



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

PRERNA COLLEGE OF COMMERCE

RESHIMBAG SQUARE, NAGPUR - 440024

440024

www.prernacollegeofcommerce.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction

Prerna College of Commerce, established in 2002, is under Prerna Sewa Mandal. Prerna Sewa Mandal as a formal body began functioning from 1983. Since then it has zealously contributed in multiple ways to the field of education. In 1993 Prerna Convent was started, which presently has more than 3000 students and a Junior college attached to it. The junior college was started in 2003 and has a strength of more than 2500 students. The Prerna College of Commerce started a year earlier in 2002 has presently a student strength of 2836.

Prof. R.C.Gulhane, President and S.C.Gulhane, Secretary of Prerna Sewa Mandal are the guiding lights of the institution. Since both are from the field of education, they had the vision to make students self reliant after graduation. From a humble beginning of only 19 students, the college has strength of 2836 students now. Even two decades ago, they had the vision to opt for English as medium of instructions. This makes the college stand apart from other colleges under Rsahtrasant Tukadoji Maharaj Nagpur University(RTMNU), where three language formula is opted for most of the affiliated colleges.

The institution is totally self financed and is affiliated to RTMNU. The universities bifurcate courses as granted and non-granted courses. The college runs programmes on permanent no-grant basis and, therefore, has to follow different set of guidelines and rules as against the granted ones. Since the college has “permanent no grant” status ,it does not get any funding from UGC or any other Government or Private agency.

Vision

Vision

To inculcate basic human values in students and transform them into dedicated committed responsible and good human beings who will prove themselves as assets to the society and nation. The institution intends to make them use their full potential and bring about overall desirable transformation in their personalities. To prepare and enables students to become globally competitive to face the challenges of life.

Mission

Mission

It is a zealous mission of the institution to help society and nation in all possible ways and enable the students to contribute to nation building, together with their self-development to deepen and extend knowledge about the formation and utilization of human capabilities for overall human welfare.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

- The institution has 2 PG courses and 5 UG courses.
- College is in the heart of east Nagpur, where easy access is possible to lower middle class strata of society.
- Since Prerna Sewa Mandal has English medium schools from Nursery to XII, it becomes easier for college to run English medium programmes, as the college gets most of the feeding from these schools.
- 50% of teaching staff are qualified as per UGC norms and 40% the teaching staff are PhDs
- Full financial support is provided from the management for college development in all respects.
- ICT enabled teaching

Institutional Weakness

- Limitation of space for horizontal and vertical growth.
- Alumni have limited financial resources.
- New programmes cannot be introduced due to lack of space.
- Unassured continuation of teachers because the institution is non granted and salaries are unmatched in comparison to granted colleges.

Institutional Opportunity

- Being a commerce and Management College it can provide a large number of candidates for apprenticeship for the surrounding industries and business houses.
- More skill based programmes can be added with more Add on Certificate Courses.
- To increase students participation in research activities and field projects sponsored by renowned fund agencies.
- Entrepreneurship can be promoted since it is a Commerce and Management college.

Institutional Challenge

- Getting more land for a separate building for Senior Colleges.
- Getting fully qualified teachers.
- Getting an independent sports ground for the college in the vicinity.
- Inculcating human values in the students of the smart age.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Prerna College of Commerce is a self financed (non-granted) college affiliated to RTMNU (Rashtra Sant Tukdoji Maharaj Nagpur University). The college offers B.Com, BBA, BCCA, B.SC (IT), BCA, in UG and

M.COM, MCM in PG. Out of these seven programmes B.Com, BBA, BCCA and M.COM programmes are elective and MCM is CBCS. It is a matter of pride for the institution that in the current academic year two faculty members have been nominated on Computer Application Board of RTMNU. Teachers from non-grant colleges play very limited role at the University level. The members of the management are active members from teaching fraternity, therefore they understand all related issues of academics and over the years have taken great efforts to provide adequate infrastructure for teaching and learning.

The curriculum planning is done through faculty by making academic calendar. The HoDs and teachers prepare the monthly teaching plan. Academic Calendar is meticulously maintained and implemented as per the University academic calendar.

Other than regular programmes, four certificate courses (30 hours each) are conducted annually. The institution ensures effective curriculum delivery through Academic Calendar, Time table and continuous internal monitoring system. ICT is regularly used in classroom teaching. The faculty and students are encouraged to use journals and other e resources. The institution integrates cross cutting issues and professional ethics with the prescribed syllabus. Feedback mechanism is in place and it is taken regularly and also evaluated and thereafter looking into the merit of the feedback proper action is initiated. Being an affiliated college, syllabus and subject options are provided by the University which have to be followed.

Teaching-learning and Evaluation

The institution has only 0.38 % of students who belong to other states. In 2017 -18 , average pass percentage of students is 73.42 . The average enrolment percentage is 51.96 %. Students admitted from reserved categories in the last five years is 80.13% At the time of admission, slow and advanced learners are identified and Bridge Courses and Remedial teaching are organised. The students – teacher ratio of the current year is 89:1. In the dissemination process, student – centric methods are focused upon. Experimental learning skills are developed by organizing visits to industries. Participative learning is achieved through projects. Problem solving methodologies are adopted by providing opportunities to organize classroom level and college level activities. 100% teaching staff use ICT tools to enhance the effectiveness of teaching. Computer lab and Language lab also helps students to enhance learning through technology. Ratio of students and mentors is 89:1. Inspite of being one of the big institution in the city teachers have one to one rapport with students. Even though the institution has a permanent no-grant status, full time approved teachers are appointed. Average percentage of fulltime teachers is 69.40%. In 2017 -18, eight teachers are PhDs. There is an internal assessment system, through which students are assessed. Academic calendar systemizes the academic and extra – curricular activities. Personality development of the students is focused upon by organizing guest lectures, workshops, competitions and short term courses. Program outcomes are regularly reviewed.

Research, Innovations and Extension

The institution provides a conducive atmosphere for research activities through its Research and Development committee. The committee also monitors the projects of PG students. Currently 13 faculty members are PhD holders. In the UG programmes (BBA and BCCA) also undertake projects. The college has two well equipped computer labs with internet facilities. Being a self financed institution, external funding from Government or non-government agencies is nonexistent. Teachers are encouraged to organize as well as attend conferences, seminars and workshops and are also given financial assistance. They publish papers regularly in reputed journals. 18 books have been published by the faculty in the last five years. Seminars on IPR have been

conducted regularly over 5 years. A number of extension activities are organized with the focus on sensitization of students. These activities have been on literacy, gender equality and survey of street children. Blood donation is a regular activity. The college has received appreciation letter for exemplary blood collection. For all round development of students, the college has established linkages with other colleges for students and faculty exchange and also with industries for internship.

Infrastructure and Learning Resources

The College campus includes 23 classrooms, 2 computer labs, one language lab, a staff room, Library and reading room, administrative block, Director and Principal chambers and a canteen. The college has the campus area of 220 sq.mtrs. Pure drinking water is provided through Kent RO has been installed on each floor, with the water coolers. Support systems like CCTV surveillance, elevator, washrooms, generator and invertors, air coolers are in place. The admission process and other related functioning is automated under VED software. Lan facility has also been provided. All the floors connected with intercom. Classrooms and labs are shared by UG and PG classes. Each classroom is properly furnished and well ventilated. ICT rooms have also been provided. The whole campus has Wi-Fi. The office and library is automated with 114 computers. The library is sufficient enough to cater to the needs of the students and is enriched with syllabus related books, various other books ,journals and magazines. The present stock of books is 1549. Reading room space has been provided. Newspapers in Hindi, English and Marathi along with two weekly newsletters for competitive examinations have been subscribed. Total annual expenditure on purchase of books and journals in the last academic session is 2.10 lakh. Average library footfalls are 85 per day. The infrastructure is adequate and is regularly maintained. The internet speed of 50 mbps is available. The college has taken official permission to use the Reshimbag volley ball ground for sports activities. Students regularly participate in inter collegiate sports activities and bring laurels. Students have achieved medals in sporting events of University level like Soft Ball and Taekwondo. The institution has established a system for optimal use of physical, academic and support facilities. It is also one of the bigger centers for examinations conducted under RTMNU.

Student Support and Progression

The institution provides specialization in the Commerce and Computer Application through UG and PG programmes. Therefore it inculcates entrepreneurship and the basic knowledge employability skills to its students. Efforts are taken to inculcate human values. In the last five years 43.04 % of students have been benefitted by government scholarship. Freeship to 1.02 % of students have been provided through the support of the Management. Students participating in sports and extracurricular activities are provided some financial support. In last 5 years 992 students have benefitted by guidance for competitive and career guidance programmes. Placement and Employment cell is functional. The institution has active student's council. University representative (UR) is selected as per the guidelines of the university. Students have representation in the student's council of RTMNU. Students also find representation in various administrative and cultural bodies of the college. Student's oriented activities are bodies of the college. Student's oriented activities are regularly promoted by the college. College magazine provides platform to showcase the creativity of the students. Alumni association has been formed. Alumni have organized different activities with enthusiasm.

Governance, Leadership and Management

Prerna College of Commerce is a self financed institution, which began functioning in the year 2002. The

Management under Prerna Sewa Mandal ,which was initially established by two renowned teachers, knew the importance of providing quality education at affordable costs. This vision got converted to Prerna College of Commerce with only 19 students. The strong management support will soon be translated into a separate building for senior college. The perspective plan of the management is constantly upgraded and implemented keeping students at the centre. The concept of decentralization and participation is followed to develop a constant bonding among of staff and students. The college has divided responsibilities among 21 committees for academic and extracurricular activities. The college management looks into functioning of the college through CDC (College Development Council) as per the direction of Maharashtra Public University Act 2016. The day to day working of the college is looked into by the Director, Principal and Registrar. The activities are regularly reviewed and reported to the IQAC. The IQAC is functional since 2017. Selected teaching staff is given financial assistance to take part in workshops and conferences. The college maintains confidential reports appraisal system of the teaching and non-teaching staff. The teaching learning process is constantly monitored and innovative methods are included.

