SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

SHREE SAI PRASAD COLLEGE OF ARTS, SALWA MOUDA

AT/POST - SALWA, (VIA-KANHAN), TALUKA - MOUDA
441401
saiprasadcollege.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shree Sai Prasad College of Arts, Salwa was established in the year 2012 with an aim to channelize the young energy towards self-exploration and self-realization. It is the outcome of a long-cherished dream of many philanthropists. The College is constantly striving towards fulfilling its goal of providing higher educational opportunities to rural students from economically and socially disadvantaged classes, and providing value-based education to ignite young minds to become responsible citizens. The College is making all efforts not only to literate but to equip the students with desired technical, conceptual and human skills. Majority of the learners in region and adjoining regions belong to the most socio-economically backward section of the society.

Vision

To convert rural talent into professional arts graduates.

Mission

To provide higher education to socio-economically backward classes in rural areas.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. College is located in rural area and benefitting to rural students to a great extent.
2. Supportive management and administration.
3. The outstanding performance of NSS/ Extension Activity Cell.
4. Students from weaker sections are admitted as per the reservation policy.
5. Scholarship for SC, ST and OBC and GENERAL students through social welfare Department of Maharashtra and Central Government.

Institutional Weakness

1. Low response of students towards games and sports.
2. Many students are first-generation learners.
3. No funded research projects.
4. No Copyrights and Patents.
5. Less number of Faculty Research Publications.

Institutional Opportunity

1. Use of modern technology for upgradation of teaching and learning process.
2. Scope for partnership with research institutes.
3. To promote the interdisciplinary approach to research along with more collaborations.
4. Improve research environment among all the faculties.
5. To enhance alumni networking for improvement of the institution.

Institutional Challenge

1. Adaption to frequent changes in national and institutional policy.
2. Orientation for the students with poor educational backgrounds. Many students are first-generation learners.
3. To provide training of English communication to students.
4. To improve the quality of education and to increase the passing percentage and reduce the dropout rate.
5. To maintain record of Placements, Higher Education and Competitive Examination from passed out students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute being affiliated to RTM Nagpur University adopts to syllabi prescribed by the University. However, the institute develops innovative and creative methods by using ICT tools for the effective delivery of the curriculum. The identified gaps in the curriculum are bridged by value-added programs and life skills programs. The faculty members are also encouraged to attend and participate in orientation programs/ activities organized by University. Programs have a Choice Based Credit System (CBCS) implemented from Academic Year 2016-17 with elective subjects. The institute also addresses and integrates issues relevant to Gender Equity, Environment and Sustainability, Human Values and Professional Ethics in addition to the curriculum prescribed by the University. The students are encouraged to undergo study tours and field visits in their tenure of study. The institute has structured feedback mechanism from all stakeholders including Students, Alumni, Parents, Employer and Teachers for effective delivery of curriculum.

Teaching-learning and Evaluation

he admission process of the institution is in accordance with the University guidelines. The institute admits students from various reserved categories as per the reservation policies of competent authority. The institute caters to the learning needs of students of different backgrounds and abilities. Special efforts are taken to identify slow and advanced learners by assessment on the basis of their end semester examination marks and initiatives are taken to satisfy their learning needs. The institution has proficient and devoted faculty members from diverse backgrounds. The institution utilizes student-centric methods and experimental learning approaches. The teachers adopt ICT tools, e-resources to enrich the learning experiences of the students. The institution ensures student performance through outcome-based Education by calculating attainment levels of outcomes. The institute has adopted Continuous Internal Evaluation (CIE) prescribed by the university to achieve academic excellence. The mechanism of internal assessment is transparent and robust covering all the learning domains. Examination related grievances are addressed at the institute as well as university level by well-defined in a time-bound and efficient manner. The institution adheres to the academic calendar and

teaching plan for effective delivery of curriculum.

Research, Innovations and Extension

The institute is putting the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and conferences. To upgrade the knowledge of faculty and students institute organizes various seminars and guest lectures. NSS/ Extension Activuity Cell constituted in the Institute to provide the platform for the NSS/ Extension activities. Activities are organized under NSS Cell and received awards/appreciation from renowned agencies in surrounding. The institute organizes seminar/guest lecturers/ field visits to promote industry institute interaction and MoUs are signed with the industries/ corporate houses/ firms to develop industrial allied activities.

