



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE**

**COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE, NARINGE NAGAR,  
DHAMANGAON ROAD, YAVATMAL**

**445001**

**<http://cmcs.hjes.in>**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Today, Harikisan Jajoo Education Sanstha, Yavatmal is one of the fastest growing organization in the field of education. An organization devoted to the cause of propagation of education among all the sections of the society.

The Founders of the Sanstha aspire to create an enduring "College of Management and Computer Science" unique in its "Guiding Vision, Faculty, Curriculum and Students".

The founders, being leading businessmen and industrialists know the demands of the industry and have an urge to train the students as per the requirements of the industry. The founders believe in developing professionals who believe in themselves and are equipped with the latest state of the art in their respective fields; professionals who are confident and can compete in the challenging world.

### **Vision**

- To give society a team of young and dynamic management and computer professionals.
- To run the institute for imparting knowledge and training in management and computer technology.
- To publish periodicals, journals, books and other literature in the respective fields.
- To collect information and set up a bureau regarding management and computer technology.
- To perform all acts, deeds or things that are necessary for the advancement and attainment of the aforesaid objectives.

### **Mission**

#### Position

To be the leading and most sought after institute of education & research in emerging technology and management disciplines that attracts, retains and sustains gifted individuals of significant potential.

#### Accomplishment

To offer rewarding, relevant, knowledge driven learning and research experience and be the centre of outstanding individual and institutional accomplishments that explores new horizons and creates challenging opportunities.

#### Values

To be a socially responsible institution of visible values and high ethical practices that nurtures an environment of equity, enlightenment, freedom and enterprise and enriches the learning ethos of our people.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

Own Building

Experienced Faculty

Excellent Infrastructure & Adequate Resources

Well-equipped Computer Lab ( With Internet & Wi-Fi Facility )

Transparency in Operating Processes

Consistent Ranking of our Students in the University Topper List

Big Library with a wide and varied collection of books

Regular Curricular and Extracurricular Activities for the Skills Development of Students

All Statutory Committees / Cells in operation

### **Institutional Weakness**

Lack of Full time Teachers & existing Ph.D holders amongst faculty

Industry Consultancy Works

Participation of alumnae in the overall development of the college is less.

Publications in National & International Journals & Conferences activities is less

### **Institutional Opportunity**

1. To emerge as a role model in the field of Management & Computer Science education adapting best pedagogic practices
2. Enhancement in Social activities with the help of NSS Program.
3. Academic flexibility in terms of choice of courses offered within and beyond the institute

## **Institutional Challenge**

1. Promote students to participate in Campus Drive.
2. Design MOU & Non-Academic Courses.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Affiliated to Sant Gadge Baba Amravati University, Amravati the Institute follows the curriculum designed by the University for the course BCA (Bachelor of Computer Application), BBA (Bachelor of Business Administration), MBA (Master of Business Administration), M.Sc. Computer (Master of Computer Science) which is revised periodically.

Understanding the need and advantages of enrichment, the Institute leaves no stone unturned to produce academically sound and multi skilled students. Accordingly, various plans for the effective and complete implementation of the curriculum are formulated.

The Institute adheres to the syllabus requirement in terms of number of Instructional days, number of contact hours per week and the number of lectures to be conducted per subject.

Going beyond the curriculum framework, the Institute conducts several academic enrichment programs like Brand Awareness, Stock Exchange Game, Aptitude Test, Presentation, Business Plan, Go-Green Activity, various NSS program for the Skill Development of Students.

In addition to above, Seminars, Workshops, Guest Lectures, Soft skills, Communication skills & Personality Development etc. are also organized to help students get an insight of the current trends and practices in the Industry.

We firmly believe that the curriculum implementation process is incomplete without a feedback mechanism. In this direction feedback is taken from all stakeholders i.e students, parents, industry & faculty help in improving inputs.

### **Teaching-learning and Evaluation**

The Students are admitted as per the norms prescribed by Sant Gadge Baba Amravati University, Amravati, through a well administered mechanism. The Students profile is highly diverse due to representation from different educational background and strata of the society.

Diversity of the students offers an opportunity to the teachers to adopt different teaching aids and methodology for reaching the students, focusing on interactive teaching rather than just informative teaching. This interactive teaching leads to effective and participatory learning for the students through Interviews, Group Discussions, Debates and Presentations etc.

Teachers ensure use of latest teaching aids and methods to conduct the lectures and practical.

Remedial classes are conducted for students to strengthen their basics in various subjects. Students identified as slow learners are tutored and provided extra time and support materials to bring them at par with the other students.

Academic Calendar is prepared at the beginning of the academic year to provide a guideline for academic, co and extra-curricular activities.

### **Research, Innovations and Extension**

Institute always believed that research and education go hand in hand. Therefore, it aims at providing research oriented environment for the faculty and the students.

The Institute encourages participation of the faculty in Seminars and Workshops to upgrade their knowledge and Skills in research and operational areas.

Through its NSS unit and professional society chapters, the college promotes various community engagement activities. College students and faculty members participate in activities such as blood donation camp, campus cleaning, and educating school children. These activities lead to the creation of students' awareness on social problems, to improve communication skills, teamwork and to grow students as socially sensitive human beings.

### **Infrastructure and Learning Resources**

Our Institute is known not only for good quality education but for its excellent performance in curricular, curricular and extracurricular activities.

The college provides adequate infrastructure facilities which are meeting not only the norms of regulating bodies but also satisfies functional needs. All the classrooms and most of the laboratories are equipped with multimedia teaching aids. Laboratory equipment is as per the syllabus requirement.

Library having rich books and journal collection fulfills the academic resources needs of the students as well as faculty members. Library orientation programs and other schemes have resulted into good library usage.

The Institute deploys ICT for a range of activities as conducting lectures, assignments of the Students, Research Projects and Information search. The Institute has adequate computers for the use of Faculty and Students.

The Institute Library houses 4000 Titles. In addition to this, College developed own library management software.

### **Student Support and Progression**

The institute provides a number of mechanisms for student support. Regular interaction between students and the Director, the Heads of departments, faculty helps to identify and understand student issues

The institute conducts soft-skill development, career counseling, and personal enhancement sessions for the students. For the overall development of students the institute encourages student participation in co-curricular and extra-curricular activities by providing the required support.

Training and placement cell provides pre-placement guidance to the students for placement activities. The cell coordinates internship and placement activities.

Every year the college conducts student elections. Various student activities are organized under the leadership of the elected student representatives. The students participate in inter-collegiate, intra- and inter-university sports tournaments and cultural competitions. They have also won several prizes in such tournaments and competitions.

The institute collects feedback on support services from all the final year students as well as from the student representatives in order to improve these services.

### **Governance, Leadership and Management**

The institute has a well-defined perspective plan involving focus areas, action plan to achieve the goals and measures to verify their achievements.

The institute collects feedback from all the students on teaching, curriculum and support services. The feedback from employers is used to improve the overall performance of the institute.

Under the leadership of the Heads, the departments plan and execute their academic and administrative activities.

Institute, being self-financed, the tuition fees is the main source of the income. The institute makes budgetary provision for recurring and nonrecurring expenditure in advance. As per the budget financial resources are made available for the functioning of the college.

The college has an active internal quality assurance cell (IQAC) formed in the year 2017. The IQAC conducts regular meetings to review and improve the quality of the overall functioning of the institute

### **Institutional Values and Best Practices**

The college takes conscious efforts to create awareness about energy conservation and renewable energy usage among students. Recently install Solar panels plant is used the college campus.

The college takes efforts to bring in innovations in teaching-learning process such as social platforms, use of modern teaching tools.