Institutional Values and Best Practices

Institutional values and social bindings are reflected in its mission and vision. Being the co-ed college, it promotes gender equity in many different ways. The institution is concerned for the safety of all the stakeholders especially students therefore the premises are under CCTV cameras and common room for students are provided. The power requirement is supported by solar energy plant of 5 kilo watts, which has the capacity to generate 600 units. Power requirement is also supported by LED bulbs which is 30 % of the total power requirement. Rain water harvesting unit has also been installed. The campus has centralized facility of collecting e -waste. Solid waste is also disposed .40% o f the total students use cycles, which helps in living a sustainable lifestyle. 30 % students and use public transport. The institution aims for minimum use of plastic in the campus. LAN facility has been provided which also effectively reduces the use of paper. NSS unit regularly organizes activity to encourage the use of cloth bags in the neighboring market areas. Tree plantation and awareness regarding increasing the green cover in undertaken through NSS. On the campus also greenery has been continuously increased inspite of space constraints. In the last 5 years 35 activities have been organized for community and 11 initiatives has been to adhere locational advantages, and activities are conducted to promote universal. Institution organizes national festival, death anniversary of great personalities to inculcate values among the students. Complete transparency is maintained in its financial, academic and administrative functions

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PRERNA COLLEGE OF COMMERCE
Address	Reshimbag Square, Nagpur - 440024
City	NAGPUR
State	Maharashtra
Pin	440024
Website	www.prernacollegeofcommerce.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Pravin G. Joshi	0712-2745296	9021660615	-	prernanaac@gmail.com
IQAC / CIQA coordinator	Anushree A. Mahajan	0712-2746840	9970615760	-	mahajananushree50@gmail.com

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-07-2002

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by statutory/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
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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	Reshimbag Square, Nagpur - 440024	Urban	2200	1400

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	BCom,Commerce	36	HSSC in Commerce or Science	English	504	502
UG	BCA,Computer Science	36	HSSC in Science with Maths	English	264	263
UG	BSc,Computer Science	36	HSSC in Science with Maths	English	144	144
UG	BCom,Computer Applications	36	HSSC in Commerce or Science	English	220	88
UG	BBA,Business Administration And Management	36	HSSC in Commerce or Science	English	264	264
PG	MCom,Commerce	24	Any graduation except Arts	English	240	187
PG	MCom,Computer Applications	24	Any Graduation	English	60	6

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				78			
Recruited	0	0	0	0	0	0	0	0	7	12	0	19
Yet to Recruit	0				0				59			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				13			
Recruited	0	0	0	0	0	0	0	0	2	11	0	13
Yet to Recruit	0				0				0			

Non-Teaching 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				14
Recruited	7	7	0	14
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				2
Recruited	2	0	0	2
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	6	7	0	13
M.Phil.	0	0	0	0	0	0	3	6	0	9
PG	0	0	0	0	0	0	15	17	0	32

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	1	2	0	3
PG	0	0	0	0	0	0	1	11	0	12

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	Others	Total
	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
Certificate / Awareness	Male	251	0	0	0	251
	Female	592	0	0	0	592
	Others	0	0	0	0	0
PG	Male	115	0	0	0	115
	Female	243	0	0	0	243
	Others	0	0	0	0	0
UG	Male	1086	0	0	0	1086
	Female	1392	0	0	0	1392
	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	65	82	130	205
	Female	77	113	206	239
	Others	0	0	0	0
ST	Male	13	15	27	37
	Female	16	22	26	29
	Others	0	0	0	0
OBC	Male	203	242	324	558
	Female	315	367	539	744
	Others	0	0	0	0
General	Male	127	116	227	223
	Female	151	155	242	282
	Others	0	0	0	0
Others	Male	78	84	136	183
	Female	109	147	258	336
	Others	0	0	0	0
Total		1154	1343	2115	2836

3. Extended Profile

3.1 Program

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

Response: 928

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	7

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2115	1343	1154	1161	1065
File Description		Document		
Institutional Data in Prescribed Format		View Document		

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

2017-18	2016-17	2015-16	2014-15	2013-14
1283	980	945	984	967
File Description		Document		
Institutional data in prescribed format		View Document		

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

2017-18	2016-17	2015-16	2014-15	2013-14
287	173	220	227	183

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
28	22	19	21	21
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
78	48	23	23	23
File Description		Document		
Institutional data in prescribed format		View Document		

3.4 Institution

Total number of classrooms and seminar halls

Response: 24

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

2017-18	2016-17	2015-16	2014-15	2013-14
141.84	104.32	88.60	75.32	91

Number of computers

Response: 106

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 Institution ensures effective curriculum delivery through a well planned and documented process. The Institution prepares its own Academic calendar as per the yearly schedule of Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU). Quality education is imparted as per our resource potentiality. In the beginning of the academic year, the Principal calls a meeting of the staff members to develop strategies for effective implementation of the curriculum. To ensure effective curriculum delivery a meticulously planned and well implemented process is followed -

Principal – Faculty Meeting:

Meetings are conducted by the Principal to frame the policies for achieving the academic goal. Staff council is functional in the institution. Issues regarding the implementation of the curriculum, discipline and other related academic issues are taken up and regulated. On the departmental level the Heads of the Departments formulate action plans in consultation with faculty members to optimize resources for best results. Regular feedback is also obtained from the students.

Academic Calendar:

Academic calendar is prepared in the beginning of the session which includes intra college activity schedule in tune with the University calendar. Activities like Workshops, Guest Lectures, Seminars, NSS programmes and short term Certificate Courses are reflected in the academic calendar. The academic calendar is also uploaded on the college website for teachers and students.

Monthly Plan/Lesson Plan:

Monthly lesson plans are designed for each semester by dividing the syllabus. The plan is strictly followed and syllabus is completed within the stipulated period.

The College has **three** classrooms equipped with LCD projectors for effective curriculum delivery. The institute encourages faculty to use ICT enabled course material whenever it is necessary. The faculty imparts the curriculum through modern teaching methods such as PPTs, group discussions, workshops, seminars, industrial visits apart from regular teaching methods. Curriculum progress for individual course and student's participation is monitored by the faculty from time to time.

Periodical tests and preliminary examinations are conducted to assess and evaluate understanding and knowledge level of students before commencement of university examination. Slow learners are identified at the time of admission and later in the academic year, based on their test performance and class room interactions. Extra support is provided to them through remedial teaching.

The faculty takes regular feedback from the students regarding the difficulties faced by them. Extra study material is regularly provided to the students whenever necessary. A regular system of obtaining feedback from the students helps in improving the teaching - learning process.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	02	00	00

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 9.7

1.2.1.1 How many new courses are introduced within the last five years

Response: 90

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 71.43

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 05

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

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

Response: 14.72

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

2017-18	2016-17	2015-16	2014-15	2013-14
621	417	152	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Since ours is an affiliated institute, we receive a designed curriculum from affiliating University which is followed by us. Although courses on 'Corporate Governance', 'Business Ethics', 'Environment Management' are included in the university prescribed curriculum of some programmes, these are not sufficient to achieve the objective of raising moral standards. So we conduct different activities relating to Gender Issues, Environment and Sustainability, Human Values and Professional Ethics.

These cross-cutting issues are followed in the academic calendar. They are integrated in the curriculum through various activities. As we believe in maintaining healthy environment, the college conducts following programmes through its NSS unit and other committees to create awareness among students and society—

- Blood Donation Camp
- Tree Plantation
- Eye check-up camp
- Visit to Orphanage
- World's Literacy Day
- Voter's Day Programme
- Visit to Old Age Home
- Visit to Deaf and Dumb School
- Anti-Plastic Rally
- Swachh Bharat
- Traffic Awareness Programmes
- Gender Equity Programme

Internal Complaint Committee(ICC):

The committee is formed as per the guidelines of Maharashtra Government and Nagpur University. It consists of a Co-coordinator, two faculty members and two student representatives. We are proud to state that not a single incident of sexual harassment has been reported so far because regular inculcation of values is undertaken. This cell interacts with students regularly to identify and create awareness on related issues.

Discipline and Anti- Ragging Committee:

As per the guidelines of affiliating University, Discipline and Anti- Ragging Committee has been constituted to handle the issues pertaining to discipline and ragging. Any student can lodge a complaint to the authority with the assurance from the authorities that his/her identity will not be revealed to anybody.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 03

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 9.13

1.3.3.1 Number of students undertaking field projects or internships

Response: 193

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.22

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	01	01	04	03

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 50.86

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2115	1343	1154	1161	1065

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3292	2512	2424	2522	2480

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 69.62

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

2017-18	2016-17	2015-16	2014-15	2013-14
1014	709	631	650	618

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution caters to all types of students. A significant number is from vernacular mediums and marginalized background. Levels of competency differ therefore at the entry point care is taken to bifurcate them as slow learners and advance learners. Special program and strategies are designed accordingly. The criteria for assessing the knowledge and skill of students before the commencement of program are:-

1. At the entry level percentage of marks scored by the students in the previous examination (Class XII)
2. At the time of admission communication and other skill of the students are evaluated through interface session.
3. The learning abilities of the students are categorized mainly for the type of assistance to be given during their studies.

The following strategies are used for Slow Learners to bring them at par:

1. Bridge Course is taken batch, wise for new students.
2. Remedial classes are arranged and record is kept.
3. Guest Lecturers are organized to motivate students and update them with recent knowledge.
4. College has a counseling cell which conducts interface sessions to improve student's performance. One to one mentoring is given to the students, through class teacher.

The following strategies are used for Advanced Learners:

1. Advanced Learners are identified by class teachers and are constantly given extra academic

support, so that they can also help other average students

2. Counseling sessions on career opportunities are organized for such students.
3. Special facilities are provided by the college to the advanced learners who aspire to go for higher education like CA, CS, MBA, etc.
4. Management helps and encourages the extra ordinary students by all possible means.
5. Audio Video events are organized to make them aware of national event.
6. They are encouraged to participate in events, competition at college and University level.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 75.54

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description	Document
Institutional data in prescribed format	View 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:

Teaching learning in our Institute is student-centric. The college adopts different strategies which contribute to acquisition of knowledge, learning and managing skills.

- Classroom teaching is students centric. Students are given full freedom to ask questions. The teacher is like facilitators.
- Experimental learning is enhanced through language lab and computer lab.

- BBA, BCCA, M.COM and MCM students undertake project.
- Participative learning is a very important part of teaching learning process. The best practice of “Prerna” also encourages participative learning through actual learning. In courses like BBA, BCOM, and MCOM problem solving abilities are constantly enhanced. Besides the regular syllabus, teachers take efforts in enhancing their comprehensiveness, imagination through class room discussion and brainstorming session.
- Availability of newspaper, magazine, books on competitive exams enhances their learning experience. Guest lectures are regularly organized on current issue and syllabus related issue. These provide exposure to students in gaining detailed insight into current issue. New trends like GST, Zigbee have been introduced through guest lectures.
- Learning experience is enhanced by providing participation on National days and other social related days.