Infrastructure and Learning Resources

The institution has infrastructure with well-equipped, classrooms, library and seminar hall as per requirement of affiliating university. The institution motivates students to participate in various extra-curricular activities. Area for outdoor sports, separate facility for indoor sports is available for the students. Institution has central library automated with software. Library has Downloaded e-books which are available to the student via open access.

For effective internet access institute provides high internet speed and dedicated computer laboratory. The maintenance procedure is defined to take care of maintenance of infrastructure including laboratories, classrooms, and student support facilities.

Student Support and Progression

The Institute continuously facilitates excellent mechanisms for support & Progression of Students. The students are benefitted by scholarships and free-ship schemes provided by Government. The institute provides capability enhancement and development programs such as guidance for competitive examination, soft skill development, personal counselling, yoga/meditation and remedial coaching for students. Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint or Anti sexual harassment. Institute arranges various training programs and placement drives on-campus as well as off-campus to provide placement opportunities for final year students. The student actively participates in sports/cultural activities organized at inter-college and intra-college competitions. The institute tries to maintains relations with the alumni through alumni interactions organized every year.

Governance, Leadership and Management

The decisions and policies of management are implemented through Principal, and coordinators of various committees. The faculty members and students have representation on decision making committees. The strategic plan is prepared and its effective implementation is done for attainment of Vision and Mission of the institute. E-governance system is used for planning and development, administration, finance, student admission and examination. Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment. The institute has performance appraisal system to judge the performance of teaching and

non-teaching staff members. Principal implements necessary action plan to improve the quality of teaching-learning process of institute under the recommendations of IQAC cell. IQAC Cell is functional and regular meetings, audits and NAAC supporting work has been carried out under the guidance of IQAC.

Institutional Values and Best Practices

The institute has girls' and boys'common room as common facilities and separate provisions for facilities of differently abled (Divyangjan) students. The Institute takes sufficient measures to arrange the programs related to gender equity promotion, social responsibilities, national festivals, birth/death anniversaries of great personalities. The institute promotes use of Renewable Energy (Solar), LED bulbs. Solid, liquid and e-waste management process are well structured. Institute has rain water harvesting and harvested water is used for maintaining green initiatives of institute. Institute follows green practices such as tree plantation, plastic free campus, paperless work to achieve an environmental consciousness and sustainability.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHREE SAI PRASAD COLLEGE OF ARTS, SALWA MOUDA
Address	At/Post - Salwa, (Via-Kanhan), Taluka - Mouda
City	Nagpur
State	Maharashtra
Pin	441401
Website	saiprasadcollege.org.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Supriya Rajesh Pendhari	07114-1234567	7709990269	07114-2345671	sspcollegeofarts@gmail.com
IQAC / CIQA coordinator	Laxmikant Jaganrao Bante	07114-4567321	9850498301	07114-7654321	bante.laxmikant55@gmail.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 minroity institution	No

Establishment Details

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	[View Document](#)

Details of UGC recognition

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

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	At/Post - Salwa, (Via-Kanhan), Taluka - Mouda	Rural	1	831

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts,English Marathi Marathi Literature Political Science Sociology	36	HSC	Marathi	120	50
UG	BA,Arts,English Marathi Marathi Literature Economics History	36	HSC	Marathi	120	50

Position Details of Faculty & Staff in the College

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

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	2	0	4
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	71	0	0	0	71
	Female	73	0	0	0	73
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		0	0	0	0

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Multidisciplinary/ interdisciplinary subjects were present in the syllabus of affiliating university. The college has conducted Value Added Programs to make students aware of the latest happenings in the industry and society.
2. Academic bank of credits (ABC):	Recently Login IDs of students created for ABC as per directives from affiliating university.
3. Skill development:	The college focuses on the skill development of the students, and for the same many capability enhancement programs are conducted.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using	During the pandemic, all the events were conducted online along with a regular teaching-learning process.

online course):	For the integration of Indian Knowledge System various days are celebrated and cultural events are conducted.
5. Focus on Outcome based education (OBE):	The college has defined various outcomes and formulated a mechanism for calculating attainment of various outcomes.
6. Distance education/online education:	During the pandemic teaching-learning process is carried out in online mode only but college is yet to take steps regarding distance/ online education

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	No
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Nil
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Nil
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Nil

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
136	130	115	175	184

File Description	Document
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 6

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
12.24	8.09	22.32	6.86	8.89155

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

•   Shree Sai Prasad College of Arts is affiliated with the RTMNU, Nagpur, and hence follows the curriculum prescribed by RTMNU, Nagpur.

