required as per AICTE	Area Available	Nos
1	Seminar Hall			72x20 Feet	02
2	Computer Centre			20x81 Feet	01
3	Laboratory			37x25 Feet	04
4	Lecture Hall			27x29 Feet	09
5	Tutorial Room			-----	----
6	Workshop			-----	----
7	Library & Reading Room			27x27 Feet	01
				27x32 Feet	
8	E-Library			10x10 Feet	01

ADMINISTRATIVE AREA (CARPET AREA in SqM)

SR NO	PARTICULARS	Area required as per AICTE, in SqM	Nos required as per AICTE	Area Available	Nos
1	Principal Office			20x13 Feet	01
2	Board Room			20x13 Feet	01
3	Office all Inclusive			46x35 Feet	02
4	Department Office			26x22 Feet	01
5	Cabin for HoD			20x13 Feet	03
6	Faculty Room			20x13 Feet	01
SR NO	PARTICULARS	Area required as per AICTE, in SqM	Nos required as per AICTE	Area Available	Nos

7	Central Stores			40x20 Feet	01
8	Maintenance			10x15 Feet	01
9	House Keeping			457x435 Feet	01
10	Pantry			21x51 Feet	01
11	Exam Control office			22x19 Feet	01
12	Training & Placement Office			32x12 Feet	01

Technical Aids

Particular	Available Numbers
LCD Projector	02
Laptop	00
Computers	75
Printers	05
Wi-Fi	01
Scanner	01
CCTV	18
Bio-metric Machine	01

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Students are provided with the various platforms and opportunities to participate in sports. Adequate sports facilities are provided to the students. NSS unit is involved in organizing social, environmental and service related programs. Adequate audio-visual aids are available in the institute.

The table below provides the some of the programs or activities conducted over past few years:

Sr. No.	Description	Activity Details	Place
1	NSS Camps	Constructing 'Bandhara', lake cleaning	At Tisgaon Village
2	Outdoor games	Hollyball, Kabbaddi, Kho-Kho	At College
3	Indoor Games	Chees, Careem	At College
4	Cultural Activities	Birth & Death Anniversary Fresher & Farewell Party, Days Celebration	At College

		Youth festival participation		
		Saree Day, drama		
5	Life Skill development program	Seminar	At College	
6	Women Safety	Vishakha Samiti, Anti Ragging Committee	At College	
7	Fire safety	Fire Hydrant	For safety against fire accidents	
			adequate number of water pipes	
			buckets and fire Hydrants are	
			available in the campus	

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 18.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 32.28

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
862500	1010000	1040000	912500	1225000

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The library functions under the supervision and guidance of the following advisory committee comprising of:

The Principal ----- (Dr. S.P Vaidya)

Head of Department -Business Administration ----- (Miss Bhavana A. Tayade)

Head of Department - Computer Science ----- (Miss. Varsha B. Gore)

Head Of Department – Computer Application. ----- (Mr. Snehal N. Tribhuwan)

Initiatives taken by the committee:

Identifying the text books requirements from faculty members.

Raising the requirements after considering the existing stocks

Preparation of rules for stacking the books for easy retrieval, rules for students.

Liaoning with the library of the affiliating university for accessing international journals through their remote access centre.

Silent features of the Library

Total area of library ---- 59 x 27 Feet (148 Sq M)

Book Store Area ----- 27 x 27 Feet (68 Sq M)

Reading Room Area ----- 32 x 27 Feet (80 Sq M)

Total News Paper ----- 04

Total sitting capacity ----- 60

National and International Journals ----- 5 National & 5 International.

Total volume of books ----- 4555

Working Hours

Monday to Saturday ----- 10:00 AM To 5:00 PM

Holidays except Sunday as per the request from students

Before and During Exam days -do-

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 64072.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	57579	94923	167859

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response: 1.99

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

Response: 7

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institute has adequate IT infrastructure to support the staff and students. The institute is deploying Hardware and procuring the necessary Software as and when required. The institute is using Tally Software.

Biometric system is deployed for marking the attendance.

Student related data is managed and maintained through University Software (MKCL).

Requisite number of printers, scanners, Xerox machines, are provided.

To have effective surveillance CC cameras are installed in all classrooms, which are monitored at principal's cabin.

Steps for Updation of IT Facilities Including Wi-Fi:

Computer systems are upgraded with latest configuration. Individual up gradation of the computers is taken up as per the need and requirements of the various departments.