The college follows many best practices for students. Some of the examples include - soft-skill development program for students, Management & Business Game, Presentation & Poster competitions, NSS activities etc.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE
Address	COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE, Naringe Nagar, Dhamangaon Road, Yavatmal
City	Yavatmal
State	Maharashtra
Pin	445001
Website	<a href="http://cmcs.hjes.in">http://cmcs.hjes.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	R.D. Chandak	07232-255515	9404392530	-	ritesh.chandak01@gmail.com
Principal	D.C. Punse	07232-255595	9423131946	07232-255575	aashishji@rediffmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-09-2002			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Maharashtra	Sant Gadge Baba Amravati University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
AICTE	<a href="#">View Document</a>	04-04-2018	12	

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

<b>Recognitions</b>	
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



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE, Naringe Nagar, Dhamangaon Road, Yavatmal	Urban	8131.25	2367.34

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BBA,Commerce	36	XII ANY STREAM	English	160	103
UG	BCA,Science	36	XII SCIENCE WITH MATHS	English	240	120
PG	MBA,Commerce	24	GRADUATE ANY STREAM	English	60	45
PG	MSc,Science	24	GRADUATE WITH COMPUTER SCIENCE	English	20	18

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				27			
Recruited	0	0	0	0	0	0	0	0	2	1	0	3
Yet to Recruit	0				2				24			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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				13
Recruited	8	5	0	13
Yet to Recruit				0

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

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
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	2	0	0	2

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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	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

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	11	6	0	17

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	279	0	0	0	279
	Female	200	0	0	0	200
	Others	0	0	0	0	0
PG	Male	41	0	0	0	41
	Female	83	0	0	0	83
	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	52	55	44	47
	Female	36	32	23	33
	Others	0	0	0	0
ST	Male	13	7	12	10
	Female	7	7	8	10
	Others	0	0	0	0
OBC	Male	119	103	103	131
	Female	114	118	112	123
	Others	0	0	0	0
General	Male	57	90	85	101
	Female	61	67	63	90
	Others	0	0	0	0
Others	Male	62	35	27	31
	Female	27	20	20	27
	Others	0	0	0	0
Total		548	534	497	603

### 3. Extended Profile

#### 3.1 Program

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

Response: 4

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	4

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
603	496	547	554	507

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
250	250	250	260	260

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
187	231	149	132	201

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 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
3	1	1	3	3

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

2017-18	2016-17	2015-16	2014-15	2013-14
28	28	28	28	28

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 20**

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

2017-18	2016-17	2015-16	2014-15	2013-14
60	60	60	50	49

#### Number of computers

**Response: 120**

## 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 Principal invites carefully prepared academic year planner from each department and concern committees. Each one is carefully scrutinized by him and concern committee and are finalized curricular, co-curricular and extracurricular activities for student overall development. In reference to the yearly planner the schedule of work for each semester/term is prepared and precise action plans are developed for effective implementation of the curriculum with the aim to draw the students from rural and backward classes towards the mainstream of higher education. This yearly academic calendar with prominent events including sessional, cultural and sports events, seminars, guest lectures and other co-curricular activities etc. is made available through college website and board notices. Further enhancement is affected through conducting group discussions, quizzes, seminars and interactive sessions. Arranging guest lectures by eminent academicians is a regular practice. Every department as per its academic year planner conducts activities for sound and expected outputs. The imparting quality of education is assessed and monitored by the respective Head of Departments at a regular interval.

At college level, counseling is done by the faculty to assist students to choose the course, select subject combination with focus on job orientation. Special classes are arranged for weak students. Zero and bridge classes are organized at the beginning of the session.

###### Staff Meeting:

From the beginning of the academic session, the Principal of the college conducts meeting with the staff members to discuss various curriculum issues. Committees are formed to develop plans for successful execution of the curriculum. The principal monitors all implementation of the curriculum regularly.

###### Teaching Methods:

In the Classes Traditional Method is partially allowed but the teachers are encouraged to use innovative teaching methods. The curriculum delivery is effectively ensured through enriching and learned lectures, assisted by Projector, Power Point Presentations, Assignments, Internet Access, Visual Charts, or even advanced E-tools and digital modern aids. Well prepared handwritten or printed notes, study material, question bank, etc. are given to students. Workshop and Seminars are also organized for effective implementation of the curriculum. Teachers make demonstrations to guide hands-on work during practical sessions in all the practical subjects.



**Extra- curricular Activities:**

The goals and objectives of the college are to impart professional and value oriented education to the students so that they may be able to face the challenges of life and may be self-reliant. The college is committed to the all-round development of the students. It provides Intellectual, Academic & Social Training to the students. The college organizes cultural, sports and social events during the academic session. The special features of extracurricular activities are Youth Festival, Annual Social Gathering & NSS camps. Moreover, organizing educational, study tours, excursions and field trips, institutional, industrial, commercial, and research organizational visits, etc. are also conducted by the college.

**1.1.2 Number of certificate/diploma program introduced during the last five years****Response:** 0**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
0	0	0	0	0

**File Description****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
0	0	0	0	0

**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:** 0

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

**File Description**

**Document**

Details of the new courses introduced

[View Document](#)

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

**Response:** 0

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

**File Description**

**Document**

Name of the programs in which CBCS is implemented

[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:** 0

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
0	0	0	0	0

**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:

College is taking several steps to incorporate these issues in regular academic activity. Institute is ever ready to shoulder responsibility towards sensitive issues of society like gender equality, environmental education, human rights, ICT, etc. which is an integral part of our lives. It puts sincere efforts to embed them right across the curriculum by following endeavors:

- **Gender sensitization:** Institute has constructed woman empowerment cell, women grievance cell for maintaining glory and dignity of feminine sex and empower it with knowledge and skills and infuse self-respect and confidence. To serve the cause, cells organize orientation lectures to create awareness on gender equity and curb gender bias, women rights and women health issues. Women focused activities are organized as celebration of International Women Day when women related questions are pondered, girls give voice to their feelings through their speeches, poems, slogans and poster making on anti-female evils which are still prevalent in society and sensitive issues like female foeticide, women status, etc. Under NSS activities, preference is given to girl students to hold position as group leader. There is a equal participation of girls and boys in the NSS Camp Activity. NSS units take out awareness rallies to manifest women power.

- **Environmental Education:** Environmental study subject is taught to students of part two at UG level which covers study of Multidisciplinary nature of environmental studies, Social Issues and the Environment, Human Population and the Environment, Natural resources, Ecosystems, Biodiversity and its conservation and Environmental Pollution. NSS unit makes surrounding environment green and pollution free through tree plantation and sapling distribution with the NSS Head and students initiative. These acts contribute to keep environment clean, green and balanced. College also celebrates World Environment Day, Earth Day, Ozone Day, etc. to deal with urgent global needs.

- **Human Rights:** Grievance redressal cell is actively working in college campus having bearing on issues on human rights. Lectures on Human Rights, women rights are organized.

- **ICT:** Realizing amazing significance of ICT, institute has all infrastructural provision to facilitate ICT-rich environment and imparts computer use knowledge by not only running, UG and PG courses in computer science but also enriched every department, library and administrative wing with software, computers, internet and related facilities. . Institute integrates ICT use by students to help break literacy barriers in communication, and provide access to information on jobs enhancing employability, and enables research and useful information sharing through internet for their academic project work.

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

**Response: 0**

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

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 18.24**

1.3.3.1 Number of students undertaking field projects or internships

Response: 110

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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: E. None of the above**

**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: E. Feedback not collected**

<b>File Description</b>	<b>Document</b>
URL for feedback report	<a href="#">View Document</a>



## 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:** 0.03

##### 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
1	0	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 58.36

##### 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
346	266	275	312	223

##### 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
480	480	480	500	500

#### File Description

#### Document

Institutional data in prescribed format

[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:** 77.46

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
223	185	192	233	150

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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 students admitted to different courses are a mixed group of students from poor/uneducated families and well-to-do families. Maximum number of students comes from surrounding rural area, which leads to lack of confidence among them as compared to students from local area. The advanced learners are figured out by teachers during their lectures by oral question-answer session, classroom discussion, interaction, question raising attitude, and different methods of evaluations like written tests, performance in university examinations, their talent also get reflected and judged through deliberations during group discussions, quiz competitions, seminar presentations, practical skills etc. The teachers should taking responsibility for their extra guidance with personal touch. Teachers provide them extra and recent insightful study materials including even personal books, question bank, internet facility to improve the concepts, selected students are sent for workshops, seminar, debate competitions, etc. organized by other institutions and motivation to aspire top and alluring career options, guidance about higher scholarships. Teachers help and guide them to sharpen their talent, brightness and boost their confidence to make them winner. Students are insisted to use internet facility and undertake deep and hard topics for seminars and project work.

following strategies are deployed by the institution for slow learner students –

- 1.Special workshops in English subject are organized.
  - 2.Special interaction sessions by the Principal and senior teaching staff are arranged at regular intervals, thus creating friendly environment for such students. This helps in improving their communication skills confidence.
- c) Seminars, group-discussions are organized by all departments of the institution to enhance their interest, skills and competence.
- d) Special enrichment courses like personality development programmes are organized.

e) During first week of course delivery, the syllabus introduction sessions arranged with their linkages with previous year syllabi for making students feel convenient for future running courses.

### 2.2.2 Student - Full time teacher ratio

**Response:** 201

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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:**

Learning is made more student centric in the following manner:

**In lectures:** Teachers, by playing the role of facilitators, create discussions in classrooms among students and let the brainstorming evolve from students' perspective.

**In tutorials:** Tutors attempt to stimulate students' own ways of thinking, by constructing problems / case studies / assignments by providing individual attention to them.

**In lab sessions:** In lab sessions students get hands-on experience which help them gain clarity of concepts and enhance technology skill sets.

**Collaborative Learning:** In mini projects and final year projects students develop prototype solutions for engineering problems. They learn by collaborating with each other.

Industrial field trips which form a part of the curriculum ensure involvement and participation of the students to know practical aspects.