•   Before the commencement of each academic year, the university gives the pathway regarding the date of commencement of each semester, end of the semester, and tentative schedule of examination in the form of the university calendar. The academic calendar of the College, based on the university guidelines is then prepared and given to all the concerned.

•   A meeting is then conducted by the Principal with Faculty Members to discuss the Academic Calendar, Teaching Load Distribution, and Time Table.

•   The Time Table Co-coordinator follows the given Academic Calendar and Load Distribution and prepares the timetable.

•   The students are informed about the Academic Calendar and Time Table through notice boards.

•   Every faculty prepares the course plan and course file to deliver lectures as per the course syllabus.

•   If the faculty members wish to teach his/ her course with the help of ICT facilities, then these facilities like LCD Projectors, Laptop/ Computers, Internet, etc. are made available for the teachers.

•   Method of continuous internal evaluation/ assessment of the student is adopted by the College as per guidelines of RTMNU, Nagpur

•   In order to widen the students' horizons and to improve their perspectives on various subjects, industrial visits, and study tours are organized.

•   The university theory examinations are conducted by the university and after the declaration of university results, result analysis is made and documented.

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 3

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 18.38

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
136	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Shree Sai Prasad College of Arts plans for the overall & holistic development of the students in the areas of gender, environment, sustainability, human values, and professional ethics despite limitation imposed to design and develop the curriculum since college is affiliated to RTMNU, Nagpur. Curricular, Co-Curricular and Extra-curricular activities are regularly conducted to address these cross cuttings issues.

Professional Ethics:- English subject is compulsory to all classes where few topics focus on

Professional Ethics.

Gender:- Gender sensitization and equity is maintained in the institution through various awareness programs conducted and also by providing equal representation of both genders on various committees, in the sports and cultural activities etc.

Human Values:- The institution regularly tries to organize birth and death anniversaries of eminent national personalities to imbibe human values in the students and programmes on social issues such as human rights, civic responsibilities, cleanliness, climatic changes, nutrition etc. are organized to keep them abreast with the current development. Educational tours are organized and surveys are conducted.

Environment and Sustainability:- There is a full subject named Environmental Studies which is compulsory for BA Second year students wherein sustainability of environment and other such issues are taught.

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 100

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 136

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: E. Feedback not collected

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 60.67

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
50	55	54	101	104

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
120	120	120	120	120

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 93

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
50	55	54	60	60

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

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	60	60	60

File Description	Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 22.67

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Student Centric Methods:-

1. Experimental learning:

• The students learn social responsibility by taking part in NSS/ Extension Activities conducted throughout the year.

• While participating in learning activities like seminars, assignments, study tours, field/industrial visits, etc.

• The college invites various experts from other colleges as well as industry to share their experiences with the students.

2. Participative learning:

• Discussions: Wide variety of topics are discussed in order to make the students think broadly and come up with their opinions and suggestions.

•   Debates: Debates are conducted in various courses where students are required to come up with different opinions and thought processes to develop a sense of time management, teamwork, and critical thinking.

•   Presentations and Seminars: The faculty encourages the students to give presentations and participate in seminars.

3. Problem Solving Methodologies:

•   Problem solving ability of the students are developed by giving them home work, assignment, and group activity as part of internal evaluation.

For enhancing learning experiences using ICT tools faculty members use the following techniques/ tools-

•   **PowerPoint Presentations:** Faculty members use a PowerPoint presentation including video lectures as per requirement during the classes.

•   **Training Program:** The college organizes a training program for the overall development of students.

•   **Seminars and Guest Lectures:** Various seminars and guest lectures are conducted in which eminent people from industry or other Colleges are invited to deliver talks on recent topics.

•   **Use of Applications and Tools:** Faculty members use various applications like WhatsApp, Telegram, and Facebook to create student groups for the circulation of information. In recent years Google Tools like Google Meets and Google Forms are also used to collect feedback from students.