Enough provision is made available in the annual budgets for the procurement of the computer systems and related software.

Once new systems are procured, they replace with the existing systems as per the requirements of the departments.

All the computer systems in the campus are regularly monitored by the system administrator and Maintenance staff.

The trouble/problems experienced by the computers in the various laboratories are entered by the lab programmers/technicians in the complaint register which is kept in the central office. The

Maintenance staff then attends to them and try to resolve them.

In case of major problems i.e. replacement of component/part during warranty they are sent to the respective service centers and got replaced at the earliest.

We are in the process of providing Wi-Fi facility to all students in campus through LAN.

All remaining classrooms will be equipped with projectors and internet connection.

Development of LAN based software for internal campus communication.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 5:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 51.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
991361	2136356	1845236	1717652	1301161

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

The head of the section raises the requisition about carrying out the maintenance job of his area. Based on the request material requisition is sent to central stores. Once the material is received, maintenance activity is carried out by the maintenance team.

Infrastructure and Facilities	Maintenance Description
Class rooms	Classrooms are cleaned daily by in house staff – cleaning in-charge
Conference hall	-do-
Reading Hall	Reading hall is maintained by the Library in-charge and cleaned on
Seminar Hall	Seminar hall is maintained of the department is maintained by i team
Computers	A team of Technician and a system administrator are responsible fo of software and hardware of computers.
Library	All the books are accessible by the serial number, course wise inde library. Books are staked shelf wise in the racks according to the ca
Internet / Intranet and Wi-Fi	Internet , intranet and Wi-Fi is maintained by the system administrat
Electricity	Technicians and attendants look after the maintenance of electricity.
Water	Sufficient water is made available through MIDC water supply for

	toilets etc	
Civil maintenance	Is done by civil maintenance department	
Security	Is done by in-house security personnel	
Parking	Adequate parking facility is available in college campus.	
Gardening	The gardening and beautification is done through engineering department outside person to take care of plantation	
Telecom	All colleges are well connected with intercom and direct lines communication	
Washrooms	Separate wash rooms are available and are cleaned on daily basis	
Canteen	Canteen is located at the far end of the college ground.	

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 21.15

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
79	94	101	50	89

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 14.92

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	73	81	83	66

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: D. 1 of the above

File Description	Document
Upload any additional information	View Document

5.2 Student Progression

<p>5.2.1 Average percentage of placement of outgoing students during the last five years</p> <p>Response: 2.55</p>											
<p>5.2.1.1 Number of outgoing students placed year - wise during the last five years.</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>5</td> <td>3</td> <td>1</td> <td>5</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	0	5	3	1	5
2020-21	2019-20	2018-19	2017-18	2016-17							
0	5	3	1	5							
<p>5.2.2 Average percentage of students progressing to higher education during the last five years</p> <p>Response: 18.18</p>											
<p>5.2.2.1 Number of outgoing student progressing to higher education.</p> <p>Response: 20</p>											
<table border="1"> <thead> <tr> <th>File Description</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Upload supporting data for student/alumni</td> <td>View Document</td> </tr> <tr> <td>Institutional data in prescribed format</td> <td>View Document</td> </tr> </tbody> </table>		File Description	Document	Upload supporting data for student/alumni	View Document	Institutional data in prescribed format	View Document				
File Description	Document										
Upload supporting data for student/alumni	View Document										
Institutional data in prescribed format	View Document										
<p>5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</p> <p>Response: 0</p>											
<p>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) year wise during last five years</p>											

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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)

Response:

The institution has a student council.

Council is consisting of representative from students appearing for third /fourth semester. The class representatives are selected afresh every year on the basis of their academic merit in the preceding year. The representatives together elect the General Secretary and the other office bearers of the council.

The student council has following members: Principal and three department heads, plus students holding the following posts: General Secretary cultural secretary, sports secretary and ladies representative. The council monitors and implements various activities in consultation with other council members as well as the department heads and Principal.

The main events organized by the student council are 1) Celebration of special Days, 2) Sports competition, 3) Social activities.

Apart from running the student council, student representatives are also appointed on various bodies of the institute such as Anti ragging committee, committee for prevention of harassment of women and the redressal of their problems and NSS schemes.

File Description	Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3.8

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	5	5	4

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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

Response:

The institution has Alumni association being unregistered. However, it is significantly engaged in the development of institution through non-financial means.