The entire class is divided into groups of suitable size and each group is assigned to carry out an activity appropriate to the course under study like subject related digital quiz . Discussion within and with other student groups sharpens the students learning skills.

Courses like Personality Development, Understanding Culture give the students an insight to the basic realities at workplace, Leadership, Stress Management, Interpersonal Skills etc. which helps the student



understand and evolve as a complete Manager contributing towards Holistic development of the student.

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

**Response:** 333.33

#### 2.3.2.1 Number of teachers using ICT

Response: 10

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 0

#### 2.3.3.1 Number of mentors

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

The institution avails the use of modern advanced multimedia teaching aids like OHP, LCD, multimedia projectors. Besides the conventional lecture method, i.e. chalk-duster method, teachers are keen to adopt case-study method, interaction method, PPTS, industrial visit, group discussion, digital quizzes, question-answering, seminars, projects, wall posters and charts in their teaching to make their teaching interactive. This shows a positive and favourable impact on students learning and students take deep interest in subject, acquire searching and scientific skills, stage daring and communication skills.

Almost all departments are facilitated with internet aided computer systems which are employed to enrich lectures and teaching concepts that involve complex visualizations and classroom instructions. Students are also encouraged to use internet facility to avail recent trends in subjects.

Institution website is available for student where student get online notes of respective subject with syllabus and paper set. Other than syllabus aptitude test is also conducted for the student which is helpful for their job interviews.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 7.86

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

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

**Response: 0**

##### 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
0	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response: 1.33**

##### 2.4.3.1 Total experience of full-time teachers

Response: 4

#### 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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0**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
0	0	0	0	0

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

The institute has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institute level. The reforms are as follows:

1. Remedial measures are taken by conducting tutorial classes to clarify doubts and reexplaining the critical topics.
2. Unit tests are conducted prior to sessional examinations.
3. Topic wise question banks are provided for all subjects.
4. Students are encouraged to solve previous years University Exam question papers.
5. For First Year students prelim exams are conducted prior to University Exams
6. Online Objective Test is taken for Continuous internal evaluation as an innovative practice.
7. The institute regularly conducts seminars and guest lecture.
8. Poor performance due to frequent absenteeism is dealt by sending registered letters to the parents of such students.
9. The notices related to the examination and academics can be circulated, displayed on notice boards as well as college website and also send sms to student, parent's mobile numbers and communicated to all students.

10. Monitoring the improvement in learning of slow learner and encouraging the advanced learners by reviewing their performance in exams.

**Impact:** These reforms have resulted in substantial improvement in student's performance through comprehension of difficult topics, improved time management, enhanced writing skills and individualized attention resulting in refining their cognitive, psychomotor and affective domains of learning. This has significantly enhanced the pass percentage and academic excellence of students.

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

#### **Response:**

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. All the students are familiar about the transparency in the internal assessment. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. The examination branch conducts all the internal assessment tests as per the schedule. The examination branch circulates the invigilation duty chart for the faculty members and hall allotment for the students well in advance. The pattern, quality and correctness of the question papers prepared by the faculty members for the internal assessment tests are verified by the Head of the Department. To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination. The answer scripts are distributed to the students for their verification. The corrected answer scripts (sample answer sheets) are verified by Head of the Department to ensure the standard evaluation process. The answer papers of the students are distributed to them and the satisfaction of the students regarding evaluation is ensured. The marks obtained by the students in internal assessment tests are displayed on the department notice board. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance. Noting the values in observation and validating the theoretical aspects with practical knowledge, student must submit lab record regularly. Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation / record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. For the quality of the projects, the evaluation is done by Project Review Committee (PRC) along with the project guides. The university examinations are conducted at a centre other than this college. The end examination for the laboratory and projects shall be conducted with external examiner and internal examiner. The external examiner shall be appointed from colleges as decided by the University Examination Branch.

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

#### **Response:**

University COE takes care of university evaluation grievances. The university settles the grievances using

its own mechanism. Head of the Department takes care of grievances related to internal evaluation. The redressal of grievances regarding evaluation in both internal and university examinations are through the following process:

**At Institution level:** The internal marks are displayed on department notice boards. The faculty gives the corrected answer scripts to the students for verification. If any discrepancy is noticed, the faculty concerned may rectify and necessary corrections may be made. If student is not satisfied with the marks awarded even after modification by the teacher, student may present the same to HOD concerned. All such representations are taken positively and reassessment may be made if necessary. Whole process is done well before the internal marks are uploaded to university.

**At University level:** The student is entitled to apply for recounting/revaluation in theory subjects within 15 days of declaration of results by paying the prescribed fee to the University. The University will process all such applications, consider for revaluation/recounting and declares the result.

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

##### **Response:**

The academic calendar issued by the affiliating university forms the basis for designing college academic calendar. In a semester, there are five tests and two assignments. Each of the tests consists of descriptive questions. Each test is based on each unit of syllabus of respective subject and is of 10 marks at college level. At university level Subjective paper of each semester for different stream is as follows: For BCA: subjective paper is of 60 marks (total question are 10 with sub-questions in either – or format based on 5 units (each for 12 marks)). For practical subjects, there shall be a continuous evaluation during the semester for 150 marks (3 subjects each with 50 marks). For M.Sc.(Computer ): 20 marks are internal (based on college tests and assignments) and subjective question paper is of 80 marks distributed as 5 units of 13 marks each and 1 unit of 15 marks. For practical subjects, there shall be a continuous evaluation during the semester for 200 marks (2 subjects each with 100 marks). For BBA Semester Pattern :- 20 marks are internal (based on college tests and assignments) and Subjective question paper is of 80 marks ( 20 marks for MCQ and 60 marks for descriptive question based on 5 units each for 12 marks). For BBA Annual Pattern:- 20 marks are internal (based on college tests and assignments) and Subjective question paper is of 80 marks ( descriptive question based on 5 units each for 16 marks with either-or format). For MBA:- 30 marks are internal (based on college tests and assignments ) and subjective question paper is of 70 marks based on 5 units distributed as 2 questions for 14 marks each and 3 questions with 2 sub-question for 7 marks each. The end examination shall be conducted with external examiner and laboratory teacher. The external examiner shall be appointed from colleges as decided by the University examination branch. Evaluation of mini projects and main projects is also under the purview of University. College should upload the internal marks of mini project, technical seminar, comprehensive viva and main project in the stipulated time given by University. University puts together internal marks and university semester end exams and declares the results.

## **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:**

The college has clearly stated all program outcomes, program specific outcomes and course outcomes for all programs. The faculty, and alumni are actively involved in preparing program outcomes, program specific outcomes and course outcomes of all programs in the college. The course outcomes of all the programs are made known to the students and staff by displaying in the website of the college. Individual copies of the regulation book are distributed to all the students which contain details of the course outcomes. Regulation books are also available in the library for student access. Orientation program for all the new students is conducted every year at the beginning of the academic year to educate about all course outcomes. At the beginning of the academic year all the faculty members will prepare the course files and laboratory manuals. The course file contains Department vision, mission, course syllabus, individual time table, program objectives, program outcomes, various mapping matrices, unit plan, lesson plan, course plan, unit wise material, direct and indirect assessments, student grading sheet, surveys/feedbacks collected from students and CO-PO attainment sheet. Each faculty take responsibility, facilitator, guide, assessor, evaluator, learner, and finally as a teacher in OBE system. The college collects the feedback from the students on course structure, infrastructure, faculty, information resources, evaluation, and on the overall OBE system, to establish quality and continuously improve the program.

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

**Response:**

Attainment of Course Outcomes: The assessment of course outcomes are as follows: Direct assessment: 1. Internal Mid Examinations and Assignments Two Mid Examinations are conducted for students as prescribed by the university norms. There shall be 5 midterm examinations (each for 10 marks), along with 2 assignments. The average marks of the 5 examinations secured (each evaluated for a total of 10 marks) in each subject shall be considered as final marks for the internals. Each question in the mid exam is mapped to the course outcomes. It is expected that a student should score at least 60% of Maximum marks of the course for the attainment. The marks scored by the students in Internal Examinations, Assignments and End Semester exams are used to assess the attainment level of the whole course and the course outcome attainment level. For Labs, there shall be a continuous evaluation during the year for 50 end examination marks. The end examination shall be conducted with external examiner and laboratory teacher.