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last

five years (consider only highest degree for count)

Response: 0

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institution data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

• Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring to guidelines given by RTMNU, Nagpur. Out of the 100 Marks per course, the College level assessment marks are awarded out of 20, and the end semester examination is conducted for 80 as per the marking scheme prescribed by affiliating university.

• For determining the College level 20 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment and viva-voce and some on test along with short project work activities etc.

 Various ways followed to ensure a transparent assessment process are as follows:

 1. Displaying Continuous Internal Evaluation Norms.

2. Sharing of evaluated assignments with each individual student.

3. Returning evaluated answer sheets of class tests.

4. Sharing evaluative remarks of subject presentation/ viva-voce seminar by a panel of faculty internally and externally by outside experts.

 Grievance redressal system:

Internal:

•   The grievances regarding internal assessment are resolved immediately by the concerned subject teachers and Principal.

External:

•   The Examination clerk, in accordance with the guidelines of the RTMNU, Nagpur follows a mechanism for dealing with the examination-related grievances in a transparent and time-bound manner.

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

•   Vision and Mission statements are displayed on the college website and in various places like the entrance of the College, Corridor, Principal Cabin, Library and Multipurpose Hall, IQAC Office etc.

•   Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by the college. PEOs, POs and PSOs are disseminated on the college website, at the entrance of the College, Corridor, in the Principal Cabin, and Course Files of Teachers.

•   The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during the introductory lecture of the respective Subject /Course.

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The attainment of various outcomes like COs, POs, PSOs, and PEOs is carried out by following steps:-

•   Various outcomes are defined and a correlation is established between outcomes and tools used.

•   A mapping matrix is prepared in this regard for every CO, PO, and PSO in the program including the elective subjects.

- An individual faculty member uses different direct tools like Class Tests, University Exam, Assignments, Seminars, etc., for the evaluation of Course outcomes (COs).

- Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, employers, Parents, Teachers Students, etc. PEOs are also evaluated by using Indirect Tools only.

- Attainment of all outcomes is calculated and compared with the expected level of attainment decided by the subject teacher for COs and Principal for POs, PSOs, and PEOs.

- If attainment was up to the expectation, then appreciation is extended to the concerned faculty member, and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 73.29

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
38	29	23	20	8

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

2021-22	2020-21	2019-20	2018-19	2017-18
42	33	23	30	33

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.96

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Shree Sai Prasad College of Arts has been trying to create a conducive ambiance, infrastructure, resources, and confidence for the enhancement of the capability of students and teachers in research and innovations.

 The College Plans and implements several activities like:-

- To encourage faculty members and students to publish research papers.
- To encourage faculty members and students to participate in workshops, seminars, and conferences.
- To encourage the faculty members and students to pursue higher studies.
- To encourage faculty members to undertake major/minor research projects.
- Motivates and deputes faculty for pursuing higher education.
- Promotes and motivates the faculty to use ICT tools in their teaching-learning process.

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 0

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3.2

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Apart from functioning successfully as a center for higher education and learning, Shree Sai Prasad College of Arts is also fulfilling the duties of a unit of community development in the neighboring areas. The NSS/ Extension Activity Cell of the college participates in the community development program through the conduction of various activities in nearby areas of the college.

The college tries to create awareness, social responsibility, and Environmental consciousness through talks, group discussions, nukkad natak, rallies, poster making, Quiz, debates, speeches, seminars, slogan making, awareness drives, survey programs, workshops, and adult education programs, counseling, etc.

In short, the aim and objectives of the college are to serve society, either as a source of formal education for the students or as an informal mode of education for the neighboring society.

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Shree Sai Prasad College of Arts has received recognition for extension activities from government and non-government recognized bodies like Gram Panchayat, Schools, Junior Colleges, Blood Banks, Primary Health Centers, and other agencies for the conduction of various activities and programs for the betterment of the society.

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 0

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 6

File Description	Document
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Teaching-Learning Facilities:

1. Classrooms

All the classrooms in the College are furnished, capacious, and well-ventilated. All the classrooms are equipped with Desks, benches, platforms, Fans, Tube lights, and blackboards. As per requirement LCD Projector, Laptop/ Computers, LAN/Wi-Fi connectivity is provided to ensure a conducive environment for teaching-learning.