The students are encouraged to participate in various Inter Collegiate competitions and the required financial and academic support is provided.

- The college organizes “Umang Youth Fest” which provided platform for students in different event and activities.

Teachers use blended teaching methods to make learning an enjoyable and fruitful experience for the students -

Support Structures

- Computers and laptop with internet facility.
- LCD, OHP and ICT facility at college level.
- Educational and industrial visits are arranged regularly for students.
- Seminars, group discussions, poster and quiz competitions are organized often to make the learning student centric.
- Reference books, Journals, Magazines, etc. are made available for students.
- Healthy and rich ambience prevails in the college for betterment and growth of the students.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 28

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 75.54

2.3.3.1 Number of mentors

Response: 28

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The Institution tries to use updated innovative and creative teaching learning method; great care is taken to retain the attention and interest of the students. Traditional teaching methods are blended with technology. Other than classroom teaching the college has taken initiative for the all round development of the students.

List of College Initiatives:-

Development of Hobbies

The college takes special efforts to develop the hobbies of the students. Those students who show interest are provided with expert guidance from different fields. Students have shown interest in yoga, Arts and Craft, dancing and instrumental music. Guidance in these areas is being provided as when required. The institution has undertaken MOU with 'Kalaniketan', a local institution for training. Guidance for many college programs, intercollegiate activities is given.

“ Nayi Soch Nayi Khoj”(A research related initiative)

Under this initiative students are made aware of the various avenues in research. A list of funding agencies is provided and guidance is given to both UG and PG students.

Happenings (An initiative to create awareness of current affairs)

The students are encouraged to collect news paper cutting on new development in the field of Commerce and Computer. This collection is discussed in groups to create awareness among all students.

Career Guidance Cell

The college has a career guidance cell. It organizes guest lectures and displays various career opportunities on notice board. The queries of the students are also dealt with by the cell.

Development of Communication Skill

Efforts are taken to upgrade the communication skills of the students through class room teaching and Language Lab. Daily practice of vocabulary promotion is done through a display board activity of “A Word a Day, A Phrase a day”.

- The best teaching infrastructural facilities are offered to the students and accordingly, all the computer labs in the college have provisions for LCD projector & Internet Connectivity.
- Teachers regularly use Power Point Presentations to make learning an interesting experience. It also minimizes the monotony of the lecture method and makes understanding simpler and an enriching experience.
- Students are also encouraged to give presentations in the class.
- Library is equipped with CDs and DVDs on different topics.
- The Campus is Wi-Fi enabled.
- Steps have been taken by college for Remedial teaching and Bridge course.
- E-learning resources are provided through NDL, DOAJ, and Swayam.
- Group discussion and personality development sessions are organized for the students as regular feature.
- Subject related QUIZ competitions are organized to improve their in-depth Knowledge of the subject.
- Seminars are organized on different topics for the students.
- Guest lectures by renowned personalities are also arranged.
- Movies and documentaries are also shown followed by discussion or debate of the students about the various educational environments.

File Description	Document
Any additional information	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: 69.39

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 22**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
08	07	04	04	02

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years**Response: 5.11****2.4.3.1 Total experience of full-time teachers**

Response: 143

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response: 0****2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the

last five years

Response: 3.54

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	01	01

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Assessment of performance is an integral part of teaching and learning process. In our college as a part of sound educational strategy, the Institution adopts Continuous Internal Evaluation (CIE) System. Efforts are taken to assess the students academically and also assess his social and national commitment. Even though the institution is self financed with no aid from UGC, it follows the evaluation pattern of RTMNU.

The college has been affiliated to the RTM Nagpur University and it adheres to the norms prescribed by the University. The University has both internal and external evaluation to assess the students on academic and extracurricular aspects. The students are informed of the internal and external assessment system through the College prospectus and orientation program at the beginning of every academic session. Though the external assessment comes at the end of every semester, the college adopts various methods to assess the students through continuous internal evaluation like class test, unit test and pretest. The following are the evaluation techniques which are followed:-

1. Pre-declared written tests are conducted and the innovative method varies from class room discussions, student seminars, presentations, quiz, etc.
2. The test was conducted for 80/50 marks and question papers are set as per RTM Nagpur University pattern.
3. Written assignments are given to the students to cultivate their comprehensive, cohesive communicative skills, both oral and written.
4. Class tests are conducted in each term.
5. The students are encouraged to think beyond their prescribed text books and explore the plethora of knowledge.
6. The internal marks are based on average attendance, class room performance and the participation

of the students in the extracurricular and co-curricular activities.

7. Students are encouraged to be creative through presentation skills and expressing their views on topics related to subjects in class rooms to boost their self-confidence.

8. Students are given individual opportunity to practice in the laboratory, so that they will be able to perform better in the final/ Practical examinations.

9. BBA, BCCA, BCA, BSC (IT), MCOM and MCM final year students are given to do project as per curriculum. Through Evaluation of projects the quality of their skills are assessed by teachers and internal marks are given.

10. The evaluation and assessment system adopted by the university and the college is geared up to map the individual capabilities of the students and to identify the written and oral expression, comprehensiveness and accuracy of information. It takes into account the individual student's progression and improvement over a period of time on the performance parameters set by the college.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The Institute undertakes internal assessment by way of mechanisms set up over a period of time. These mechanisms are absolutely transparent, fair and robust in nature. Care is taken to ensure that these are understood clearly by all students. Assessments are conducted at various levels depending on their nature and the subject.

Mechanism of internal assessment is of two levels. It is diligently followed

1. The first level is as per University Guidelines, the semester system in Commerce faculty has been introduced since 2016-17. Since then new system of evaluation has commended.
2. The second level of evaluation is done internally by the college. The internal evaluation mechanism has been given in detail in 2.5.3.

The methods adopted for internal assessment are as follows:

1. The university ordinances are strictly followed in the code of conduct for assessment and evaluation.
2. Basic eligibility for evaluation process is made known to students through university website, notice boards, announcements etc.
3. The evaluation process is reviewed periodically by faculty members.
4. The performance and progress of the students is discussed in parent- teacher meet.
5. The relevant subject teachers counsel and monitor the students for further progress.
6. Question Banks are maintained by the teachers.
7. Class attendance is a daily activity for the academic sessions.
8. Students are given additional credit points by the University for Participation in various activities i.e. NSS, sports, etc.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and

efficient

Response:

Examinations are an integral part of academic evaluation of students and due importance is given to this aspect at the Institute, specifically, in terms of transparency and objectivity. Examinations are conducted at two levels:

Internal Examinations (Preliminary Examination, Class Test, Open Book Examinations etc.) are conducted throughout the semester in a time bound and transparent manner, leaving no scope for any grievance. Academic Calendar includes tentative Examination schedule and communicated to students in advance. In case, students have doubts or seek more clarity on certain aspects, the Institute adopts following mechanism:

1. **Difficulty in understanding question paper during examination:** The concerned subject teacher is immediately called to examination hall to clarify the doubts of students.
2. **Conduct of written examination:** Written examinations for all subjects are conducted in various class rooms with appropriate sitting arrangement and proper invigilation to create proper examination environment.
3. **Evaluation:** Evaluation of answer sheets is done by respective subject teachers within a week from examination date.
4. **Re-examination & assignments:** Student unable to attend examination for genuine reasons is given a chance to submit assignments within three days.
5. **Access to Answer books:** The evaluated answer books are distributed to the students and so that they can seek clarifications.
6. **Project, Dissertation etc.:** Candidates are allotted to teacher guides to select topics and develop project / dissertation. The guide is responsible for supervising the progress and report writing for final submission.
7. **Grievances:** Any grievance from the students related to the conduct of examination, question paper etc. are immediately attended and settled by the examination committee. Any grievances pertaining to evaluation is addressed by the respective subject teacher or the examination committee, if required.

External Examinations are held as per the schedule received from Rashtrasant Tukadoji Maharaj Nagpur University. The Institute displays the examination schedule for their students. Examinations are held at two levels:

1. **Project Evaluation and Practical Examination:** The schedule is provided by the University is communicated to the students and exams are conducted accordingly. Internal facilitation and arrangements made by the College. Practical & project assessment marks are uploaded on University Exam Portal.
2. **Written Examination:** The University decides the dates and center of examination. Policies and procedures relating to examination, evaluation and announcement of final results are governed by the University. As an affiliated Institution, our college participates in examination, evaluation process of the University. Grievances are brought to the notice by the Institute which redressed by the University.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

All the teaching staff arduously follows academic calendar prepared by the college, specifying available days for teaching, class tests, term examination and co-curricular and extracurricular activities. The curriculum and curricular activities are accomplished within the planned time.

Implementation of semester system, revision of syllabus, University notified activities, declaration of University examination dates, etc. is a limiting factor which at times calls for some alterations in the calendar. In case, any alteration is required to be made in the academic calendar, especially where the change is occurring in any activity which is related to internal assessment or event dates are changed, the same is communicated instantaneously to all students. If anything is missed out, it is rescheduled to a later date in the same academic year and the students are informed.

To enable flexibility, it does not mention the dates of Extra classes, Guest lectures, Workshops etc. as they are planned and executed as per the convenience and availability of students and faculty resources.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Following programs are offered by the institution:

(UG Courses)

- B Com
- BCA
- BBA
- BCCA
- B Sc (IT)

PG Courses

- M Com
- MCM

Program Outcomes

The college provides Commerce related courses. Therefore the program outcomes resolve around students achievement in their field. The general outcomes are as follows:-

1. Attitude is developed among the students for working effectively and efficiently in a business environment.
2. Strong foundation of knowledge in different areas of syllabus is constantly built.
3. Ability to start entrepreneurial activities is promoted through different exposures.
4. Updated knowledge of IT tools.
5. An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs, within realistic constraints such as economic, environmental, social, political, health and safety, manufacturability, and sustainability

Program Specific outcomes of the Courses:

BBA

- Students are prepared for lifelong learning.
- Management skills, soft skill are updated

BCA/ B.Sc. (IT)

- Enables the students to identify and sharpen their IT/ programming skills.
- Students will be able to communicate effectively across a range of computers.

B.Com. / M.Com.

- Students of Commerce are able to deal with affairs related to banking, accounting, management, human resources, economics, etc.
- There will be awareness among the students about current trends in commerce and management all over the world.