**2.6.3 Average pass percentage of Students**

**Response:** 55.4

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

Response: 77

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

Response: 139

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.3



## 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
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 0

3.1.2.1 Number of teachers recognised as research guides

**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

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

**Response:** 3

### 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:**

**Rain Water Harvesting**



Institute well understands the need and importance of water and its preservation and constantly taking efforts to extend awareness about rain water harvesting, amongst academicians and students to meet national and socially based needs to find solutions to problems in order to make human life convenient and disciplined. As a social aspect, institute has taken certain calculative measurements for preserving rain water. In college campus, Institute motivates students for harvesting rain water not only at college campus but also at their home. For rain water harvesting, precautionary actions have been taken from summer itself. For this purpose, under the guidance of expert, adequate land area is selected where pit of standard dimension has been dug and is filled with bricks, stones, charcoals, etc. so that the rain water coming from the outlets can be soaked in the pit. For this, proper the arrangements has been done in such manner that, the rain water coming from slab, campus will be get diverted to the pit. The advantage of this is that all the rain water is preserved in the pit itself without any wastage.

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

**Response:** 0

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
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 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:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response: 0**

3.3.3.1 How many Ph.Ds awarded within last five years

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

**File Description****Document**

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response: 0.45**

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
0	1	0	0	0

**File Description****Document**

List of research papers by title, author, department, name and year of publication

[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: 4.09**

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
1	2	0	2	4

**File Description****Document**

List books and chapters in edited volumes / books published

[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:

In assistance with the parent university, the institute runs National Social Scheme (NSS) Unit of 100 volunteers. The NSS unit conducts various cultural as well as social programs in the neighbourhood community sensitising the students to social issues and holistic development.

The NSS unit has conducted the programs like –

##### 1. Tree Plantation

Under the plantation program, the NSS unit has planted around 100 plus trees in college campus and around 500 plus trees in nearby area during last five years.

##### 1. Street Dramas

The NSS unit performs the street dramas sensitising the society about the impact of dowry issues, election awareness and driving safety.

##### 1. Program of Election Awareness

The NSS unit has recently conducted the program on election awareness under NSS camp. The program has given the message to the villagers about the importance of their vote and advised them to vote for electing the right candidate.

##### 1. Blood Donation

The institute in assistance with the Govt. hospital of yavatmal, has conducted the blood donation camp. The students along with the NSS volunteers has actively participated in this camp.

##### 1. Dental Check Up Camp

The institute well understands the importance of student's health. The institute has conducted the dental Check Up camp under the guidance of dental specialist Dr. Kabra.

##### 1. Driving Safety

The NSS unit has also conducted the street program on driving safety. Through MIME, NSS unit messages the society most importantly youth not to use cell phones during their journey and to follow traffic rules.

Recently NSS unit has conducted the NSS camp at village Takli (Bisani) from 04-01-2018 to 10-01-2018. Total 51 NSS volunteers does all the hard work to understand the problems, issues faced by the villagers in their daily hood. During the camp of 10 days, the NSS unit does sensitised the social issues and holistic

developments in rural areas.

### 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
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 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: 15**

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
3	3	3	3	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 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: 16.7**

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
90	90	90	90	90

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 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: 0**

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
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

**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: 0**

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
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>



## 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:**

- Infrastructure plays the role of catalyse in the process of teaching & learning.
- Adequate infrastructure is provided by the management by considering the strength of the students.
- Our college abundant infrastructure structure & learning resources in the total area ( 2.5 ) of acres.
- The built up are is Sqft is (2367)

**Detail facilities available**

- Class Room :- 14 well-furnished, spacious classroom.
- Seminar Hall :- One seminar hall with LCD projector.
- Computer Laboratories:- One well-furnished computer laboratories with CCTV service and more than 100 computer in it.
- Parking Lot:- Spacious parking facilities available, separately for Girls, Boys, Faculties.
- Canteen:- A Big cafeteria area in the college campus for the students and faculties.
- Electronics Laboratories:- One well-equipped electronics laboratory.

**Equipment for Teaching, Learning, & Resources.**

- LCD projector - 21
- Printers – 25
- Internet Facilities – 02
- Scanner – 01
- Computer – 130
- Xerox Machine – 03
- Laptop – 06

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

**Response:**

- The college provide all the necessary equipment's of sports to the students for participating in various tournaments. Similarly along with sports kit is provided to the students for participating in intercollegiate tournaments.
- Incentive marks are available to the participating sports-person as per the norms of the university.
- Good sportsmen are felicitate by the college for their achievement.
- College provide the necessary infrastructure for Indoor and Outdoor games.

**Indoor games:-** The indoor games like chess, carom, etc. Are available in the college.

**Outdoor games:-**The college provide the playground for volley ball, basketball, etc. For other outdoor games the public grounds are taken by the permission of the concerned authority.

**Gymnasium:-** The college is planning to open a gym facilities for its students.

**Yoga Centre:-** The assembly ground of college is also used as a yoga centre when needed.

**Cultural activities:-** Cultural events are conducted throughout the year in the seminar hall or at the assembly ground.

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

**Response:** 20

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

##### 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:** 0

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
0	0	0	0	0

##### File Description

##### Document

Details of budget allocation, excluding salary during the last five years

[View Document](#)

## 4.2 Library as a Learning Resource



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

##### Response:

The college has central library. The reading room is well furnished to accommodate students at a time and provides conducive environment for study. Exclusive reference section is available in the library. A visitor's book is maintained for students and staff.

- New arrivals of books and journals are displayed on separate stands and racks.
- CCTV cameras are installed in the library for strict surveillance.

Web OPAC (Online Public Access Catalogue) facility will be made available through College own developed Library Management Software to know the bibliographical details about the collection. One separate node is made available in the Central Library for OPAC facility. And as it is a Web OPAC, user from any location can search the library collection. Search by giving Title, Author, and domain can be carried out. College has Internet connectivity LAB for access to E-Resources.

##### Library Automation:

All the active book collection will update in the College Own Developed Library Management Software database and the Web OPAC is available for the users. The issue and return of books will be activated with the College Own Developed Library Management Software.

##### Facilities available:

No of printers: 01

Photocopy Machine: 01

Internet bandwidth: 2 Mbps

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

##### Response:

1] As an academic part of students of MBA, M.Sc, & BCA departments must submit their project report / work to the college. College library maintain these reports for references to the new students. Project reports is a booklet including index, fact findings, design, analysis and other references.

2] Digital Notes : Laptops, smartphones and tablets can be used to enhance your note-taking, allowing you to engage in activities online, collaborate more easily on papers and projects, and access, store and duplicate information quickly.

Rushed hand-written notes can be messy and difficult to decipher. With digital notes it's far quicker and easier to correct typos and extend shorthand notes – plus there's no need to tidy up by writing out a whole new document by hand.

Digital notes can be accessed and stored efficiently. Provided you have access to the Internet and a suitable note-taking app, you can back up your notes online.

Notes of this kind are easily searchable, can be shared with others, and filed away without a ring binder in sight.

#### 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:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

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

**Response:** 2.44

##### 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
0.89	3.14	2.63	5.34	0.22

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

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

**Response:** No

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 8.25

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

Response: 50

### 4.3 IT Infrastructure

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

**Response:**

o

Dell -New – 03 Number

Company Serial number – Dell 1

Model- P63f

S.R.NO -2zB5VJ2

S.code -6488630750

Processor I.5

Intel (R) core

TMFS – 7200

CPU © 2.50 GHz

1.

1TB HRD

1.

64 Bit

00327 - 35006

G1108 – AA0EM

Lenovo – 510 – 03 number

Model Name 20245

Configuration : Intel (R) core™ I-3 -3110m CPU

@ 2.40 2.40 GHz

64 bit prating system

Ram: 4GB

HRD :500 GB

Microsoft Windows – 8 Pro

Software: Office – 2007 net frame work adobe reader flash player

◦ H.P – 05 Number

H.P – (5) Elite Book

Intel ® core™ I.3 2520 Hz

2.506Hz

Ram 2GB

HRD

Windows 07 32 bit operating system.

Software : Xerox printer install ,Google chrome adobe Reader

flash player win RAR scanner IE Cut PPF WIFI

o

MBA Department

50 – 10 = 40

BCA Department

1.

MSC Department

10 + 10 = 20

BBA Department

1.

2.

MBA Department

2 + 2 = 04

BCA Department

3+2= 05

MSC Department

1.

BBA Department

1.

### **Scanner + Printer**

Canon image runner Xerox – 02

Canon –C3220 colour Xerox -01

LBP – 2900 laser Printer – 01

Dot Matrix (Lab) 15+10 =25

### **WIFI – Internet Connection**

Till – 2015 – 1MBPS (Land line BSNL)

In – 2016 – 10 MBPS (Lease line BSNL)

In – 2016 – JIO Network WIFI Campus

### **CCTV Camera**

2012 –Office / Corridor/ Parking

2017 – Library/ Computer Laboratory

### **4.3.2 Student - Computer ratio**

**Response:** 5.03

### **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:** 5-20 MBPS

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

**Response:** No

<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

## 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:** 39.13

#### 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
24	17	20	28	19

#### File Description

#### Document

Details about assigned budget and expenditure on physical facilities and academic facilities

[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:**

- Library is well furnished, as per the requirements of the students.
- One spacious Electronics Laboratory is also situated in the college.
- Spacious Computer Laboratory in the college. With more than (100) computer available in working condition.
- Spacious classrooms, with well-furnished desk and benches for the students.
- College is also planning to make a sport complex in the college campus in the coming year.
- There are established system and procedure for maintaining and utilizing physical, academic and support facilities for the students.