2. Computing Equipment

The College has 15 computer system with licensed/ free software installed. Enough supporting equipment like scanners and printers are also available. Internet facility of bandwidth Mbps is also in existence.

3. Seminar Hall and Auditorium:

The college has a well-equipped seminar hall with adequate seating capacity, with facilities like LCD projectors, raised platforms, and a public-address system with an internet facility.

4. Library

The college library is enriched with books of various current as well as syllabi-based books, journals, and e-journals that are subscribed to as per need. English, Marathi, and Hindi newspapers are made available to the stakeholders.

Other Facilities:

1. Washroom and Drinking Water Facility

Adequate Gents and Ladies' washrooms are available along with water purification and a cooler facility.

2. Sports and Games

The College has a spacious and well-equipped indoor sports area, where students can play games. For outdoor sports and games, play rounds are available. Gym facility is also available.

3. Cultural

When the required open auditorium is created in the playground for the conduction of cultural events or seminar hall is used.

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 0.71

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0.024	0	0.38953

File Description	Document
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Integrated Library Management System (ILMS):

College library is automated with Software. It is a user-friendly software developed to work under client – server environment.

Subscription to e-resources:

1. e-journals: Online Subscription.
2. e-ShodhSindhu: College Level Membership
3. Shodhganga Membership: Faculty Level Membership
4. e-books: Free e-books Available
5. Databases: Available in Hard and Soft Copy
6. Remote access to e-resource: e-library tab created on institutional website.

Amount spent on purchase of books, journals:

In last 5 years 5% amount excluding salary is spent on purchase of books, journals and other allied library activities.

Per day usage of library:

Daily more than 20 students and 5 faculty members use the library.

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Sai Prasad College of Arts provides a computing facility with 15 Computers with the required configuration. These are distributed among the various departments for academic and administrative work.

The College has high-speed internet of 50 Mbps to cater to the need of academics as well as allied processes.

Key Features:

•   Computers to facilitate internet access for all the students, staff, and faculty members. This facility enables users to access meaningful information available online.

•   E-Governance system by use of ERPs is implemented in the Administration office, Exam Section for providing efficient service to the students, staff, and faculty members.

•   LCD Projectors, Smart Boards, Printers, Scanners, CCTV, Wi-Fi, LAN, Internet facility, etc. are also available for effective teaching-learning process.

• Digital section in Library with high-speed internet connection helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers, etc.

• Google Classroom and Google Forms for effective Teaching-Learning and data collection is implemented recently.

• College appoints external technician to maintain and update the IT facilities in the College which include maintenance of computers, LCD Projectors, Printer, Scanner, and other peripherals.

4.3.2

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

Response: 9.07

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 15

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 3.27

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

2021-22	2020-21	2019-20	2018-19	2017-18
0.31	0.28	0.32	0.56	0.44

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 88.92

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
135	127	95	139	162

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: E. None of the above

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career**

counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: C. 2 of the above

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 0

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
38	29	23	20	8

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

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

Response: 0

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*

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.3.2

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

Response: 0

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

The College does not have a registered Alumni Association, but alumni meetings were conducted every year.

To strengthen the alumni network by bringing all graduates together to share their experiences, offer support, and provide guidance to students. Alumni are connected to each other and teachers in various parts of the world through social media sites.

Every year, the College hosts the alumni meet. The event attracts 10-15 alumni on average. During the meeting, alumni share their memories as students, experiences as alumni, bond with teachers, attachment, and express their ideas for improving the College's overall success.

Alumni provide input through feedback forms on the college's infrastructure and other academic processes, as well as suggest gaps in the curriculum based on current industry demands.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The vision and mission of the institute have been developed with the active participation of all stakeholders and guidance from experts of various fields. The institute aims at becoming renowned institute of student's choice with courses aligned with recent development and need of society. The institute follows ethical practices and encourages Indian culture and value system. The institute is also committed for rural youth development and woman empowerment.

The top management including Trustees, Governing body, Local Managing Committee/ College Development Committee, Principal and faculty are involved in design and implementation of quality policy and plans.

The resolutions related to policies and plans, made during meetings of Governing body and local managing committee are communicated to the principal. These are discussed in regular meetings of Principal and Faculty and action plans are prepared. Action plan for institute based on Academic Calendar, Vision Mission of the institute, Co-curricular and Extra-curricular activities is prepared by Principal and committee in-charges. The difficulty if any in execution is conveyed to management to fulfil the needs.