BCCA/ MCM

- Apply the knowledge of mathematics, accounting fundamentals, and computer specialization to the solution of complex accounting & management problems.
- Design solutions for economic problems and design software, processes to meet the specifications with consideration for the public safety, and the cultural, societal, and environmental considerations.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Program outcomes and specific outcomes with outcomes are evaluated through the students provision in academics, participation in extracurricular activities, NSS, cultural program and project. Students participation at different level is constantly evaluated. Their leadership qualities decision making and team work observed and evaluated by class teacher.

Academic outcomes are evaluated through various University and internal examination, practical and viva voce. Regular attendance in Classes, group discussions, computer labs, seminar and competition are also recorded. Students are guided and motivated to improve their skills in research and in-depth knowledge subject knowledge.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 75.53

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 287

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 380

File Description	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: 3.43

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 10.71

3.1.2.1 Number of teachers recognised as research guides

Response: 03

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 00

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 00

File Description	Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution intends to develop research culture not only among faculty but also among students. The research cell motivates the faculty to undertake regular research related activities and publication. The cell also motivates students of PG and UG and tries to provide latest developments of their subjects.

The institution organizes seminars through the research cell.

- Currently 13 faculty members are PhDs from which 3 faculty members are research supervisors. All these members regularly encourage the others to take up research.
- Students are encouraged towards creative writing and research through publications in the college magazines.
- Library provides reference books.
- Many faculty members go as resource persons to other colleges in seminars and conferences.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 5

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	00	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**Response:** Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No

File Description	Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0.67

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 02

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 03

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	08	01

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Response: 0.81

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	08	01	04	02

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Extension activities conducted in the neighborhood aim at sensitizing the students to the needs of the community. These activities have been undertaken through NSS. NSS activities are pre-planned and a dedicated group of students are involved. These students are regularly oriented towards social needs and issues.

The following are the activities which have been conducted.

- Blood donation camps have been organized 3 times in last 5 years. Large number of students and teachers participated. Renowned blood banks are invited for this activity.
- Eye checkup camps have been organized twice for students and staff of the college and the second time it was extended to the neighboring community also. More than 500 people benefited.
- Tree plantation were undertaken twice in last 5 years. It has been organized in Vihirgaon area. More than 100 samplings were planted. NSS activities visited the area again to check on the growth

of the plants.

- Anti polythene rally was organized by the students of NSS in August 2017.
- Hygiene awareness rallies are also organized.
- Students are taken for visits to sensitize them towards people with special needs. Visit to orphanage, old age home and Deaf and Dumb school, was organized by the college in last five years.
- An interaction with street children was organized near the railway station of Nagpur .
- Voters awareness programme was also organized on Voters Day in January 2017.
- Awareness programmes under NSS are regularly undertaken.

National Service Scheme (NSS):The NSS unit of the institution runs with 250 registered students as per the university norms. There is an overwhelming response from the students in the various activities organized under the banner of NSS in every academic year.

Awareness Programs:Various awareness programs are organized like traffic rules awareness, health awareness, environment awareness, etc. All these activities ensure that the students are exposed to the world with realistic and practical emphasizing attitude.

The management and the institution are always keen on holistic development of the students. The institution has various committees like Academic planning and development committee, Research and development committee, Training and placement cell etc. in campus which is working for the holistic development of the students and to incorporate the social responsibility as well as creating the general awareness among them.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during

the last five years

Response: 22

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	05	04	04	03

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 49.04

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1264	1292	350	446	218

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	05	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	03	00	01	01

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

- The College was established in 2002 with a small strength of 19 students only. Since then gradually the strength has grown to more than 2800.
- The College is situated in Eastern Nagpur and is surrounded with many other educational institutions and many business establishments. The vision of the Institution is to provide a state of art infrastructure in an area of lower middle class neighborhood. The Management provides education from KG to PG levels.
- The College has an area of 2200 square meters. The existing building has total six floors.
- The classrooms are well ventilated with ample sunlight. Each room has required number of tube-lights and fans.
- There are 23 classrooms which are shared by UG and PG classes at different times.
- The College has well furnished chambers for the Principal and the Director.
- The administrative block is on the ground floor for the convenience of students and other visitors.
- The office is automated with licensed software.
- Parking space is provided to the students, the staff and the visitors.
- Seminar Hall is equipped with LCD projector and audio system.
- There are two computer laboratories. They are fully furnished and well equipped with sufficient number of computers, LCD projectors and LAN facilities. Wi-Fi connectivity is provided through an MOU with Satya Sai Computer. Speed of 50 MBPS is provided with limited download facility for the students.
- The teachers are provided with IT resources like, laptops, dongles as teaching resources.
- Intercom facility is provided.
- Appropriate safety measures are taken for the safety of the equipments and human resources.
- Safety measures like antivirus for computers, proper mesh arrangements, are provided.
- The entire premises are under CCTV surveillance, which is regularly monitored.
- Learning resources like library, reading room have been provided. Library is partially computerized.
- Facilities like, canteen, clean drinking water and sufficient number of wash rooms are provided.
- Common rooms are provided for boys and girls separately.
- The College takes great care for providing clean and purified drinking water for the staff and students. The College has an annual contract with Kent Company.
- Every floor has a water cooler with water purifiers.
- In summers, each room of 3rd, 4th and 5th floor and administrative office is provided with air coolers. Summers in Nagpur are extreme in nature.
- One Elevator has been provided for the staff.
- Power back up has been provided with a well maintained generator.
- Reprographic facilities are provided for the staff and the students as and when required.
- The College provides infrastructure for University Examinations and is one of the prominent centers in east Nagpur.
- Cleanliness of the premises receives special focus. Maintenance contracts are there for regular

cleaning of the premises.

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

Response:

The College has adequate space for indoor games, but limited space for outdoor games. Therefore the college had undertaken an MOU with volley ball ground in the neighbourhood.

Indoor games facilities like Chess, Carom etc, are provided to the students in the college campus.

Students regularly participate in inter college sports activities through-out the year. To encourage personality development, team spirit and leadership qualities among students, the institute encourages students to participate in various sports and games at different levels – University to National level.

Games	Name of the Game	Equipments
Indoor Games	Chess	Chessboard
	Carom	Carom Board
	Tackwando	Chess Guard, Head Gear, Elbow Pad
Outdoor Games	Cricket	Bat, Ball, Stumps etc. (Full Kit)
	Foot Ball	Ball, Keeper Glows
	Volley Ball	Ball, Net
	Badminton	Net, Racket, Cork
	Kabaddi	
	Kho-Kho	
Track & Field	100 meter race	
	200 meter race	
	400 meter race	
	Cross Country	

Canteen

The college canteen is on the top floor. It is properly ventilated and well lit. Its environs are clean and hygienic, snacks are made available at reasonable rates.

Wi-Fi connectivity in Campus

The College has Wi-Fi connectivity on its Campus.

Facilities available for Extra-curricular & Co-curricular activities:

Seminar Hall

Well-equipped Seminar Hall is used for conducting various academic activities such as Seminars, Workshops, Extra Curricular Events, Guest Lectures and social activities.

NSS

There is a special room for the NSS Unit of the college . NSS has organizes programmes like Blood Donation Camps, Anti-Polythene Campaign, Visit to Deaf and Dumb School, Cleanliness & Hygiene Awareness Program and other social awareness programs. These programmes generate social awareness and sensitization of students.

Yoga Center

The college has a Yoga Center. International Yoga Day and special training on Yoga activities are arranged in the college.

Cultural Activities

The college tries to provide all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark off their interests and cultivate leadership qualities as well as team spirit. Intra-college events like, Umang – Youth Festival are also organized by the college to make this happen. The College conducts competitions like, Mehendi, Best out of Waste, Rangoli, Flower arrangement, Model Making, Cartoon etc. All National days like, Independence Day, Republic Day, etc. are celebrated in the campus to highlights their importance. Events based on patriotism, culture and tradition are organized for students through various activities.

File Description	Document
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

Response: 16.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 3.32

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
14.42	4.42	0.18	0.42	1.32

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Library is the Learning Resource Centre for teaching and learning activities in educational institutions. The main function of an academic library is to provide resources and research support to students and faculty of the educational institution.

The college library is situated on the ground floor of the building. It has a spacious hall that provides a quiet, serene environment for study for students and the staff. The College library has text books, reference books, encyclopedias, journals, magazines and newspapers. The library of the college has a collection of 15,494 books on diverse subjects. It subscribes to several national and international journals and periodicals of commerce and computers. Library provides books of all subjects to students. A book bank facility is also extended by the library.

Books	
Total No of Books	15,494
Total No of Titles	658
Journals	
Print	08
Online	07
Magazines	
Magazines	02
Newspapers	
Newspapers	07

The College adopted 'VED Enterprise Resource Planning System (ERP)' in 2015 which integrates all data and processes of an educational institution into a unified system. To reduce manual intervention, this Library Management software is really helpful tool which can bring about the changes into the Library automation Software and makes the transactions fast and secure. The details of the ICT and the other tools deployed to provide maximum access to the library collection are as follows:

Name of the ILMS software	VED ERP
Nature of automation	Fully Automated
Version	4.5
Year of automation	2015-16
OPAC	Two computers are made available at entrance of library for this
Total No. of Computers	03
Total No. of Printers	01
Internet Bandwidth-Speed	50 mbps

Library has an Advisory Committee headed by the Principal. Every year Library Advisory Committee is constituted to strengthen its activity. The committee in its various meetings has recommended valuable positive suggestions to make the library user friendly and initiated several activities. The Committee also

- Plans ways to upgrade library infrastructure
- Formulates procedures to facilitate effective functioning of the library
- Organizes book exhibitions
- Conducts library orientations for students
- Gathers feedback from students
- Suggests some books and journals to be included in the library.

A significant initiative taken by the Management and Faculty to institute 'The Best User Award', from 2018-19 aimed at encouraging students to make greater use of resources available in the library.

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library has rare books and special collections which are of great historical significance. The library also has an extensive collection of reference sources like Encyclopedia, Britannica, Dictionaries etc.