## 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:** 15.3

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
60	58	84	90	118

#### File Description

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

#### Document

[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:** 0.53

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
16	0	0	0	0

#### 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:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### **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:** 0

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
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### **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
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the students benefitted by VET	<a href="#">View Document</a>

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

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 12.37

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
3	14	27	22	39

<b>File Description</b>	<b>Document</b>
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 14.97

5.2.2.1 Number of outgoing students progressing to higher education

Response: 28

<b>File Description</b>	<b>Document</b>
Details of student progression to higher education	<a href="#">View Document</a>

**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
0	0	0	0	0

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
0	0	0	0	0

**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
1	0	1	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

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

#### Response:

The college formed student council under section 14/97 dated 15th July 1995 (40(2) (B) of Sant Gadge baba Amravati University.

One student from each class, who has shown academic merit on the examination held in the preceding year is nominated for class representative. Similarly one student who has shown outstanding performance in activities like sports, N.S.S., cultural activities. Two girls student are also nominated on the basis their overall performance.

The election of the secretary/ university representative of the students council of the college from amongst its students members by ballot, according to the system of proportional representation by means of single transferable vote at a meeting conveyed by Principal on a date fixed by S.G.B. Amravati University. Nomination papers of a candidate are scrutinized. If there are more than one contesting candidates, the chairman shall distribute ballot papers to all student members present and request them to record their preference against the name of candidates unequivocally. Information regarding secretary is sent to University. The student council guides and participates in all the activities of college.

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

Response: 10

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
10	10	10	10	10

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 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:**

Name of the alumnus /alumni association	Aadhar / PAN No.	Year of graduation	Year of Contribution	Quantum Contribution (In Rs)
Nilesh S. Bboyar		2006	2018	101
Amar S. Kabra	558012346844		2018	101
Yogesh M. Patil		2009	2018	101
Pratima R. Garudi	408740908967	2010	2018	101
Hussain A. Bharmal	921513554394	2017	2018	101
Parimal B. Duddalwar	532271202215		2018	101
Anudip N. Agrawal	975778689751		2018	101
Achal K. Jajoo			2018	101
Anand S. Chiddarwar			2018	101

**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:** 0

**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
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>

NAAC

## 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:

Today, Harikisan Jajoo Education Sanstha, Yavatmal is one of the fastest growing organization in the field of education. An organization devoted to the cause of propagation of education among all the sections of the society.

The Founders of the Sanstha aspire to create an enduring "College of Management and Computer Science" unique in its "Guiding Vision, Faculty, Curriculum and Students".

The founders, being leading businessmen and industrialists know the demands of the industry and have an urge to train the students as per the requirements of the industry. The founders believe in developing professionals who believe in themselves and are equipped with the latest state of the art in their respective fields; professionals who are confident and can compete in the challenging world.

##### Vision

- 1) To give society a team of young and dynamic management and computer professionals.
- 2) To run the institute for imparting knowledge and training in management and computer technology.
- 3) To publish periodicals, journals, books and other literature in the respective fields.
- 4) To collect information and set up a bureau regarding management and computer technology.
- 5) To perform all acts, deeds or things that are necessary for the advancement and attainment of the aforesaid objectives.

##### Mission

##### Position

To be the leading and most sought after institute of education & research in emerging technology and management disciplines that attracts, retains and sustains gifted individuals of significant potential.

**Accomplishment**

To offer rewarding, relevant, knowledge driven learning and research experience and be the centre of outstanding individual and institutional accomplishments that explores new horizons and creates challenging opportunities.

**Values**

To be a socially responsible institution of visible values and high ethical practices that nurtures an environment of equity, enlightenment, freedom and enterprise and enriches the learning ethos of our people.

**6.1.2 The institution practices decentralization and participative management****Response:****Decentralization**

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

**1. Principal Level**

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members.

**2. Faculty Level**

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and convene for organizing guest lecturers and seminar. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells.

<b>Committee/cell/Coordinator</b>	<b>Roles and responsibilities</b>
Principal	Implementation and monitoring of academic and administrative system and mission of the institute
Academic monitoring committee	Academic development and monitoring progress of various teaching/learning
UG / PG Coordinator	Academic activities of UG / PG programmes



Examination committee/College Examination Officer	Internal & University examination activities	
NSS Coordinator	NSS activities of CMCS	
Training placement and career counseling cell	Training and Placement activities	
Student welfare committee	Planning, execution and supervision of activities of student association	
Cultural and sports committee	Planning, execution and supervision of cultural and sports activities	
Student grievances redressal committee	Attending and redressal of students problems	
Accountant	Management of finance and account activities	
Library Committee	Management of learning resources	
Ant-ragging committee	Prevention and action against ragging cases	

### 3. Student Level

Students are empowered to play an active role as a coordinator of co-curricular and extracurricular activities, social service group coordinator.

#### Participative management

The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed to express themselves of any suggestions to improve the excellence in any aspect of the Institute.

## 6.2 Strategy Development and Deployment

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

#### Response:

The quality policy of the institute is to strive for continuous development, enhancement and upgrading of the quality of the staff, with special focus on academic excellence, personality development and social orientation of the students. The mission of the college thus is to upgrade and enhance the quality of both the staff members and the students. The IQAC play a major role in ensuring curricular, co-curricular and extra-curricular activities take place in time throughout the session.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 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:

The organization structure of the institution includes principal, HOD, Faculty. The decision making body and committees of the institution are management staff council IQAC, Academic calendar committee, Placement committee, grievance redressal committee. These bodies and committees are engaged in taking various strategic decisions and perform following duties:

1. Taking decision regarding all round development of the college.
  2. Preparing budget and seeking approval to the expenditure.
  3. Discussing the performance of teaching and non-teaching staff of the college.
  4. Recommending to the management for filling up the vacant post.
  5. Discussing the issues of promotional and disciplinary action.
- The college has formed various such committees for smooth functioning and running of the administration. These committees enable decentralization of management and allow various committees to discharge their duties as per the responsibilities assigned to them.

### 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:** E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

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

##### **Response:**

The meeting of local management committee of the College of Management and Computer Science, Yavatmal was held in the college office on 2nd May 2017 at 2 P.M. the place president of the institute was accepted by Shri. Prakashji Jajoo Many resolutions was passed & it was accepted by our college.

##### Resolution No. 1

On the basis of the government rules the appointment of the rest of the teachers has been made. As per the government purpose we had published advertisement in the newspaper. As per the rules of University the permission of the appointment of the rest of the teachers was taken.

##### Resolution No. 2

All the facilities to the admitted students of the college of M.B.A., M.Sc.(Computer), B.C.A., B.B.A. is provided in the case of need we have bought now computers, laptops and all the required things and provided it to them for their convenience.

##### Resolution No. 3

The facility of giving new laptops to the MBA students for the convenience work.

##### Resolution No. 4

All the books for the MBA, M.Sc, BCA, BBA department's student of our college is bought as per the current and new syllabus provided. There are many books in the library of our college it is as per the strength of sections of class due to the availability of all books the situation of shortage of books does not emerge.

##### Resolution No. 5

As per the requirement we have lighted the L.E.D. tub lights on the necessary place in the college also available the facility of the solar panel is made available.

### 6.3 Faculty Empowerment Strategies

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

**Response:**

1. Faculty members are promoted for self development programs and higher education.
2. Performance bonus by HJES Sanstha.
3. Various leaves available to teaching and non-teaching staff are vacation leave, casual leave, Earned Leaves, medical leave and maternity leave for ladies staff.
4. Fees installments scheme for wards of staff.
5. Employee Provident Fund for non-teaching staff.
6. Loan facility is available for institute staff through Akola Urban Co-Op. Bank Ltd.
7. 20% Fees Concession scheme for wards of staff.
8. The Institute provides college uniform to non-teaching staff (Security Personal and peons).

#### 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: 0**

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
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

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

**Response: 0**

6.3.3.1 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
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

**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: 0**

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
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

YES, The Performance Appraisal Reports (PBAs) provide good feedback to faculty and help them in understanding the changing needs of students. All faculty members fill prescribed Performa for self-appraisal. PAS system encourages the faculty members to make excellent performance in teaching –learning and research.

The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the

students, colleagues and administration.