Various committees at institute level are formed in each academic year. The faculties constitute the member of these committees and are authorized to take appropriate decisions according to the role of committee in academics.

Interaction with stakeholders viz. alumni, parents, employers, take place and their suggestions, feedback are taken for continuous improvement in teaching and learning process.

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The functioning of the College operates at four different levels Student, Faculty, Principal, and Management. The College provides various forums for all of them to develop and deploy the same at the department, College, and society level by assigning them various responsibilities. The principal as a leader understands the strength of the faculty and assesses the involvement of faculty while executing specific tasks. The principal is empowered to allocate specific faculty to handle dedicated events in the best possible way.

Administrative Setup:

The management committee is the apex governing body of the College headed by the Chairman of the society and is responsible for policy making and budget approval. The institutional decisions are made by the principal in consultation with management. Coordinators and various committee/cell in-charges are directed by the principal. The College has constituted committees as per the norms and additional committees for internal coordination and monitoring of the activities.

Appointment and Service Rules:

Recruitment procedures and policies are followed as per UGC, RTMNU, Nagpur, the Government of Maharashtra, and regulatory authorities. The principal is authorized to carry out the staff selection process as per the norms and shortlisted candidates are recommended to the management. Promotion and service policies are followed as per UGC, RTMNU, Nagpur, the Government of Maharashtra, and regulatory authorities.

Grievance Redressal mechanism for faculty, staff, and students is as given below:

Grievance Redressal Committee is formed at the College level to address the grievances/complaints received from students and staff members. A separate Women Development Cell / Anti Sexual Harassment Committee and Anti-Ragging cell is also constituted to address any specific complaints.

6.2.2

Institution implements e-governance in its operations

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

Response: E. None of the above

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Institute implements the following welfare measure for faculty and non-teaching staff.

Faculty:

•   Motivates and deputes faculty for pursuing higher education.

•   Encouragement for the faculty for attending workshops, conferences, seminars, short-term courses, and faculty development programs.

•   Encourages the faculty to become members of professional bodies and to participate in the activities organized by them.

•   Promotes and motivates the faculty to use ICT tools in their teaching-learning process.

•   Encourages the faculty to publish research papers in reputed Journals/conferences.

Staff:

•   Institute organizes training programs as per the need for skill development of non-teaching staff.

The other welfare provisions made for both faculty and staff as described as below:

1.   Leaves (Casual, Earned, Medical, Vacation) as per university norms.

2.   Maternity leaves for female faculty and staff.

3.   Medical Facility/ First Aid.

Performance Appraisal System for Teaching and non-teaching staff:

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010, and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

6.3.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 0

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Strategies for mobilization and optimal utilization of resources:

Our college is self-financing and we offer UG programs B.A. The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge anything. The major part of fees collected is utilized towards the salary of Temporary Staff and other expenses.

Institution Internal Audit:

The internal financial audit is a continuous process and accountants mainly handle it. Internal audit is carried out annually.

Institution External Audit:

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institute's financial records and book as per guidelines of the income tax department. For external audits, Management has appointed a chartered accountants firm who take care of external audits at the end of every financial year.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

We have an active IQAC which looks after enhancement and sustenance of quality.

- Choice Based Credit System (CBCS) was implemented from the Academic Year 2016-17 with elective subjects
- Value added programs and life skills programs for students are conducted every year
- The faculty members are encouraged to attend and participate in faculty development programmes
- The institute has restructured feedback mechanism from all stakeholders including Students, Alumni, Parents and Teachers
- The institute implemented scholarship schemes effectively resulting into greater number of admissions from various reserved categories

- The institute caters to the learning needs of students coming from diverse socio-economic backgrounds
- The institution utilizes student-centric methods and experimental learning approaches
- The institute has organized various seminars and guest lectures to upgrade the knowledge of faculty members and students
- NSS/Extension Activities Cell organized various activities such as Tree plantation, Cleanliness Drive, Healthcare Camps and received appreciation from renowned agencies in the surrounding
- MoUs are signed and activities were conducted under MoUs
- E-governance system has been introduced in student admission, examination and general administration
- Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment
- Due importance is given to environmental consciousness and sustainability

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: E. None of the above

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Promotion of gender equity:

Being a progressive institute, We believe in providing equal opportunity to all the employees including students in matters related to gender sensitivity with facilities such as safety, security, counseling and common room for the students.