Description of library enrichment which includes collection of Rare Books / Manuscripts & Special Reports or any other knowledge resources -

S. N.	Name of the Book/Name of the Publisher Manuscript	Name of the author	No of Copies
Rare Books			
1.	Lekhakarm	Sangam Prakashan M. M. Lanjewar R. C. Gulhane B. G. Kadu	1
1	Jamakharchache Siddhant	Vidya Prakashan M. M. Lanjewar A. S. Ukhalkar	1
2	Sweat of Labour	Himalaya Publishing A. N. Buch	1

		House	S. T. Sawant S. S. Mehta R. Schattenfroh K. Voll		
3	Management Accounting	Ganesh Prakashan	Prashant Kumar	1	1
4	Lokopayogiteche Arthashastra	Parimal Prakashan	Dr. Shankar Modak	1	1
5	Essentials of Marketing Management	Himalaya Publishing House	S. A. Sherlekar P. N. Reddy H. R. Appannaiah	1	1
6	Cost Accounting	Pimplapure and Company Publishers	Dr. Umakant Shukl	1	1
7	Cost and Management Accounting	Anup Publishing house	S. N. Pinjarkar	1	1
8	Business finance	Sanjiv Pprakashan	D. R. Yadav	1	
9	Business Planning and Policy	Himalaya Publishing House	Dr. C. B. Mamoria Dr. Satish Mamoria	1	1
10	Operations Research	Chanpat Rai and Company	R. D. Askhedkar R. V. Kulkarni	1	1
11	Mercantile Law	Vani Educational Books	M. C. Kuchhal	1	
12	Practical Problems in Statistics	Kitab Mahal	Prasan prakash	1	1
13	Mercantile Laws of India	Suvidhya Prakashan	Purushottam Mehta	2	1
14	Principles and Practice of Cost Accounting	Agra Book Store	R. K. Gupta	1	1
15	Cost Accounting Principles and Applications	Himalaya Publishing House	B. M. Lall Nigam	1	1
16	Logistic Management	Pearson Education	Vinod V. Sople		2
17	Company Accounts	Pimplapure & Co	M. M. Lanjewar	1	1
18	Management Accounting	Sahitya Bhaban, Agra	Dr S. P. Gupta	1	1
19	Mercantile & Industrial Law	Seth Publishers	S. D. Geet	1	
20	Management Accounting	Kitab Mahal	S N Pinjarkar	1	
			R G. Astikar		
21	Purbaranga	Srividya Prakashan	P. L. Deshpande	1	1
22	Shree Chaitanya Mahaprabhu ka Shikshamrut	Bhakti Vidant Book Trust	Swami Prabhupad	1	2
23	Heart Over Matter	Macmilan	Virender Kapoor	1	2
24	The Road Ahead	Penguin Books	Bill Gates	1	1

Knowledge Resources

1	Encarta – World English Dictionary	Macmillan		1	1
2	Webster's Pocket Thesaurus	CBS Publishers & Distributers		1	2
3	Webster's Pocket Grammar Speech & Style Dictionary	CBS Publishers & Distributers		1	2

4	Webster's Dictionary	Pocket CBS Distributers	Publishers &	1	2
5	Webster's Pocket Medical & First Aid Dictionary	Medical CBS Distributers	Publishers &	1	2
6	Webster's Pocket Spelling Dictionary	Spelling CBS Distributers	Publishers &	1	2
7	Webster's Pocket Computer Dictionary	Computer CBS Distributers	Publishers &	1	2
8	Earth	Propular Prakashan		1	
9	Universe	Propular Prakashan		1	
10	Britannica Ready Reference Encyclopedia	Encyclopedia Britannica Pvt. Ltd.		1	

4.2.3 Does the institution have the following:

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.94

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.10	3.5	2.33	1.29	0.5

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.06

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 87

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The plans for infrastructural development are given top priority as the College realizes the corelation between adequate infrastructure and effective teaching – learning. The strategies adopted for ensuring adequate infrastructure are as follows:

- At the beginning of the academic year need - assessment for replacement / upgradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and lab technicians after reviewing course requirements, computer – student ratio, budget constraints , working condition of the existing equipment and also students grievances.
- Effective utilization of IT infrastructure is ensured through appointment of adequate and well qualified lab technicians.
- The Institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time.

Table 4.3.1 Yearwise Internet Upgradation

Sr. No.	Financial Year	Internet Upgradation
1.	2013-14	1 MBPS
2.	2014-15	1 MBPS
3.	2015-16	5 MBPS
4.	2016-17	5 MBPS
5.	2017-18	5 MBPS
6.	2018-19	50 MBPS

- Institute has upgraded the 5 Mbps Leased line to 50 Mbps Leased Line Internet connectivity.
- The Internet Service Provider (ISP) provides connectivity with high fault tolerance.
- Internet connectivity is available in class rooms.

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

4.3.2 Student - Computer ratio

Response: 19.95

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 50.07

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

2017-18	2016-17	2015-16	2014-15	2013-14
58.21	104.32	32.59	29.43	30.45

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	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 physical facilities like, Classrooms and Computers etc. are made available for the students. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the supporting staff. The College has a simple mechanism for maintenance and upkeep of the facilities. Generally the Heads of each department raise indents for any requirement in that particular department and necessary steps are taken in regards. Periodic reporting on requirements of repairs and maintenance is submitted to the Administrative office. The requirements are processed and made readily available. Following is the mechanism for maintenance:

Cleaning and Maintenance of Classroom and other Public Areas / Washrooms

Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls,

Laboratories, Washroom etc. are also well maintained.

Maintenance of IT Facilities

Lab technician and Lab assistants maintain the efficiency of the college computers and other accessories. Maintenance is monitored through surveillance Cameras.

Maintenance of Electrical and Electronic Equipments

- Regular check up of equipment is carried out at the end each semester.
- Complaint register is maintained in the computer laboratories.
- Replacement and requirements etc. are reported to the Administrative office.

Table 4.4.2 Maintenance of Electrical and Electronic Equipment

Sr. No.	Category	Maintenance (AMC)
1.	Air Conditioner (AC)	A. K. Gandhi Electronics & Appliances Lip
2.	Lift	Trisha Elevator
3.	Telephone	Unique Telecommunication
4.	Website	Softtech Solutions

Safety and Security

CCTVs are installed at all strategic points to protect intellectual and tangible properties. The college has also invested in 24 hours security service in the college to prevent the access to any trespassers or mischief mongers inside the college.

Website Design, Development and maintenance

The College has signed a contract with Softtech Solution Company for the purpose of design, development and maintenance of the College website.

File Description	Document	
Link for Additional Information	View Document	

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 the last five years

Response: 44.07

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1008	625	478	502	442

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.01

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	27	14	01	02

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

- 1. For competitive examinations**
- 2. Career counselling**
- 3. Soft skill development**
- 4. Remedial coaching**
- 5. Language lab**
- 6. Bridge courses**
- 7. Yoga and meditation**
- 8. Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 13.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
383	261	348	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benifitted by VET	View Document

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.91

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	07	00	00	00

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 28.2

5.2.2.1 Number of outgoing students progressing to higher education

Response: 108

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Institute has an active Student Council consisting of representation of students from all programs as per the norms prescribed by The Maharashtra Public Universities Act, 2016. The institute firmly believes in participative management and students being the most important stakeholders have an active role to play in working of the institute.

As per the Rashtrasant Tukadoji Maharaj Nagpur University Direction no.5 of 1996 a student council should be formed and made functional in every institute affiliated to the University.

As per the above direction the institute has formed a student council with student member representative from each class and Faculty In Charge.

The composition of student council is as follows

1. Principal
2. Student welfare officer
3. Teacher in charge of NSS
4. NSS program officer
5. One student from each class with academic merit at the examination held in preceding year and engaged in full time students in the institute (nominated by principal)
6. Director of sports and physical education
7. One student each (nominated by principal) showing outstanding performance in sport
8. Two female students nominated by principal (SC/ST/NT/DT-NT/OBC)

Functions of student council:

1. Supervise and co-ordinate various co-curricular activities of the students like dance, music, debate, drama etc.
2. Recommend to the Principal, the allocation to be made for all the activities with financial estimate.
3. Allocate funds for different co-curricular activity.
4. Submit annual report about activities conducted during the academic year.
5. To make recommendation regarding any matter affecting the corporate life and welfare of students in general.
6. To make recommendations for settling grievances of students.
7. To make recommendation regarding facilities like library, laboratory, students common room, auditorium etc.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 4.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	05	04	04	00

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The institution is a bit late to introduce the Alumni Association, gradually, the association has started functioning but the institution has not been able to get the association registered yet. The institution intends to get it registered soon and make sure that the association contributes to the development of the institution to its best.

The association intends to help present students on:

- i. Projects
- ii. Career Guidance
- iii. Interview Techniques
- iv. Placement activity, Software Training, Provide internship, industry academia association.
- v. They work as resource person at workshop and seminars,

Guest Lectures, Judges for Competitions organized by the department and provide their guidance to the students.

Prerna Alunmi Association acts as a bridge between the former students, current students and authorities. The college regularly interacts with the Prerna Alumni Association (PAA) and through it, Alumni meet will also be organized once in a year, the first meet was organized on 13 th January 2018.

The association will definitely play a significant role in the upliftment and quality enhancement of the institution.

File Description	Document
Any additional information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 2**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
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 an effective leadership in tune with the vision and mission of the institution

Response:

Prerna College of Commerce started in the year 2002. The main purpose of starting the college is to fulfill the aspirations of the youth living in and around Nagpur. The vision of the institution is to better the lives of the youths by bringing the opportunities to the closest proximity by providing academic excellence at an affordable cost. It is functioning as a premier college in the region, empowering the youth to face the challenges of tomorrow successfully and confidently through quality education.

Vision

To inculcate basic human values in students and transform them into dedicated, committed responsible and good human beings who will prove themselves as assets to the society and the nation. The institution intends to make them use their full potential and bring about overall desirable transformation in their personalities. To prepare and enable them to be globally competitive to face the challenges of life.

Mission

It is a zealous mission of the institution to help society and nation in all possible ways and enable the students to contribute to nation building, together with their self-development to deepen and extend knowledge about the formation and utilization of human capabilities for overall human welfare.

Goals

- Prepare quality professionals.
- Provide educational outcomes which can be converted as life skills.
- Develop awareness among students and respect the diversity and democracy of our country.

Core Values

- Academic excellence and integrity
- Outstanding teaching and service
- Scholarly research and professional leadership
- Integration of teaching, research, and service
- Individual and collective excellence
- Diversity, equity, and social justice
- Education of individuals across the life span
- Collegiality, sharing of authority and collaboration

Beliefs

- A literate and educated citizen is vital to a democratic society.