The above set performance appraisal report is to be filled by employ in a given prescribed performa which includes all the above set related to points and sub points. The views of the employ filled in the prescribed performa is reviewed by HOD's, faculty head and principal. The overall report is further reviewed by the chairman of the governing body and final performance functioning status is setup and confidentially recorded in the office.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

The institute has a mechanism for internal audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. The institutional accounts are audited regularly by Internal audit. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal financial audit system.

### 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
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

**Response:**

CMCS is a self-financed institution, where the funds are generated through the fees paid by the students. Deficit is managed by taking advance from the parent trust.

The institute 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.

\* Institutional budget is prepared by Principal every year taking into consideration of recurring and non-recurring expenditures.

\* Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent financial year. Along with this all coordinators of different cells viz., Exam Cell, T&P Cell, NSS Cell, etc. are instructed to submit their budget to Principal.

\* All the major financial decisions are taken by the Institute's Local Managing Committee (LMC/CDC) and Governing Body (GB).

All the major financial transactions are analyzed and verified by the governing body under different heads like

\* Training & Placement

\* Software & Internet charges

\* Library Books / Journals

\* Repair & maintenance

\* Printing & stationary

\* Equipment & Consumables

\* Furniture & Fixtures

1. Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.

2. After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the quotations called and after the negotiations purchase order are placed.

3. The payments is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.

4. All transaction has transparency through bills and vouchers. The bill payments are passed after testing &

verification of items. Only authorized person operate the transaction through bank.

5. Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.

6. The entire process of the procurement of the material is monitored by the Purchase committee and Principal at institute level.

7. 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:**

Yes.

**The primary aims of IQAC are:**

? The institutional policy regarding quality is that of Excellence, Truth, Service and Transparency.

? To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

? To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

? Timely, efficient and progressive performance of academic, administrative and financial tasks.

? Optimization and integration of modern methods of teaching and learning.

? The credibility of evaluation procedures.

### 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 seminars and workshops conducted for the faculty

\* Taking seminars compulsory for PG students



- \* Examining students by conducting internal tests assessments
- \* Holding extra classes for course completion on time.
- \* Arrangement of remedial classes, doubt clearing classes for slow learners
- \* Appointment of part – time faculty to teaching posts lying vacant in the department
- \* Automation and digitalization of library
- \* Provision of Wi-fi facility and smart classes
- \* Increased usage of ICT tools in teaching learning process.
- \* Preparation of digital notes for the students.

#### Methodologies of operations-

IQAC collects feedback from students in a specially designed format questionnaires annually. Feed back is collected on curricular aspects, teaching learning methods, faculty programs and institutional programs. Steps are taken to improve overall performance of the college by analyzing the feedback from the students. The Academic Council consisting of the principal, the vice principal and a senior faculty in a central body that plans monitors and reviews teaching- learning and other activities of the institution.

The suggestion/complain box are placed in every sections such as Science & commerce also in some important occasions to get the feedback of the students. Suggestions are considered while framing policies related to the institution.

The staff council meeting is held in the beginning of the session to discuss the plan for the session. A daily teaching report, signed by the HODs is presented every month to the principal for the approval.

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

**Response:** 0.2

#### 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
1	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

#### 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:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 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:**

1] Examining students by conducting internal tests assessments, Holding extra classes for course completion on time., Arrangement of remedial classes, doubt clearing classes for slow learners

The students admitted to different courses are a mixed group of students from poor/uneducated families and well-to-do families. Maximum number of students comes from surrounding rural area, which leads to lack of confidence among them as compared to students from local area. The advanced learners are figured out by teachers during their lectures by oral question-answer session, classroom discussion, interaction, question raising attitude, and different methods of evaluations like written tests, performance in university examinations, their talent also get reflected and judged through deliberations during group discussions, quiz competitions, seminar presentations, practical skills etc. The teachers should taking responsibility for their extra guidance with personal touch. Teachers provide them extra and recent

insightful study materials including even personal books, question bank, internet facility to improve the concepts, selected students are sent for workshops, seminar, debate competitions, etc. organized by other institutions and motivation to aspire top and alluring career options, guidance about higher scholarships. Teachers help and guide them to sharpen their talent, brightness and boost their confidence to make them winner. Students are insisted to use internet facility and undertake deep and hard topics for seminars and project work.

Following strategies are deployed by the institution for slow learner students –

**Special workshops in English subject are organized.**

Special interaction sessions by the Principal and senior teaching staff are arranged at regular intervals, thus creating friendly environment for such students. This helps in improving their communication skills confidence.

c) Seminars, group-discussions are organized by all departments of the institution to enhance their interest, skills and competence.

d) Special enrichment courses like personality development programmes are organized.

e) During first week of course delivery, the syllabus introduction sessions arranged with their linkages with previous year syllabi for making students feel convenient for future running courses.

2] Provision of Wi-fi facility

Internet access has now become an important requirement in day-to-day working and we shall be providing this facility at college campus.

The Wi-Fi facility at college will be offered to the college students as part of the digital makeover of rural India to promote e-governance.

Wi-Fi that will become digital hot spots offering services like searching text data.

3] Digital notes for the students.

Laptops, smartphones and tablets can be used to enhance your note-taking, allowing you to engage in activities online, collaborate more easily on papers and projects, and access, store and duplicate information quickly.

Rushed hand-written notes can be messy and difficult to decipher. With digital notes it's far quicker and easier to correct typos and extend shorthand notes – plus there's no need to tidy up by writing out a whole new document by hand.

Digital notes can be accessed and stored efficiently. Provided you have access to the Internet and a suitable note-taking app, you can back up your notes online

## 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:** 15

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
4	4	3	2	2

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[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:**

Over the last few decades, the nation has made considerable progress in addressing the violence and abuse many girl's student experienced at the hands of peers, acquaintances and strangers despite this program treats to women's safety continue to profoundly agreed. Their economic security health, civic arrangement and overall well being while there is greater awareness of the campus sexual assault and intersection of economic security and abuse there continuous to be on urgent need to share information on all forms of violence against women's and girl's including stalling street harassment and school and workplace based harassment and violence and to expand. Access to resources that ensure women safety and economic security.

For the security and safety of the girl's students specially we installed C.C.T.V. cameras around the campus which is working 24 hours.

We have also form the women's safety committee whose responsibility is to see the problem and grievances related to girls and their issue. The committee is headed by female faculty and which has all female members which directly reported principal and management.

We are having a one women visiting counselor who visit bi-monthly to our institution and readily available on call and who also conduct regular seminar and counseling session of students about safety and security of all the student and specially girls student she has enlighten our students regarding students in our constitutions we are having the common room for girl's students.

### 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)

7.1.3.2 Total annual power requirement (in KWH)

Response: 10819.33

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 11.58

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

Response: 167

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1442

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

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

**Response:**

**Solid Waste Management:** In Solid Waste Management we stress on three R's i.e Reduce, Reuse and Recycle.

**Reduce:** The reduction in use of raw materials

**Reuse:** Reuse of waste materials and recycling of those

**Recycle:** Recycling of materials There are two types of Solid wastes (i) Bio-degradable (ii) Non-bio degradable Bio-degradable waste is allowed to degrade or decompose an oxygen rich medium. A good quality nutrient rich and eco-friendly manure is formed and non-biodegradable wastes are dumped into dumping yards. Dust bins are provided throughout the campus. Throwing the waste anywhere is strictly prohibited. Usage of plastic bags is discouraged within the premises of the College.

**Liquid Waste Management:**

Well constructed drainage system leading to the closed collection tanks, the tanks are regularly cleaned to avoid stagnation of water and the cleaning part is given for outsourcing.

**E-Waste Management:**

E –Waste, which on the face of it seems quite clean and safe is not so. Its qualitative characterization shows it to be very complex consisting of several hazards constituents that can play havoc with our health therefore some of the e-waste generated is used for technical education purpose by using the hardware in laboratories for display. The remaining material is disposed off in an appropriate manner.

### **7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

As water crisis continuous to become severe in Yavatmal city there is immense need of reform in water management system and revival of traditional systems . Natural resources are most precious to us and we conserve them by rain water harvesting, running sewage treatment plant and recycling the water for gardening . it provide self-sufficiency to water supply. Huge amount of water is losses every year due to unattended faucet leaks therefore our maintenance department always stands on toes to fix the leaks

Rain water harvesting is process of collecting, conveying and storing water from rainfall in an area. Institution has rooftop rainwater harvesting system of catching rain water where it falls. Rain water is collected in rooftop of building is diverted through down take pipes to bore well.

### **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 Practices followed by both the faculty members and the students in the campus are:

a) Bicycles: The faculty members and students residing nearby are encouraged to come by bicycles or walk. Thus we prevent the emission of carbon dioxide in the campus.

b)Public Transport: The institution is located just less than 1 km from the highway. So we encourage our faculty members and students to use the public transport for safety, security and fuel conservation. Pedestrians Friendly Roads The campus has wide, well maintained black top roads, covering every nook and corner of it.