Security and Safety:

• Institute is very much serious about security and safety. 24*7 high security is provided by the security team to all staff members and students in the institute campus. Outsiders are not allowed on college premises until and unless they maintain their entry in the security register.

• IDs are issued to all students and staff members and it is to be verified by the security officer frequently.

• CCTV cameras are installed near the office, Classrooms, Staff Room, Multipurpose Hall and Exam cell which ensure the safety of students, staff, and facilities provided in the institute.

• Institute is also having fire extinguishers at appropriate places.

• Anti-Ragging committee and Women Development Cell is formed to resolve student problems.

Counseling:

• Faculties are appointed as mentors to the group of students.

Common Rooms:

• Girls' and Boys' common room is available.

Institutional initiatives to celebrate/organize national and international commemorative days, events, and festivals:

National and international commemorative days:

1. Independence Day

2. Republic Day

3. International Women's Day

4. Teachers Day (Dr. Sarvapalli Radhakrushnan Birth Anniversary)

5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

7. Yoga Day

8. Constitution Day

Birth/ Death Anniversaries:

1. Gandhi Jayanti

2. Ambedkar Jayanti

3. Shiv Jayanti

4. Savitribai Phule Jayanti

5. Sardhar Vallabhai Patel Jayanti

Events:

1. Annual Sports Day

2. Annual Cultural Day

3. NSS/ Extension Activities

4. Induction/ Welcome Function.

5. Farewell Function.

 Festivals:

1. Diwali

2. Navratri

3. Christmas

4. Makarsankanti

5. Eid

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: E. None of the above

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

- The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs, and dances used to be organized with full patriotic enthusiasm.
- Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.
- The Institute also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.
- The Institute organizes Swachh Bharat Campaign to the awareness about Swachhata in the neighborhood of Gandhi Jayanti.
- Programs imbibing Human Values and Professional Ethics are also organized regularly in the

Institute under the extension activity cell.
- Road Safety Awareness Programs were conducted every year in Road Safety Week, where students take out rallies to educate society about the importance of helmets.
- For every election holiday was given for the students and staff to cast the vote, as well awareness of voting is also spread in the neighborhood.
- On the Birth Anniversary of Swami Vivekananda, Youth Day is also celebrated.
- The college celebrated Marathi and Hindi Bhasha Day every year.

7.2 Best Practices

7.2.1

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

Response:

Best Practice- I

1. Title of the Practice: Spreading Awareness About Various Scholarships Schemes of State and Central Government.

2. Objective of the Practice:

To increase number of students graduating from area by spreading awareness about various scholarship schemes of state and national government.

3. The Context:

To provide the right of education to economically backward students who stays away from education stream because of lack of awareness about various schemes of government related to scholarships.

4. The Practice:

The various activities to make students aware about scholarship schemes of state and central government has been conducted as well as students were guided about Do's and Don'ts of scholarship form filling. We have observed that, because of sessions conducted, Institute is witnessing increase in reserve category students' admissions as well as economically backward students every year.

5. Evidence of Success:

It is observed that students benefitting from scholarship provided by state and central government has notable count every year.

6. Problems Encountered and Resources Required:

To bring seriousness among the students of the deadlines, documents required is difficult task.

Best Practice- II

1. Title of the Practice: Community Engagement through NSS/ Extension activities.

2. Objective of the Practice: To promote extension activities in the neighborhood community and to develop among students a sense of responsibility towards society.

3. The Context: To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities.

4. The Practice: Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness, personal hygiene, awareness related to superstitions, gender equality, self-defense, women empowerment, etc.

5. Evidence of Success: It is observed by performing various activities in the neighborhood society, Institute has got appreciation by renowned government and non-government agencies in terms of appreciation letters. It is worthwhile to mention that, local media also covered many of the activities mentioned under this practice.

6. Problems Encountered and Resources Required: Funding is the major issue for doing activities on large scale.

7.3 Institutional Distinctiveness

7.3.1

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

Response:

- The college also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society.
- College also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.
- The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.
- The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Institute provides the best

amenities required for students to enhance their skills, Academics, and Extra-curricular activities and brings out the best in them.