An Aluminums or alumni are invited as guest during various key functions of the college to motivate present students. Based on the occasion each department invites alumni to interact with present students. Based on their opinions suitable action plans are initiated.

Alumni have offered valuable suggestions for the development of the institution in various aspects; innovative ideas to introduce add on courses that suit industrial expectations; and feedback on teaching –learning, infrastructure performance of faculty members.

No alumni registration charges are taken from the alumni.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

The institution is run by the parent trust “Bhartiya Garmin Punerrachana Sanstha”, Aurangabad.

The Institute Vision and Mission statements are exhibited in all the prominent places of the building. These statements have come to harmonized different strategies and policies, and have guided the institute on a path towards excellence. The statements are given below:

Vision:

To become a University – Class College, by creating confidence in students with the professional courses, so as to feed the industry workforce with required skill set.

Mission:

The Mission statement of the college is:

To impart industry oriented education based on practical and theoretical knowledge in the Administration, and computer science & application.

To provide a platform for improving confidence, communication and managerial skills.

To provide exposure regarding advance systems deployed in industry at their respective fields.

To make students competent to serve society, by exposing them to cultural, sports, NSS activities.

The top management delivers on its commitment of mobilizing adequate financial resources in a timely manner. Adequate processes are followed on both the budgeting and expenditure sides and statutory audit are conducted regularly.

The institute has formulated perspective plans:

To start skill development centre under NSDC

To enhance Institute-Industry interactions by signing MoU's with Industry

To increase the employability of the students by providing appropriate training.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Academic responsibilities are divided among all the staff members. Relevant committees are formed to implement and monitor various curricular, extracurricular, social, and gender related issues and also to gather detailed and timely feedback. A clarity about what is to be delivered, when and who is responsible ensures transparency in policy execution.

Various curricular and extracurricular activities are conducted through student committees, having one faculty member as In-charge. The principal holds regular meetings with the teaching and non teaching staff. In these meetings various issues are taken up for discussions before arriving as a final decision. The administrative officer manages clerks, accounts staff. He coordinates the day to day activity in consultation of the Principal.

The top management is always open for discussions with the teaching and non teaching staff which in turn helps in increasing the involvement of staff in the area of improvements.

Local Managing committee is installed, which comprise of:

The Joint secretary/ Secretary of the governing body or his nominee

A representative of management - Mr. B.B. Jadhav (Administrative officer)

Representative of teaching staff – Ms. B.A. Tayade

Representative of non teaching staff - Mr. S.R. Jadhav

The Principal, serving as the secretary of Local Managing Committee.

The LMC functions to ensure improvements and up gradation of existing curricular or co-curricular activities.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed**Response:**

Higher education in recent years has been undergoing a sea change in India. Competitive environment, increased pressure and expectation from students, parents, and government agencies, along with decreased governmental support, have come to put academic institutions under pressure to formulate and adopt new strategies in order to improve performance.

The institute has formulated perspective plans:

To start skill development centre under NSDC

To enhance Institute-Industry interactions by signing MoU's with Industry

To increase the employability of the students

Developing the Skill development centre as a matter of strategy:

The institute is conducting courses which fall under the category of Professional course. To create the industry required – ready to use workforce, it is felt necessary to start skill development centre, to ensure that the students are having the basic skills to perform a job after completion of their graduation.

Development of the interactions with industry as a matter of strategy

Our institute is physically located in the middle of the major manufacturing hub of Aurangabad, via MIDC waluj.

Guest lectures are arranged from industry experts on regular basis. Resource persons from different sectors and from various industries are identified and efforts are made to remain in regular touch with them.

It is proposed to sign memorandum of understandings with the nearby industry for arranging industrial visits of the students, in plant training for providing related exposure to the students.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

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

The committees formed for the academic year 2018-19 are detailed below:

Sr. No.	Name of the Committee	In-charge
1	Admission B.sc. Computer Science	Ms. Varsha Gore
	BBA	Ms BhavanaTayade
	BCA	Mr. SnehalTribhuwan
2	Time table and Academic calendar	Ms BhavanaTayade
3	University documentation / affiliation	Mr. M.U.Morey
4	Sports, NSS	Mr. SnehalTribhuwan
5	Cultural , student council, women's grievance cell, Anti Ragging committee, special day's celebrations	Ms. BhavanaTayade
6	Library Committee	Mr. V.S. Somvanshi
7	IT systems	Mr. Rushikesh Muli
8	NAAC accreditation	Principal

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

-Study leave for pursuing higher study

- The institute provides uniforms to non teaching staff including peons.
- Free transportation
- Salary advance, interest free loans
- Encourage teaching staff in attending Faculty Development Program
- RO water supply for all for drinking water.
- Staff loan facility through local Co-operative bank is made available within reasonable time.
- Deputation of facilities for Faculty Development programs.
- In a medical emergency advance is given to the teaching and non-teaching staff.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 6.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	01	01	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	01	01	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response:** 6.67**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	01	01	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Performance Appraisal System is in place. The self appraisal report of faculty is submitted to the Principal.