Plastic free campus: Use of plastic bags and cups are discouraged in the campus. Even in the canteen usage of steel plates/ leaf plates and steel cups or paper cups are mandatory.

Paperless office: The Management has taken keen interest to make the office a paperless office.

Ø The accounts/office and academic information is stored and maintained through systems only

Ø The complete campus is Wi Fi enabled, making it much easier for paper less activities

Ø Even the official information and circulars are preferred to be sent only through mails. Students notices also post to the website or sending SMS to mobile.

Green landscaping with trees and plants: The institute has taken several measures for planting to make Green Campus. 10% of total area is covered with trees. A number of trees exist at different places in the college. Tree plantation in the campus is the regular activity of the NSS.

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

**Response: 0**

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	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 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:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

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

**Response:** 6

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
2	1	1	1	1



File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

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

**Response:** 6

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
2	1	1	1	1

**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

**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	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**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:** No

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**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:** 20

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
4	4	4	4	4

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

CMCS organize and celebrate our national festival as independence day on 15th Aug and Republic Day on 26th Jan under the leadership of head of the institution. On 5th Sep institution celebrate as Teachers Day to mark birth anniversary of Dr. Sarvappalli Radhakrishnan who was great philosopher and scholar of Indian past who also contributed as a Teachers.

We celebrate Constitution Day also birth anniversary of Dr. B.R.Ambedkar. The institution practices pluralist approach towards all religion functions and encourages the students and faculty to showcase the same. Parsi Day, Id, Gurunanak Jayanti, X-Mas, Ganesh Festival, Guru Purnima, Gandhi Jayanti ,Shivaji Jayanti, Maharashtra Foundation Day ,Teacher's Day, World Tourism Day, International Yoga Day etc.

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

#### **Response:**

The financial resources of the institute are managed in a very effective and justified manner. The following three types of accounts are created:

- **Receipts & Payment Accounts.**
- **Balance Sheets**

(Each and every transaction is supported by the vouchers.) All the funds are deposited in the bank, and all bills on recurring and non-recurring expenses are disbursed through cheque and cash payment. Duly authorized persons can only operate the bank account. The audit is done by the Chartered Accountant after every financial year. The accounts of the college are subject to audit by the external Govt. approved Chartered Accountant. The audit of the accounts is done after every financial year. Institute has a dynamic history of policy review/revision that reflects the institute on-going commitment to integrity and ethical actions. It has managed to improve faculty and staff salaries in the past twelve years. Institute monitors its fund allocation by benchmarking itself against other institutions. It endeavours to ensure all financial transactions, reports and documents are completed with integrity and that the institution presents timely and accurate information to the University, stakeholders, alumni and business associates as well as state governmental agencies.

## **7.2 Best Practices**

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

#### **Response:**

#### **Best Practice 1**

##### **1.1. Title Of The Practice : Student Personality Development & Placement**

The college always tries to focus on the overall personality development of students by means of various programs & various events. Moreover faculties of college always take initiative to place final year students to the various companies through campus.

##### **1.2. Objective Of the Practice :**

- To develop confidence, self-realization, freedom from language barriers, etc. among students through various non-academic activities & events.
- To secure the future of students by promoting them to place at the right place.
- To groom the students to fit into the era changing business & technological environment.
- To promote the students to show hidden talent by means of various brain storming activities.
- Develop effective communication skills (spoken and written).

- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Take part effectively in various selection procedures adopted by the recruiters.

### **1.3. The Context :**

College is located in the area where 40-50 percent admitted students are from rural area. Such students have no exposure to the competitive IT & Business environment. They also lack in the communication skills which is the basic requirement for grabbing a job. Amongst the total admission, many of them not being local is an another limitation for college while arranging any student welfare activity. To develop such students is the most challenging job for the college.

Moreover there is no any Industrial Area nearby college & city to provide students with a good platform. It is important on the part of the college to extend their service & give exposure to the students which is the basic need for their overall development. In regards to this college has taken all appropriate measure to provide the students every opportunity to gain success.

### **1.4. The Practice :**

Overall development of students is carried out through various academic & non-academic activities. Some of the procedures adopted by the college listed below.

#### **\* Intra-class & Inter-Class Activities :**

College always conduct some intra-class activities for both department Computer Science & Management Students like presentation on subject topics, debates, group discussion etc.

Some of the activities specially meant for management students includes Business-Plan wherein students prepares a plan for a particular business to carry out in given time, Go Green Activity where students prepare models promoting importance of nature & trees, models presentation specially conducted on Independence day based on National or Independence theme. Another activity called case study where participant of both Computer Science & Management students explain the scenario & solution for the given case is also conducted.

Various internal activities for Computer Science students includes Aptitude test based on computer syllabus, Poster Competition where in students prepare poster for a given topic, Go-Green activity is also carried by computer science students by presenting poster on the same.

#### **\* Inter-College competitions :**

Every year college organize various Intra-College competitions named 'Mega-Champ & Champions' where college students as well as students from the other college of the city as well as from

the nearby places/villages participate.

The events are

**BREX (Brand expenditure)** : The competition, based on the explanation & knowledge of students on the various company brands.

**STEX (Stock Exchange)** : It is competition where students play a dummy stock-market game in groups.

**CAT (Computer Aptitude Test)** : It is on MCQ test based on Computer Questions specially meant for Computer Science students.

**BLIND-C** : where in students of computer science performs the given C-Program with an Off-Monitor screen.

**E-Treasure Hunt** : Students here get a chance to search the answers for the given questions using Internet on PCs.

\* **Developing Communication Skills** :

Communication Skills in students is developed by means of academic syllabus i.e. CSK & BC of BCA I & BBA I respectively. The subjects has a main focus on developing oral communication skill in students. It includes Business Letters writing, Presentations, memos, report writing, Agenda, Minutes, E-mail etc. College also organized developing communication skills seminar to improve the English language skills in the weak students.

\* **Developing Interview Skills for Placement** :

College has recently formed placement cell. To train the students for future placements various guest lecturers are arranged by the placement cell department. The motive is to develop all the necessary skills required by a student to get good job opportunities.

College always seeks opportunities for students so that eligible students can be sent to the campus opening outside the city.

### **1.5. Evidence Of Success :**

By implementing various academic & non-academic activities college has gained success in developing overall students personality to meet the industries recruitment process as well as helped them to establish their own venture.

With the implementation of Inter College & Intra-college competitions like STEX, BREX Management as well as computer science students learn about the stock market scenarios to work as a team, time management, Interpersonal skills, spontaneity, listening skills etc.

Competition like CAT & Blind-C has helped the computer science students to get a guide on

aptitude test during recruitment. It has assist students in obtaining placements in reputed companies. Many of the rural area students have developed into a personality with a communication skills, confidence & has got a potential to face the challenging business environment.

Recently this year three final year students placed in Cognizent Pvt. Ltd as a Developer. More ever due to the various interpersonal & soft skills they can understand “who they are” & “how best they can come across as competent individuals in any given situation.

## **Best Practice 2**

### **2.1 : Title : Social Service and Sport Promotion**

CMCS affiliated through Sant Gadge Baba Amravati University, Amravati. SGBAU Amravati University organizes the inter college sport competition every year and students of CMCS participates in that competitions. CMCS also organize college level sports competition as a part of their regular activities.

CMCS runs NSS Unit. The National Service Scheme was started by Government of India, Ministry of Education and Culture, Govt. of India, in Collaboration with State Government in the year 1969 in 37 selected Universities. Amravati University has been participating in the scheme right from its inception. At present the scheme is run by the ministry of Youth Affairs & Sports in Central Government and Department of Higher & Technical Education in State Government.

### **2.2 : Objective :**

1. Personality development of student by including different sports & social program with their academics.
2. To provide & update technical information such as rules, equipment's, accessories regarding games.
3. Understand the community in which they work.
4. Understand themselves in relation to their community.
5. Identify the needs and problems of the community and involve them in problem solving process.
6. Develop among themselves a sense of social and civic responsibility.
7. Utilize their knowledge in finding practical solutions to individual and community problems.
8. Develop competence required for group living and sharing of responsibilities.
9. Gain skills in mobilizing community participation.
10. Acquire leadership qualities and democratic attitude.
11. Develop capacity to meet emergencies and natural disasters
12. Practice national integration and social harmony.

### **2.3. The Context :**

To ensure all round development of personality of student & to make student realize their social responsibility CMCS organizes different activity an inter college level and also NSS unit is working for people development in rural area to solve their difficulties with students, social activities like water

harvesting in rural area, health checkup camp under NSS unit is to be taken in every year for doing this all activities number of difficulties are to be faced because most of the people are not interest in their type of activities. Response from people is the most important thing for any successful outcomes.

#### **2.4. Practice :**

College & University level sports & Social program helps student to gain self-esteem sport is used as a fool for peace & development.