- Guest lectures, Study tours are organized throughout the year, by which the students are exposed to the outside world and all the recent developments and innovations.
- To bring out the concealed talents of the students every year the institution conducts Annual Cultural and Sports events.
- The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.
- The Classrooms, Laboratories, Library and Administrative office are highly conducive to the overall academic environment.

5. CONCLUSION

Additional Information :

College has a dream of creating a benchmark in imparting education in rural area and empowerment of rural students. The institute aims to produce responsible citizens through extensive training and continuous all-round developmental activities. We, at Shree Sai Prasad College of Arts, Salwa are committed to imbibe true national spirit and ethical values and generate/reflect the same in young generation to become responsible citizens of India.

The Institute involves all stakeholders by organizing parents, alumni and employer meetings. Stakeholders are invited on various committees either to contribute in Academic or Non-Academic issues to keep students upgraded with latest happenings in respective fields. Faculty and staff also have representation on various committees where they contribute in decision making. In the nut shell, the institute is working for betterment of society by involving all of the stakeholders.

Concluding Remarks :

We, most cordially invite the very august NAAC Peer Team, to visit Shree Sai Prasad College of Arts, Salwa to evaluate and assess the institute for the accreditation purpose and process.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : Answer After DVV Verification :3 Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.
1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
136	130	115	175	184 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
136	0	0	0	0	 Remark : As per the supporting documents provided based on that DVV input is recommended.
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: E. Feedback not collected Remark : As the link provided is not opening so DVV input is recommended accordingly.
2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	2	2	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : As HEI has not provide any supporting documents as per SOP to claim this metrics so based on that DVV input is recommended.

3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	2	2	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.

3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	4	3	2	3

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	3	2	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.

3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
8	8	8	8	8

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Answer before DVV Verification :
Answer After DVV Verification :6
Remark : As per the supporting documents provided based on that DVV input is recommended.

4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0.35	0.62	0.28	0.31	0.35

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0.024	0	0.38953

Remark : As per the supporting documents provided by HEI, based on that DVV input is recommended.

5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability*

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: E. None of the above
Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.

5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
136	130	115	175	184

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : As the link provided by HEI , is not opening so based on that DVV input is

	recommended.
5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases* 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : AS per the revised data and clarification received from HEI, based on that DVV input is recommended.
5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years** 5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
18	16	12	11	4 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
0	0	0	0	0 | 5.2.1.2. **Number of outgoing students year wise during the last five years** Answer before DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
38	29	23	20	8 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
38	29	23	20	8	 Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.
5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.2.1. **Number of sports and cultural programs in which students of the Institution**

participated year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	10	10	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : As the provided link for supporting documents in the HEI response is not opening , so based on that DVV input is recommended.

| 6.2.2 | *Institution implements e-governance in its operations* |

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: E. None of the above

Remark : AS per the revised data and clarification received from HEI, based on that DVV input is recommended.

| 6.3.3 | *Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years* |

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

Remark : As per the data provided by HEI, based on that DVV input is recommended.

6.5.2	**Quality assurance initiatives of the institution include:**
	1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
	2. **Academic and Administrative Audit (AAA) and follow-up action taken**
	3. **Collaborative quality initiatives with other institution(s)**
	4. **Participation in NIRF and other recognized rankings**
	5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**
	Answer before DVV Verification : B. Any 3 of the above
	Answer After DVV Verification: E. None of the above
	Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.
7.1.2	**The Institution has facilities and initiatives for**
	1. **Alternate sources of energy and energy conservation measures**
	2. **Management of the various types of degradable and nondegradable waste**
	3. **Water conservation**
	4. **Green campus initiatives**
	5. **Disabled-friendly, barrier free environment**
	Answer before DVV Verification : A. 4 or All of the above
	Answer After DVV Verification: E. None of the above
	Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**
	1. **Green audit / Environment audit**
	2. **Energy audit**
	3. **Clean and green campus initiatives**
	4. **Beyond the campus environmental promotion activities**
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: E. None of the above
	Remark : As the link provided by HEI , is not opening so based on that DVV input is recommended.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1.5	1.45	1.29	1.56	1.58

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12.24	8.09	22.32	6.86	8.89155