Performance appraisals are conducted at the end of every semester. The report is submitted to the Principal and for poorly performing staff, possible corrective actions are discussed and are shared with the concerned staff member.

The outcomes of the performance appraisal is _ each faculty/staff becomes aware about their own strength, weakness, opportunities for growth and challenges. This in turn acts as a motivation for improvement. For increments / promotions performance appraisal becomes a base document.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute carries out audits on a yearly basis. The last external audit was performed in 2021-22, by the Gaikwad Shah & Co, Chartered Accountants. Audit report is sent to top management and no major objections were recorded.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The financial resources to run the institution are coming from student fees. Other minor avenues are the revenue generated from off line exams conducted at the institute.

A department wise budget is prepared and is submitted to management and depending upon necessity, approves it (with modification if any). Accordingly the institute plans for the expenses.

File Description	Document
Upload any additional information	View Document

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

Response:

Continual development with respect to imparting quality education is always a focused point of our college.

In the year 2014, it was decided to form a committee which shall keep guiding the teaching staff for improvement while imparting education to the students.

Through Quality call following action were initiated and made institutionalize:

- 1.Preparation for Academic Calendar based on University calendar.
- 2.Preparation of teaching plan for all subjects.
- 3.Preparation of lesson plan for all subjects.
- 4.Result analysis of all semester.
- 5.Preparation of Course files keeping with all relevant details.
- 6.Recording and keeping records about Course outcomes of each course.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The approach of IQAC has always been focused on Lerner-centric teaching learning process. The IQAC complements the Teaching Learning activities and modify after taking the review, suggestions. In order to receive learning outcomes the IQAC periodically reviews teaching and learning process and suggest gradual and regular expansion, up graduation, and addition of requisite material, equipment etc.

The college has signed MOU with local industries and arranges guest lectures on personality development, visits to industries to get exposure of industrial working.

The college has plans to introduce certificate courses for basic knowledge about power point presentation, excel working, writing mail etiquettes etc.

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

1. Safety and Security

The college is very keen regarding safety and security of the girl students and women faculties. The college offers admissions to downtrodden, economically weaker students. The following practices are done in this regard. The college has Vishakha committee for continuous monitoring security on the premises. The complaints related to the violation of discipline are reported to the concerned HoD and is placed before the Principal for initiating appropriate action.

The college campus is fully covered with sufficient light.

The college has Anti-Sexual Harassment committee to take necessary action on the sensitive issues of the girl students. The entire campus is covered under CCTV cameras. The footage of the recording is often seen and necessary actions are taken by the Principal. The college staff has been assigned campus supervision to maintain discipline in the campus. The college has appointed Mentors to resolve the individual problems both academic and personal of the students.

The patrolling van of local Police called NIRBHAYA periodically visits the campus for the prevention of offensive activities.

1. Counseling

The College organizes counseling activities for all needy students. Formal and informal counseling is done in the college. Staff members motivate students to improve their overall personality by participating in various activities organized by the college. Staff members inspire the students of downtrodden and weaker sections to come to the main stream.

The college has adopted Mentor-Mentee scheme which creates very friendly atmosphere and students are encouraged to discuss openly. The personal problems of the girl students discussed with the committee members are kept confidential.

1. Common Room

The college has made arrangements for separate place for boys and girls sitting. The college has girls as well as boys hostel for the accommodation of rural students. The college also make aware about availability of Government Girls hostel for SC/ST students

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Waste disposal is in general major issue. Garbage thrown on the street creates health hazards, dumping in river results into contamination of water and burning of waste creates air pollution.