- Everyone is entitled to a high-quality education, grounded in sensitivity with individual dignity, professional integrity, and a positive and nurturing environment.
- A dynamic education system fosters an equitable, productive economy in a global environment.
- Teaching and learning should be combined with scholarly research and effective practice.
- School improvement should be based on sound research, the application of theory as it relates to effective practice, policy development, and collaboration with practitioners.
- Technology should be used to improve the quality of teaching and learning, research and scholarship, and outreach to the state, nation, and the world.
- The ultimate aim is to bring about positive progress in the overall development of the society and the nation.

The Institute has a College Development Committee (CDC) which meets twice a year to take a review of the activities of the college. The Principal, senior faculty members and non teaching staff representative are part of this committee.

The students are made to learn the art of governance and leadership by getting chance to be a part of various student bodies and committees. The students are given opportunities to take lead role under the guidance of the faculty members in cultural events.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Management of the college is committed to providing quality education and academic leadership and inspiration to the faculty for efficient transaction of teaching - learning process.

The departments have autonomy to prepare their own calendar of curricular and co-curricular activities. To execute the overall objectives of the college, different committees are formed. Each committee consists of Co-ordinator, members and student representatives are taken in these committees.

- Routine administrative authority is vested with the Principal and is assisted by the administrative staff.
- The faculty members of respective department on their own decide on the subject to be undertaken the related activities during the year to improve the quality of education .
- The academic staff is free to take decisions regarding the departmental activities to improve the quality of education.
- Different committees such as admission, examination, discipline, anti ragging, library, grievance redressal cell etc. are constituted with the purpose of smooth conduct and monitor the various activities of the institution.
- The quality improvement policy design and implementation are done in a meeting of the Management, Principal and the Faculty.
- The management regularly interacts with the faculty to ensure the quality education.

- The Principal interacts with the students as well as parents to get feedback and review the activities of the college accordingly.
- The Principal interacts with the supporting staff and provides guidance to ensure best administration.
- Academic and administrative fronts go hand in hand.

Decentralization and participative management of the institution is best seen in the case of Umang Youth Fest

A popular form of decentralisation in colleges is to give additional responsibilities to students and teachers. The various activities organized in the college provide an opportunity to practice decentralization. A team of energetic, enthusiastic and dedicated volunteers is made in charge in different events/activities.

This is to develop a bonding among the faculty and the students. Through this the faculty and students work together, discuss issues, take decisions, solve problems and the students also get an opportunity to exhibit their talents, develop leadership qualities and other skills and turnout to be confident and capable human beings. The basic philosophy is to instill a sense of teamwork and foster competitive spirit.

UMANG is a youth festival organised to inculcate competitive, creative & entrepreneurial spirit among the students, which comprises some exciting events like, one minute games, rangoli making, mehendi competition, model making, green ganpati, drawing competition, cartoon making, best out of waste and food fair so that the hidden skills of the students are explored. The students come up with various new and innovative ideas during these activities. Through this exposures students become able to take decisions, plan and solve problems on their own.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

During the past 16 years, the College has acquired good reputation for campus discipline, open and transparent administration, high academic standards and extracurricular activities enriching the personality of students. In order to provide inclusive and quality education, the College has developed strategic plan for various activities which are to be implemented successfully.

Strategic Plan:

Strategy: The college follows University guidelines proper procedure for the appointment of qualified teachers.

Perspective Plan:

Our college has a long term planning for the growth and development which is reflected in its Perspective Plan. In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the College has taken initiatives to obtain Inputs from all stakeholders viz, the Management, Principal, the faculty, the administrative staff, students of the college and the Alumni Association of the college. Also, the framework of plan is inclined towards the development of the College that refers to the quality sustenance and quality enrichment. It intends to cover social, economic and academic development. The following throws light on the Institutional perspective plan for the next five years:

Teaching and Learning Plan:

- As our aim is to provide high quality teaching, the perspective plan includes additional skill based and value based programs to make learners employable.
- Soft skill development programme be continued every year.
- Life skill based courses will be introduced.
- Extensive use of ICT and modern infrastructure will be promoted.
- Computer Literacy Programmes for under privileged will be undertaken.
- Language Lab will be regularly upgraded.

Research and Development Plan:

- Will continue to motivate the teachers to participate in seminars, workshops and training programmes, orientation programmes, refresher courses, national and international level conferences through incentives.
- College will continue to provide easy access to daily newspapers, journals, periodicals and internet in the Library and reading halls which will strengthen the reading habit of students and teachers and lead to enhance their knowledge.

Community Service Plan:

- Organize NSS camps to inculcate community living.
- Planning to take up waste water, recycle the dry waste and use the solar PV plant.
- Local awareness programmes through NSS and Women Cell.

Human Resource Planning and Development Plan:

- More Faculty Development Programmes will be organized for both teaching and non-teaching staff.
- Regularization of employment and Job Security to Staff will be done as per college policy.
- The college will actively participate in curriculum update process at University level, by representation on different academic bodies.

Industry Interaction Plan:

- Industrial tour for all final year students to be organized in future also.

- Encourage the students to work on actual projects for local industries.

Training and Placement:

- As per the Memorandum of Understanding (MOU) with A1 Tech Software Solution and Vikalp Education, we will continue Internship, Add on courses, and Placements in future also.
- Strengthen training and placement, career counseling for students by making more MOUs.

Extracurricular activities:

High standard of extracurricular activities and social outreach programmes will be organized.

File Description	Document
Any additional information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Prerna Sewa Mandal (PSM)

Prerna Sewa Mandal, the parental body of Prerna Group of Institutions, though has started informal functioning much earlier, officially came into existence in 1983 with its registration with the charity commission.

Prerna College of Commerce which was established in July 2002 with a view to imparting quality education in the field of higher education to the people in the nearby areas and is fully committed to educational and social uplift of the masses.

Governing Body:

President

Prof. R. C. Gulhane is the President of the Prerna Sewa Mandal.

Secretary

Dr. S. C. Gulhane is the Secretary of the Prerna Sewa Mandal.

Functions and Responsibilities:

- Responsible for the growth and progress of the Institution.
- Responsible for overall operational navigation of the Institute.

- Resource facilitation for various functional areas.
- Functions as principal Advisor.
- Guides in shaping organizational framework and policies in the interest of stakeholders.
- Support College Development Committee in all major activities of the Institute.
- Provides required infrastructural facilities.
- Supports and supervises all the expansion plans and their implementation.

Organizational Structure

Principal

Functions and Responsibilities

- Responsible for the fulfillment of all academic and administrative requirements of affiliating University and other statutory bodies.
- Provide guidance to teaching faculty on various issues related to curriculum and curricular delivery.
- Guides students through induction meet on various aspects of College enrichment programmes.
- Ensuring that all the academic courses are implemented systematically in a time bound manner.
- Facilitates smooth conduct of academic, curricular, co-curricular, extra-curricular activities etc.

Head of the Department

Functions and Responsibilities:

- The Head of Department is required to lead, manage and ensure the highest possible standards of excellence in all its activities.
- To carry out all responsibilities as per the instruction issued by the university and college authority time to time in regard to admission, examination, instruction and progress.
- To evaluate and monitor the procedures of compliance and improvement which includes teaching and resource management.

Administrative Head

Registrar is the head of the administrative staff.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1. Planning and Development**
- 2. Administration**
- 3. Finance and Accounts**
- 4. Student Admission and Support**
- 5. Examination**

A. All 5 of the above**B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The College functions through various committees and cells that are constituted to ensure effective and transparent conduct of various activities. In addition, some cells/committees are constituted to take care of certain areas like students' grievances etc. The frequency of meetings of these committees is well defined and the views, suggestions, resolutions etc. are placed before College Development Committee (CDC). The CDC is formed as per the guidelines of the University.

Grievance Redressal Committee

A Grievance Redressal Committee has been constituted in the college to settle genuine grievances so as to maintain a healthy relationship among the students and other stakeholders. The main objective of this committee is to redress the students' grievances. A complaint box is placed in the college campus for students.

During these years no major grievances have been received by the committee. Grievances otherwise received are forwarded to the Principal who takes a prompt action in the reported matter. After the formal working of the Grievance Redressal Committee, regular meetings are conducted and issues are settled.

Complaint regarding parking area

Student representative brought to the notice of all that the parking area had too many vehicles and they are haphazardly parked by students. The security guard does not guide the vehicle users for the parking. Students also sit on other's vehicle and try to damage the vehicle by either scratching the seat, or twisting the mirror and alike. Many students are facing this problem and she feels that the problem should be

addressed in time. This problem was raised by some of the faculty members also. The Coordinator told Dr Bharti Deshmukh to inform the members of Admin department to instruct the concerned department/ authority to brief the guards accordingly.

6.3 Faculty Empowerment Strategies

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

Response:

The Management and Institution have evinced a deeper concern for the welfare of the staff.

Health Care Facility

- Free health checkup facility is made available to staff in the camp organized by College once in a year.

Support Facilities

- As financial support to faculty members pursuing higher education, they can use library facility, computers, printers and stationery free of cost.
- Under the Institutional Social Responsibility, college provides the financial aid in the form of Fee concession to the wards of faculty.

Knowledge up-gradation

- Faculty are encouraged to participate in Seminars, Workshops and Faculty Development programmes by giving incentives for the upgradation of knowledge.

Sponsorship for higher studies

- Faculty pursuing higher studies, and joining courses in the college, get the advantage of sponsorship in terms of both monetory and non-monetory.

Other Facilities

- Deputation is granted to the staff for Professional Development Programmes.
- The teaching staff is given financial assistance to attend Conferences/Seminars.
- All teaching and non-teaching staff is benefitted by group insurance.
- Provision for clean premises, well furnished staff room, fans, coolers, Air-conditioners promoting healthy work environment.
- Purified drinking water facility.
- Greeting cards are distributed to all staff members on Diwali and New Year.
- Arrangement of one day picnic.
- Transportation facility as and when required.
- Birthday celebration of staff.

File Description	Document
Link for 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: 10.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	05	01	02	02

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	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: 2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	02	02	01

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 17.24

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	11	01	03	02

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

All the teachers submit duly filled self appraisal report every year briefing all the information about their professional and academic activities. The Appraisal report is based on the Annual performance of the employees on the basis of their academic, research and other extra-curricular activities. Also feedback is taken from students. It helps the teachers to assess their own performance every year and to perform better and better in future.

Based on the feedback, strengths are appreciated, weaknesses are discussed and counselling is done by the Principal to overcome the deficiency. Similarly, a feedback for non-teaching staff is collected for improvement.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The mechanism for the internal and external audit of the institution is:

- The college accounts are audited by Chartered Accountant annually.