Every year students have to register for participate into NSS and Sports regarding this NSS department open registration. Enrollment drive conducted in the month of July and enrolled 100 volunteers every year. In order to orient the newcomers an orientation cum training program will organized on end of July.

Various program includes Orientation Program, Youth Festivals Involvements, Sports Activities, Swachta Abhiyan, Women & Child Empowerment programs, Visit to nearest village , 7 Days residential camp, Blood Donation Camp etc.

#### **2.5. Evidence of Success :**

##### **Blood donation camps:**

The unit organized two blood donation camps in month of August and January every year and collected approximately 60 bottles of blood in association with Government Medical College.

##### **Blood donors club:**

Ever since the initiation of the unit we have established a blood donors club in our college to arrange blood on the spot to the needy patients admitted in various hospitals. This year our volunteers could help 02 needy patients in various hospitals.

##### **Malaria and dengue awareness:**

40 students of our College underwent training for ongoing Malaria Awareness Campaigning and conducted rally. They gave thorough information regarding causative agent of Malaria i.e. Mosquito consisting of their types, source, life span , preventive measures for decreasing the spread of Mosquito, information regarding symptoms of a Malaria infected person.

### **Save Girl Child:**

As suggested by the University NSS cell, to organize various programmes on the theme “Save Girl Child”. Our NSS college unit has organized various programmes to spread awareness. Following activities were conducted: NSS volunteers sent various quotations on the theme “Save Girl Child” through SMS to their friends and relatives. NSS volunteers had put up the posters on the theme “Save Girl Child” on the Notice Boards to spread awareness. College had organized seminar on “Save Girl Child” to create awareness among the students.

### **Road Safety Program:**

NSS Volunteers of College conducted various Road safety programs such as Poster Competition, sending SMS, rally and Seminar on road safety to aware citizens of India regarding various safety measures should be adopted while driving the vehicles on the road.

### **Voting Awareness programme:**

CMCS College had organized Voting Awareness programme to aware the students of college and to impart the knowledge about importance of voting.

### **AIDS awareness program**

AIDS awareness program in the campus, adopted village and slum area were organized by the unit throughout the academic year.

### **Participation in seminars and training programs:**

Our volunteers also attended various awareness seminars and workshops held at various colleges and NGOs. Students participated in various programmes organized by university.

### **Swacch Bharat Abhiyan:**

- Pledge was administered at college by students and staff.
- Posters were put up on the notice boards and camps to aware students about cleanliness.
- Class to class awareness programmes were organised to aware students.
- Skit was performed on Swacch bharat abhiyan by NSS Volunteers



### **Yoga Day :**

From last three year college organize yoga day celebration under NSS group on 21 June.

### **NSS Day Celebration:**

NSS was formally launched on 24th September, 1969, the birth centenary year of the Father of the Nation. Therefore, 24 September is celebrated every year as NSS Day .All NSS students of CMCS college celebrated NSS day by performing skits to create awareness on the topics like status of women in India, blood donation , etc , the students also sang songs of NSS.

### **Celebration of Constitution Day:**

Unit organized the celebration on the Constitution Day on 26th November every year.

### **Seven Days Residential Camp:**

NSS Unit of College organized Seven Days Residential Camp every year at adopted Village for five years. Volunteers talk and discuss on different topics such as various Awareness, Anti-superstition and moral values, Social networking, Education and NSS objectives. The purpose of the camp was to inculcate various values such as social, cultural, moral, educational and ethical.

### **2.6. Problems encounter & resource require :**

- 1) Need for development of sport infrastructure.
- 2) Lack of interest of people in village and rural area where activity perform.
- 3) Lack of Interest of students to manage balance in academic schedule & social cultural activities.
- 4) Fund mobilization.
- 5) The group of NSS students in the villages face several problems regarding access to education, health facility drinking water supply, power supply & transport.

## **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:

The CMCS founders, being leading businessmen and industrialists know the demands of the industry and have an urge to train the students as per the requirements of the industry. The founders believe in developing professionals who believe in themselves and are equipped with the latest state of the art in their respective fields; professionals who are confident and can compete in the challenging world.

College Of Management And Computer Science (CMCS) vision is to give society a team of young and dynamic management and computer professionals. Through comprehensive education some of our college students establish own business, few students of our college qualified in competitive exams and working at top levels in various fields. Many of the students are selected in campus for MNC's.

Institute seeks to meet the needs of students by offering relevant, quality education so that a student can significantly contribute to the society in management and computer industry in particular.

1. To provide quality education for students to excel in their careers.
2. To encourage the students with innovative ideas and motivate them to be entrepreneurs
3. To promote co-curricular and extra-curricular activities for the overall development of the students
4. To inculcate social values and ethics among students and develop them to be socially responsible citizens.
5. To run the institute for imparting knowledge and training in management and computer technology.
6. To expose the students to practical and industrial environment to enhance their skills.
7. To strengthen commitment to society through various designed activities. The institute is committed to be the center of excellence in business, management and computer industry, this shall be achieved and sustained through inspiring a passion for learning and independent thinking through a commitment to academic excellence.

College is an 'equal opportunity' institution established to provide knowledge and quality education to all sections of society. It aims to maintain modern outlook with contemporary developments without compromising moral values. It cares to provide knowledge and quality based education to the students by inculcating moral values and scientific temper. It aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges. The institute is conscious of its role in campus community connection, wellbeing of its neighborhood and has initiated a number of community development activities.

College values are to be a socially responsible institution of visible values and high ethical practices that nurtures an environment of equity, enlightenment, freedom and enterprise and enriches the learning ethos of our people.

College conduct inter-college competitions called 'Mega Champs & Champions' to broom the developing soft skill and personality development for our college students as well as the connected rural area college students. Competitions are related to management games, aptitude test, general knowledge test, brand awareness game, stock exchange game etc.

College management provides many resources to serve best lecturers and learning purpose. Subject teacher upload their digital notes to the college website. Computer lab is well equipped with 120 computers. Having Internet facility on 20 PC, speed 10 MBPS. College Library include near about 4000 books, many journals, magazines, news-paper. These facilities are very helpful to improve student as well as teacher knowledge.

NAAC

## **5. CONCLUSION**

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### **Additional Information :**

In Yavatmal district, CMCS is the first college to introduce professional courses such as BCA, BBA, MSc, MCM, MBA with a mission to produce young, dynamic & quality computer & management professionals who will lead the industry in near future.

### **Concluding Remarks :**

CMCS provide the best of infrastructure and a pleasant ambience to study. In our college, we are always in quest to provide eminent personality from the corporate world to interact with students who share their experience & give guidance. Recently we have separate Training & Placement Cell that help students to get assistance in building their careers.

CMCS organized different activity's and departmental events to encourage students. The guest Lecture series at CMCS will present respected experts, academicians & practitioners to speak on specific topics related to their field of expertise. CMCS will invite or accept the request from these speakers to share their knowledge and working experience with the students.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programs in which CBCS/ Elective course system implemented.            Answer before DVV Verification : 2            Answer after DVV Verification: 0</p> <p>Remark : Revised as per HEIs clarification</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website            Answer After DVV Verification: E. Feedback not collected</p>																				
3.5.1	<p>Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years</p> <p>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            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Revised as per HEIs clarification</p>	2017-18	2016-17	2015-16	2014-15	2013-14	3	0	0	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	0	0	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
3.5.2	<p>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)</p> <p>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)            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	5	0	0	0	0										
2017-18	2016-17	2015-16	2014-15	2013-14																	
5	0	0	0	0																	

Answer After DVV Verification :

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

Remark : Revised as per HEIs clarification

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29	29	36	25	28

Answer After DVV Verification :

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

Remark : Maintenance cost cannot be added to augmentation

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
.30	2	2	5	.55

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.89	3.14	2.63	5.34	0.22

Remark : Revised as per duly certified document

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.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	0

Remark : Revised as per supporting document. the 1st letter is not considered as award

### 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

Answer before DVV Verification : D. Any 2 of the above

Answer After DVV Verification: E. Any 1 of the above

Remark : Irrelevant links uploaded

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

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

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)

Answer before DVV Verification:

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

.10	.10	0	0	0
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Answer After DVV Verification :

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : Revised as per HEI clarification

## 2.Extended Profile Deviations

ID	Extended Questions										
1.2	Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)										
	Answer before DVV Verification:										
	<table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>60</td> <td>60</td> <td>60</td> <td>50</td> <td>50</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	60	60	60	50	50
2017-18	2016-17	2015-16	2014-15	2013-14							
60	60	60	50	50							
	Answer After DVV Verification:										
	<table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>60</td> <td>60</td> <td>60</td> <td>50</td> <td>49</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	60	60	60	50	49
2017-18	2016-17	2015-16	2014-15	2013-14							
60	60	60	50	49							