In our institute, waste generation and disposal is dealt with in strictest manner. Institute does not produce hazardous waste. Every day the institute campus is cleaned by regular appointed persons. They segregate the waste and dispose it accordingly. The solid waste is collected in different bins provided for. This waste material is deposited at garbage collecting vehicle of a competent authority. Biodegradable waste like leaves, remaining food items etc are collected in separate containers and the same is handedover to garbage collecting vehicle of the competent authority separately. In case of waste generated by humans, the institute has provided appropriate drainage pipe line systems which is connected to common STP provided by MIDC. The E waste which of no use is sold to authorized scrap vendors.

Institute has provided 1 dust bin per floor, plus more than 4 larger dustbins are placed in the ground. Institute conducts cleanliness drive in the campus with active participation from students and faculty members.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: D. 1 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Certification by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

The college strictly follows the reservation norms established by the University while recruiting teaching and non teaching staff.

The students from SC/ST category are given special privilege at the time of admissions.

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy, and set communal harmony. The institute also organizes various cultural programs to celebrate the cultural diversity of India. Students from various cultural backgrounds participate in such programs and present their regional or cultural folk songs and dances.

Blood donation camps are arranged every year to create healthy environment and developing attitude of donating.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race and gender. Our institute undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligations i.e. values, rights, duties and responsibilities of citizens through celebrations of Republic day, Independence Day, Workshops/ Seminars/ Expert Talks on

Universal Human Values and Professional Ethics. Students are made to participate in competitions on Essay Writing, Declamation Contest and Debates etc. to create awareness among them in this area.

On all important occasions and functions, National Anthem is played to inculcate the feelings of respect for our nation, its constitution. On Independence Day and Republic Day Flag hoisting ceremony with National anthem and oath of national integrity is the regular decorum of the institute.

The college establishes the policies that reflect core values, code of conduct is prepared for the students and staff and everyone is supposed to abide by this core values and conducts.

File Description	Document
Any other relevant information	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
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.	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Every year the institute organizes activities relating to national festivals, birth/death anniversaries of great Indian personalities, in respect of following:

- Republic Day
- Independence Day

- Boodha Poornima
- GurunanakBirth Anniversary
- EidaMilad, the birth anniversary of Prophet Muhammad Paigamber
- Mahavir Birth anniversary
- ChatrapatiShivajiMaharaj birth anniversary
- Dr. BabasahebAmbedkar birth anniversary
- Mahatma Gandhi birth anniversary
- Mahatma Gandhi death anniversary
- Sir Vishweshwaraiya birth anniversary
- Mahatma Jyotiba Phule birth anniversary
- C V Raman birth anniversary
- Savitribai Phule birth anniversary
- SardarVallabhbhai Patel anniversary
- Swami Vivekanand birth anniversary
- Dr. A P J Abdul Kalam birth anniversary
- Veermata Jijabai birth anniversary
- LokmanyaTilak birth anniversary
- Dr. Sarvepalli Radhakrishanan birth anniversary

File Description	Document
Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

Best Practice 1:

Title

Mentoring System

Students play a very important role in developing the country with their high talent and creativeness. To improve them still more along with their academics, we are providing a easy way. This done by faculty. Faculty plays a very important role in students' career. For overall development of the students we are providing simple solution by developing mentoring system.

Objectives

1 The objective of this practice is to monitor, help, and counsel the student in their undergraduate tenure by the faculty as an academic guardian.

2 The goal of the mentoring program is to establish a trusting relationship with accountability and responsibility from the mentor and the mentee.

3 The focus of the mentoring program is on the rehabilitative needs of the mentee using continuous of care creating, growing and healthy relationships.

4 Mentoring by faculty has a positive impact on students' persistent and academic achievements.

Context

In this activity, the faculty shares his/her educational knowledge and professional experience with the student.

The mentoring includes counseling, guidance and motivation in terms of curriculum, extracurricular activities and overall development of the student.

It was observed that students need guidance, support and personal attention with respect to registering to various academic programs and understanding the documentary needs, as they are entering the UG courses directly after completion of their higher schooling.

The Practice

The college has dedicated separate portfolio as academic mentorship to students

The HoD of respective courses are entrusted the responsibility of being a Mentor. As per his wish he may delegate to his other class teachers to ensure that maximum number of students are covered under this scheme.

These students remains along with same mentor until the completion of course.

The formal and /or informal meetings are conducted at regular interval.

The interactions between students and mentor, helps mentor to have a record of academic performance, extracurricular activities and problems.

The practice is aimed at fostering a better rapport between the students and teachers at a personal level.