- The institution has its own internal audit mechanism where Internal audit is an ongoing continuous process and to verify and certify the Income and Expenditure of college yearly.
- Internal Audit Committee (Registrar, Teacher and Office Staff) is constituted to verify all the financial transactions and report accordingly.
- Before sending it to the CA, the President, the Secretary and the Director go through the financial statements carefully and verify the transactions.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

- Prerna College is one of the highly reputed colleges in South East Nagpur. Taking into consideration the demands from surrounding areas, new courses are introduced hence revenue generation can be increased. It is a self-financed institute sanctioned by the Government of Maharashtra on permanently no-grant basis. As of now the tuition fee is the only source of revenue for the institution. However, the college so far has been able to manage its financial resources effectively in the interest of the stakeholders. Deficit is managed by taking advance from the Prerna Sewa Mandal. Prerna Sewa Mandal, the Managing body, is capable of providing all the necessary financial support to the college .
- The college also maintains a steady fund to run the operational expenses as well as developmental

expenditures.

- The college has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. The budget is prepared every year taking into consideration of recurring and non-recurring expenditures.
- As per the needs and necessities and the recommendations from the IQAC the Principal submits the list of requirements to the governing body, which in turn makes all the necessary provisions for the institution including financial support.
- All the major financial decisions are taken by the College Development Committee.
- All the major financial transactions are analyzed and verified by the governing body/administrative.
- The payments are released after delivery of the respective goods.
- All transactions have transparency through bills and vouchers. The bill payments are passed after testing & verification of the items.
- Respective faculty members ensure that suitable equipment/machinery material with correct specification is purchased.
- Financial audit is conducted by chartered accountant every financial year to verify the compliance.

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:

Though it is the first cycle, college has already constituted the IQAC for enhancement of overall standard of institution. IQAC has developed strategies to empower the working of college. It has taken initiatives to evolve best practices in the college. The IQAC, in its first meeting held on 2nd March 2017 has suggested some measures to improve quality and ensure transparency. These suggestions were worked upon and have been institutionalized in the interest of stakeholders.

IQAC Initiatives

- Upgradation of Language Lab.
- ICT enabled class rooms.
- Rain water Harvesting.
- Renewable source of energy like solar energy.
- Motivating teachers to undertake post- doctoral research.
- Motivating teachers to complete their Ph.D.
- Motivating teachers to organise Conferences, Seminars or guest lectures in their respective

subjects.

- Motivating teachers to attend Conferences and Seminars outside the college.
- Motivating students to participate in Extra-curricular activities and to ensure their training towards effective and active participation in various in- house and intercollegiate events and competitions.
- Class mentoring encouraged.
- Suggested certain measures to improve University results.
- Guiding the Alumni Association to organise different programmes for the benefit of the students and also share their experiences with the students in their respective fields.

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

Response:

The IQAC takes the responsibility of continuously monitoring quality of teaching-learning process and operational methodology. Learning outcomes are measured at periodical meetings and action plan is made to maintain the quality of the same.

Action Plan

- Assessment of the student is based on their attendance, participation in other curricular activities, events etc.
- It is ensured that there must be a complete transparency while assessing the students.
- Certificate course in Basic English Grammar to help students to develop their communication skill.
- An opportunity to explore knowledge in different sectors is also provided by arranging seminars, workshops, guest lectures, debates etc.
- Teachers were asked to ensure participation of students in classroom teaching.
- Teachers are motivated for syllabus completion and are regularly monitored by heads of the department.
- Library need to be enriched with resources related to curriculum.
- Ensuring ICT infrastructure facility in the campus.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	00	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Incremental improvement in academic area during last five years

ACADEMIC DOMAIN

Curricular Aspect

- College produced merit students in University Examination.
- Motivated teachers started working more effectively which is reflected further in teaching-learning process.
- College is in a position to attract qualified teachers. One of the faculty member is gold medalist.

Teaching - Learning Process

Intensive teaching and rigorous exercise of teaching – learning is reflected below-

- Upgradation of slow learners and making them join in main stream is made possible through remedial teaching.
- Further add-on and value based courses are offered to students for their overall development.

Modern teaching aids are used

- ICT enabled services are enhanced in the recent years for teaching -learning.

Sports Achievements

- Our students performance in sports is much better and many of them have played at state and national level and also bagged medals.

Library

- The institute keep on upgrading library time to time.

ADMINISTRATIVE DOMAIN

The well manned administrative office works on automation in areas of admission, attendance, examination, reporting etc.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 8

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	01	01	00

File Description	Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security
- 2. Counselling
- 3. Common Room

Response:

towards opposite sex by raising awareness regarding gender equality among students. Women in all societies experience various forms of discrimination. Creating gender sensitivity among students in an integral part of education. Since the college is co-ed, programmes relating to gender sensitivity are given great importance. Therefore the Institute always tries to create awareness amongst students and faculty about the values of gender equality & sensitivity. This is carried out in following ways:

1. Safety and Security: The campus is covered under surveillance of CCTV. 73 cameras are set up throughout the college. This ensures continuous and close monitoring at all times to ensure any adverse occurrence. Round the clock security and safety is provided by guards. The primary responsibility of these guards is to patrol and assure the safety and security in the campus and they are also responsible for maintaining parking safety. The Institute also has an active 'Internal Complaints Committee' to ensure safety and security of students, particularly girls.

2. Counseling:

- The college has practice of appointing class teachers. Therefore one to one counseling is given to students when required. The Institute has also established a Grievance Redressal Cell with representation of Faculty members without any discrimination (gender, caste, religion). Students who face any problem related to gender-based favoritism and pressures approach cell and avail counseling facilities. The Institute has also formed Mentoring Committee which addresses students problems and provides counseling.
- The students are advised at the beginning of the session that if they have any issues regarding safety or harassment they should report the same to the concerned authority immediately. The names of such informers shall be kept secret to avoid issues about their own safety.

3. Common Room: The College provides separate common room for boys & girls with basic facilities like necessary furniture, fans and lights.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 56447

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 30

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 17280

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 57600

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Waste disposal system is well thought off and properly managed. Solid waste is segregated from liquid waste. Waste is collected on a daily basis from various sources and is separated as dry and wet waste. Color coded dustbins are used for different types of wastes. The waste separated is then collected by Corporation. Regular efforts are taken to reduce all types of waste by creating awareness among staff and students. Regular cleanliness drives are also undertaken to enhance the awareness at all levels.

E-Waste Management: The campus has centralized facility to collect e-waste. E -wastes such as old computers and other electronic gadgets and equipments are sold to junk dealers dealing with e-waste management. Old monitors and CPUs are repaired and reused. Some parts useful for other systems are kept aside for further use. Awareness is also created among students and staff regarding E-waste management.

Initiatives:

1. Sufficient number of dustbins are provided at places.
2. Regular cleanliness of class room, floor, stairs, railings etc. done which educates and inspires the students to keep the campus clean.
3. Computers are upgraded to the higher versions rather than buying new machines. This helps in reducing electronic waste generated from computers and computer peripherals.
4. The college organizes awareness activities like, 'Best out of Waste', 'Cleanliness Drive' and 'Know Your City', to develop a sense of social responsibility among the students.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Prerna College of Commerce is conscious of the present environmental requirements and sincerely wishes to rejuvenate the environment in all possible ways. It believes that water harvesting is the need of time as

the level of ground water has gone down more than 150 meters on an average whereas at many places it is much lower than that. The land needs to be replenished so that the exhausted water could be replaced and the ground level rises. Being conscious of this environmental requirement, the college on the recommendations of the IQAC, realizing the urgent need of water harvesting, has set up a two filter unit. Through this unit, rain water falling on the roof is properly channelized to the well that is located in the ground. The filtered rain water is thus carried to the well from where it is collected. It also helps the ground water level in the surrounding areas to rise up. The water harvesting unit is functional.

Annually on an average collection is more than one lac litre of water, though much depends on the amount of the rainfall and its intensity. Water harvesting unit meets on an average two months requirement of water. The college has the plans to cover the whole of the roof of the existing building and increase the units of water harvesting.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
 - **Plastic-free campus**
 - **Paperless office**
 - **Green landscaping with trees and plants**

Response:

Green trees and plants

a) Bicycles:

The institution regularly motivates the students & try to use bicycles or public transport for commuting.

b) Public Transport:

Students and staff are encouraged to use public transport or to share vehicles. Talks on traffic rules are also organized in the campus.

c) Plastic Free Campus:

Initiative has been taken to make campus plastic free by discouraging use of plastic bags to minimize environmental damage and risks associated with it. NSS Unit organized awareness program and rallies on regular basis related to plastic free environment. Cloth bags, paper bags etc. are donated to vegetable vendors to educate them on plastic free environment.

Partially Paperless Office: In order to reduce use of paper in all the internal communication of the Institution, routine work is carried out through email and LAN service. Apart from that the use of paper is greatly reduced by maintaining e-records and reusing waste papers.

Green Trees and Plants: Plantation of trees is undertaken by the college in and around the campus. The college building is surrounded by well grown plants and trees. Greenery is well maintained in the premises through potted plants. The college follows a good practice of gifting saplings instead of floral bouquets.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.2

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.29	0.15	0.15	0.15	0.25

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

- 1. Physical facilities**
- 2. Provision for lift**
- 3. Ramp / Rails**
- 4. Braille Software/facilities**
- 5. Rest Rooms**
- 6. Scribes for examination**
- 7. Special skill development for differently abled students**
- 8. Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 2

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	01	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 2

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	01	01	0

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five

years

Response: 24

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	05	03	05	02

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The programmes on the occasion of birth anniversaries and death anniversaries of national leaders, social reformers, and freedom activists are organized in the college to inculcate the moral values among the students by introducing the life and work of these personalities and inspire the students to take noble paths in life. Every year, the college celebrates the national holidays with complete preparation and with traditional gaiety.

Independence day, Republic day and Gandhi Jayanti are celebrated along with national festivals as with zeal and enthusiasm. Teachers' Day, Vivekananda Jayanti and Rao Bhadur D. Laxminarayan Day are also actively celebrated in the college.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The Institution maintains transparency in its financial, academic, administrative and auxiliary functions are

shown below:

Financial Transparency:

- Financial resources management policy is in place and is shared with concern authorities.
- We have a complete financial auditing every year by approved CA. It is complied by all the important processing required by Government and Taxation Dept. We have all the data maintained of audited reports of last years. We provide original receipt to students for college fees payment, receipt, enrollment fees, etc.
- All financial transactions of college are being subjected by external auditor.

Academic Transparency:

- The Academic Committees of the College having student representatives monitors activities of the College.
- Important notices are regularly displayed in the College website to ensure complete transparency in all its functioning.
- Faculty meeting is scheduled and conducted which is attended by all faculty members. All issues related to academics, projects, class attendance and activities are discussed in the meeting.

Administrative Transparency:

- Our Institute is governed by Rashtrasant Tukadoji Maharaj Nagpur University, so the Institute abides by the terms of the University.
- Admission is on the basis of merit in accordance to the University policies.
- Code of conduct is displayed to students through college website.
- Committees like, Anti-Ragging, Internal Complain Committee, Grievance Redressal Committee, Mentoring etc. are functioning to maintain transparency.
- We have our own way of handling the ethical and human values needed for transparency.
- Regular feedback is collected from all stakeholders of the Institute, which majorly include students, alumni and parents of the students. All feedback is recorded and acted upon by the management in consultation with staff as an annual feature. Corrective actions are taken accordingly.
- The institution promptly responds to any official demand in regard to college matters from any government agency or the university quarry.

Institute follows a well defined process for operations of library, computer labs, use of campus facilities, etc. Institute thus maintains a clear and transparent approach in all of its functions.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1

Title of the practice: Staff Seminar

Staff Seminar is a platform to reinvent and strengthen the potential of teachers. It is aimed at inculcating the research attitude, art of public speaking and sharing of updated knowledge. It promotes exchange of new ideas and research.

Context

In this modern era global thinking and local action is expected. It has been observed that there is hardly any dialogue among faculties in respect of interdisciplinary and multidisciplinary issues in higher education. In order to overcome such obstacles the college administration, under the guidance of Principal, Dr A. R. Aipatwar, took initiative to launch the practice of Staff Seminar for all round development of the faculty members in the year 2013-14. In the present scenario the expertise of faculties needs to be constantly enhanced. Therefore inter action between member and guidance from peer has lot of importance. In the context of all these factors, this practice was initiated.

Objectives

- To update teaching community with recent trends in all disciplines.
- To encourage faculty members to become good and effective speakers.
- To create a common platform for the dialogue and discussions among the teachers on the current and global trends in higher education.
- To update faculty members with modern trends which will eventually benefit the students.

Practice

All the teaching faculties whole heartedly and willingly participates in the seminar. Under this practice teachers make presentation on the selected topics. Generally the lecture or PowerPoint presentation is divided into two parts: The first part is totally devoted to the lecture come presentation where as in the second part there is obligatory discussion in the form of question

and answer. After the presentation it is open for interaction. Thus under this practice a full-fledged deliberation is devoted to a particular subject, theme, idea etc. The Seminar is conducted twice a year. Teachers select a curriculum relevant topic and make presentation. The topic is then thrown open for discussion. The theme, ideas and facts of a selected topic are analyzed **I** detail. The brain storming by the peers enhances the scope of the topic.

Obstacles faced

- The different activities going on in the college every now and then interrupts the program schedule because the staff is engaged in those activities.
- Irrelevant questions during interactive session may destruct the teacher's presentation.
- Only few faculty members come forward for presentations.

Impact of the Practice

The said practice has become quite successful and popular among faculty members. To some extent the teachers are in a position to overcome the stage fear and public glossofobia. This helps their practice about different subjects. Due to pre planned annual programs the teachers have sufficient time to prepare lecture. Thus the response was quite excellent and promising. This platform makes possible the churning of important current trends on varied topics.

Resource Required

- Modern educational edges
- Good infra
- Good information sources

Best Practice 2

Title of the Practice: PRERNA – (Participation, Representation and Empowerment for Raising Natural Aptitude)

Managing the activities of the institution in the most effective manner requires support of all stakeholders. Students being the centre of all activities are taught to shoulder the responsibility in college activities.

The Context

The College life is significant in helping the capacity building and development of individuals. The

energies and capabilities of the students can be properly channelized and their organizing and managerial skills can be enhanced if they are made an integral part of organizing committees of college activities. With this objective a team of enthusiastic and motivated volunteers from every department are selected. This group of students organize different co-curricular and extracurricular activities. A sense of responsibility and involvement is developed through this practice.

Objectives

- To empower the youth through their participation and representation in college activities and raise their natural aptitude and talents in order to develop a democratic work culture for the institution and good human resource for the country.
- To make the students more involved, disciplined, progressive and fruitful.
- Practice knowledge.

Practice

- This approach was adopted to make the students more serious in life and ISSUES relevant to the society.
- Further, the purpose was to make the linkages between the junior and senior students more strong and binding for a disciplined behavior in the campus.
- Under this practice the students organize the requirements of any program/ activity of during the program are all controlled by this group of students.
- Organizing the seating arrangement, requirements of the dais, compering, discipline during the program are all controlled by this group of students.
- This group of students regularly interact with concerned teachers and principal.
- Different committees are formed of these students.

Obstacles Faced

- Very few obstacles in implementation of practice.
- Number of students offering themselves as volunteers is usually very large.
- Every year there is a change as students pass out and new students have to be trained.

Impact of the Practice

This practice of student's participation was very successful as most of the students felt being transformed into better citizens. This year again, a large number of students volunteered themselves to be included in the list of volunteers. The volunteers selected after consultation with the class teachers covered each and every class, faculty and stream, thus giving a complete look of unified workforce. These volunteers were addressed by the faculty and the Principal in a specially convened session to make them more involved and relevant.

The various parameters of the success of this practice are:

- The students feel relevant to their institution.
- They also perform better in academics, sports and cultural activities.
- They are closer to the faculty and the principal.

- They are more useful to the society and then immediate neighborhood,
- Changes their personality.
- They have better time management.

Resource Required

- Willing Students.
- Basic material for various activities.
- Storage and attitude to reuse various

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Prerna College of Commerce was established in the year 2002. Right from its inception its distinctiveness can be discerned. The group of Shri. D. C. Gulhane, Prof. R. C. Gulhane and Dr. S. C. Gulhane who established the college were just academics with no political backing. They only have a vision to provide good education at an affordable cost to students of East Nagpur, part of old city. Another distinctiveness is its choice of medium of instruction. College under Nagpur University(RTMNU) follow the three language formula, but English as a medium of instruction is available in very few colleges. Way back in 2002, the Management of the college had a vision to opt for English medium (only) as the medium of instruction it is which something to be achieved. This itself was a bold step in those times. In the present educational scenario is an asset and has given distinctiveness to institution.

Institutional Distinctiveness

Practice of providing Text Books

Overview

The College follows the practice of providing a set of Text Books/Reference to the students right at the time of admission .The cost of the Book is borne by the Management. This Practice was initiated because of two reasons. The first is that the students avoid purchasing text books or purchase low quality bazaar notes. The second is that library space is limited. Only limited number of students are able to avail the small reading room. Over the period of time , library space and resources have increased, but the Practice continues.

Practice

- After the admission the Librarian prepares a schedule of distribution class wise. The Students are given the books with a pre- condition returning the set at the end of the term.
- The wear and tear of the books is taken care of .Therefore providing set of books to students reduced the burden of storage by the library staff regularly.

- Worn out books are replaced.
- Changes in syllabus or a particular portion is pointed out to the students.
- New books are regularly added as per requirement.

Effect of the Practice

- At the U.G level, students avoid referring standardized books and use bazar notes. Therefore this practice helps us improve academic standard. It also inculcates regular reading habit into students.
- Classroom use of the books also improves.
- This practice reduces the burden of parents from lower middle class.

Uniqueness

- This practice given a reuse of Possession to the students.
- The long time limit of keeping the book for the whole term changes the perspective of the students.
- Classroom study becomes more effective
- Usually at the college level students do not carry books and refer to books by different writers when symmetrical books are available for study - Classroom teaching becomes more effective.

5. CONCLUSION

Additional Information :

Additional information (For SSR)

The College is steadily marching ahead with commitment to contribute to nation building. Following additions have recently been made as a part of infrastructural development and academic progress of the college:

Language lab: operational from 2017-18 session has now been upgraded and formally inaugurated on 12th Jan 2019.

New Building: The plan for the new building of the college has been submitted to the Nagpur Municipal Corporation for the official sanction.

Student activities organized in the college: Yoga Workshop, International Yoga Day, Power Point Presentation Competition, Quiz Competition, Youth Fest, Road Safety awareness, Industrial Visit, Know your City Competition, Hindi Diwas, *Wachan* Prerna Diwas and Youth Fest Umang.

Prominent Participation of students in Intercollegiate events and achievements:

1. Rs.10,000 cash prize in National Youth Parliament Fest organized by Govt. of India, Ministry of Youth Affairs (26-27 Feb 2019)
2. Gold Medal in Taekwando in Intercollegiate event organized by RTMNU (21st Feb 2019)
3. Rolling Trophy and 3 other prizes in intercollegiate VEDH event (28th –29th Jan 2019)
4. First Prize in Poster Making, Box Cricket, in SPANDHAN (9-13TH 2019).
5. Second Prize in Intercollegiate Chess Competition (16th Feb 2019)

Sports participation: Kho-Kho, Taekwando ,Box Cricket and Treasure Hunt.

Faculty Upgradation:

- a) University approved Principal appointed.
- b) A study of different types of Management patterns for all faculty members organised including visit to the Central Jail.

Upgradation of Infrastructure:

- Directors Room on the 4th floor.
- IQAC room refurbished.
- Canteen space redefined.
- Water harvesting unit installed.

1. Solar system installed of 5 kilowatt with a capacity of 600 units.
- Library space and reading room space enhanced.

Concluding Remarks :

Prerna College of Commerce unflinchingly believes in the age-old adage that knowledge is power and education is vitally important for uplifting the masses and the marginalized, with the pledge to uplift the masses and the marginalized, the college perennially works for imparting the sterling quality of education to its students and provide them enhanced level of knowledge and enriched level of experience to get their path illuminated for their life time.

All stakeholders are actively involved in enhancing the quality of education. Through various extracurricular activities constant efforts are made to sensitize the students regarding their responsibility to the community. In spite of many financial restraints, the institution has tried to provide all basic requirements for students. The total teaching learning is students centric. The efforts have paid off in the increasing number of students.

Constant efforts are being made for upgradation. New land has been purchased and the building plan is submitted for sanction. New courses will be started and more student centric activities will be undertaken. Research and Placements will receive greater focus.

“Gaining knowledge is the first step to wisdom,

Sharing it ,is the first step to humanity”