Counseling bridges a bond between faculty and the students and students feel comfortable environment in sharing their difficulties.

It has been observed that this practice has created a positive impact on attendance and performance of the student.

Evidence of Success

Academic mentoring increases grades of the students at University exams

It decreases bullying or fighting in the college.

Academic mentoring improves relationships with the parents and decreases college skipping.

Mentoring creates good learning environment at college.

At college level, mentoring has resulted in improved results, increased participation at various college organized events.

Problems encountered and Resources required

Challenge observed in this practice is ; it needs extra time and planning in organizing of counseling sessions.

Despite of students getting convinced about the importance of courses, drop out percentage is little more due to economic conditions

Best Practice 2

JOY OF DONATING BOOKS

Objective

To build the bridge between the students who read the books and the students who need the books.

The Context

To nurture the virtue of donating books

Practice:

Books are collected from students/teaching staff and any other agency who aspire to donate books and given to the students who like to read.

Evidence of Success

The students, faculty of different discipline donates books and the said books are kept at the library and said books are available for all students who are interested in learning curricular reference books and other value adding books.

Problems encountered and Resources required

No specific problem was encountered in it. Rather it was an opportunity to donate. Nevertheless the joy of donating books is to be stretched out in the days to come. Further with use of social networking, students needs to be attracted to reading books. This is an attempt to attract students once again to library reading culture.

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Our institute is situated in MIDC industrial area. Further, this is considered as rural area. The student's family background is either their parents are farm workers, industry workers or self employed as auto drivers, small shop owners. With this background, the main thrust of our institute is to make available the education facility to all this class of society.

taking into consideration the economic back ground of the students, we have kept the fees structure of our college which considered to be lowest in Aurangabad city. For example the approved fees for BCA and BCS program is Rs 23885/- against which we have fixed the same to Rs16000/- per year. For BBA program it is Rs 17885/- against which we are charging Rs 13000/- per year.

This fees structure is affordable to the students of our college.

Appropriate exposure is given to the students to ensure that they become competent in respective fields. We make every attempt to remove the introvert personality to a bold, without fearing personality through the acquired competencies.

Since the student's background is from weaker section of the society, the opportunity for learning is given to the students while earning. This area being industrial sector, students of above 18 years of age get employment in industry. We adjust such students with adjusting the lecture timings.

Institute has a Student Mentorship Program (SMP) students are assigned to a faculty at the time of admission, who would be monitoring students' performance during the complete course of the student. Special attention has been given to the development of the Communication Skills of the students.

The Institute has a National Service Scheme unit in its campus which organizes activities to address such social problems as prevention of female feticide, drug deaddiction, general hygiene and cleanliness etc., thereby giving the student members a connection with their community and also bridging the gap between the urban and the rural. All these efforts are made to enhance the overall personality of the students in addition to their academic learning.

Approaching NAAC is also an attempt to get the confirmation of our road map to achieve excellence in education.

To the best of our understanding our institute is the only institute conducting professional courses like BBA, BCA and BCS which is going for NAAC in Aurangabad.

File Description	Document
Appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

NIL

Concluding Remarks :

Hi-tech college of management and computer science enjoys certain unique advantages, for instance, our physical location, proper infrastructure. Our college, being private funded college, we are the only college in the nearby locality and in Aurangabad, having fees structure for all courses less than the approved fees structure of the controlling University.

Our location being situated in the middle of the thriving industrial hub, viz, the waluj MIDC area, a very close interaction with industry was an easy possibility. Our college has signed MOU's with some industries located in nearby area, and we have plans to exploit the possibilities of industrial visits, campus interviews etc.

Today, we have various plans for improving the quality education, and certain infrastructural requirements.

We are also realistic when it comes to keeping hopes, anticipation or aspirations. All our efforts would yield a fruit, but they would do so over a long run, and not necessarily immediately. There also is this intervening uncertainty regarding declining number of students enrollments., and the direct impact it has on the financial and operational aspects of the college.

However, the management of our college, the BGPS trust remains committed to overcoming these current challenges just as it has in the past. The trust's commitment to the college is evident from the fact that despite the falling student enrollments for last several years by now, the institute has steadfast on all its up gradation programs.

Though our college is self financed (Permanently Non Granted) still we proceed further in right way to achieve excellence in higher education.

The present NAAC accreditation related effort is just a part of this overall vision and strategy – and its daily pursuit by the management and staff alike.