



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SANTAJI MAHAVIDYALAYA</b>
• Name of the Head of the institution	<b>Dr. Priya D. Wanjari</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>07122283953</b>
• Mobile no	<b>9158227444</b>
• Registered e-mail	<b>santajicollege@gmail.com</b>
• Alternate e-mail	<b>santaji_it7@yahoo.com</b>
• Address	<b>Pt. Jawaharlal Nehru Marg, Chhatrapati Square, New Sneh Nagar</b>
• City/Town	<b>Nagpur</b>
• State/UT	<b>Maharashtra</b>
• Pin Code	<b>440015</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur				
• Name of the IQAC Coordinator	Dr. Neehal R. Sheikh				
• Phone No.	07122286305				
• Alternate phone No.	07122283953				
• Mobile	9922299893				
• IQAC e-mail address	iqacsantaji@gmail.com				
• Alternate Email address	santajicollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://santajicollege.ac.in/AQAR_Report_2019_20.pdf">https://santajicollege.ac.in/AQAR_Report_2019_20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://santajicollege.ac.in/Academic_calendar_2020_21.pdf">https://santajicollege.ac.in/Academic_calendar_2020_21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.90	2004	03/05/2004	02/05/2009
Cycle 2	B	2.50	2011	27/03/2011	26/03/2016
Cycle 3	A	3.05	2017	28/03/2017	27/03/2022
<b>6.Date of Establishment of IQAC</b>			15/08/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
N. A.	N. A.	N. A.	N. A.	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	<b>Rs. 30,000/-</b>
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• Organization of National Webinar on NAAC Sponsored on 'Benchmarking Quality Enhancement Initiatives through Innovative Practices'</li> <li>• Organization of Marathi Bhasha Sanvardhan Din in Association with Department of Marathi</li> <li>• Conduct of Green Audit</li> <li>• Preparation of Action Plan</li> <li>• Verification of data and information required to be furnished in AQAR</li> </ul>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
<p>Organization of International, National and State Level Webinars</p>	<p>Organization of NAAC Sponsored Online National Seminar on 'Benchmarking Quality Enhancement Initiatives through Innovative Practices'</p>
<p>Organization of Virtual Faculty and Student Exchange Programme</p>	<p>The Departments of English of Shri Santaji Shikshan Vikas Sanstha's Santaji Mahavidyalaya, Nagpur and Arya Vikas Sabha, Jaripatka, Nagpur's Dayanand Arya Kanya Mahavidyalaya made a collaborative endeavour and organized an Online Certificate Course on Compulsory English for students of B. A. Final Year (Semester V) prescribed for students of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur held from 23rd December, 2020 to 2nd January, 2021. 2. The Departments of English of Shri Santaji Shikshan Vikas Sanstha's Santaji Mahavidyalaya, Nagpur, Dharampeth Education Society's R. S. Mundle Dharampeth Arts and Commerce College and Mahatma Bahuddeshiya Shikshan Sanstha's Manoharrao Kamdi Mahavidyalaya made a collaborative endeavour and organized an Online Course on Compulsory English of B. Com Part I (Semester II) prescribed for students of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur held from 5th May to 21st May, 2021. 3. The Departments of Commerce of Shri Santaji Shikshan Vikas Sanstha's Santaji Mahavidyalaya, Nagpur and Arya Vikas Sabha, Jaripatka, Nagpur's Dayanand Arya Kanya Mahavidyalaya made a</p>

	<p>collaborative endeavour and organized an Online Certificate Course in Commerce for students of B. Com. First Year (Semester I) for students of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur held from 15th to 17th January, 2021</p>
<p>Organization of Book Review Competition</p>	<p>An Online National Book Review Competition was organised by Department of English, Santaji Mahavidyalaya, Nagpur to mark the Golden Jubilee of the college for students of UG &amp; PG Classes, Research Scholars and Teachers of Senior Colleges. The book reviews were invited on the following category of books: 1) Biography 2) Autobiography 3) Best Sellers 4) Novel 5) Short Stories 6) Pandemic Literature 7) Poetry in Translation From Research Scholar's and teacher's category Jaishree Premkumar, Research Scholar, University of Mumbai secured first position while Dr. Deepti Jain Thakre, Assistant Professor of English, Anjuman Girls Degree College of Arts, Nagpur secured second position. In student's category Ms. Priya Jaiswal of Green Heaven Institute of Management and Research, Butibori secured first position while Ms. Apurva Nawale of IGNOU, Delhi secured second position.</p>
<p>Implementation of Career Orientation Certificate Courses through online mode</p>	<p>Career Oriented Certificate Courses like Garment Manufacturing and Fashion Designing, Business Communication, Yoga and Mental Health, Yoga Psychology and Mental Health and Teaching in</p>

	<b>Marathi Language for Non-Marathis</b>
<b>Donation to Covid Affected and needy people</b>	Donations have been made to Covid affected people and migrant labourers. Food grains, masks and sanitizers have been distributed.
<b>Organisation of programmes for the welfare and betterment of students</b>	Training on "Handling of Biotechnological Equipment", Workshop on "Making of E Poster on Research Work", PowerPoint Presentation Competition on "Impact of COVID - 19 Pandemic on Environment", Talk on Earth Day - 2021, Workshop on "Antibiotic Sensitivity Test of Microorganisms by Using Standard Antibiotic Disc and Medicinal Plant Extract
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
<b>College Development Committee</b>	<b>14/01/2022</b>
<b>14. Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
<b>2020-2021</b>	<b>27/01/2022</b>

## Extended Profile

### 1. Programme

1.1

10

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 2519

Number of students during the year

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

2.2 2413

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 853

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 26

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 86

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>10</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>2519</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>2413</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>853</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>26</b>
File Description	Documents
Data Template	<a href="#">View File</a>



3.2	86
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	24.48145
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

To implement the same, academic calendar is prepared that includes curricular, co-curricular and extra-curricular activities. It is designed keeping in mind its outcomes and to make the process of teaching learning joyful. Stress is given on designing activities that would be interdisciplinary in nature. The experts in particular discipline are invited to have an interaction with students. They are guided to consult reference books, journals, websites and other educational resources besides their text books. Remedial coaching for weaker students and separate guidance to advance learners is provided. Since lockdown online mode of teaching has been adopted. The college purchased licenses from Easytech Innovations Pvt. Ltd. for conducting online classes so that the students can access live and recorded video lectures from anywhere round the clock. During the pandemic period the university changed the pattern of question paper which was based on multiple-choice questions and the students were prepared accordingly. The teachers have been using Google Classroom, Google

Form, WhatsApp and Telegram to provide learning resources. Model question papers and university question papers of previous examinations for reference have been given to the students. Readymade notes on multiple-choice questions were sent through WhatsApp. Internal assignments were given through Google Form.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college evolved its own mechanism for the continuous internal evaluation of the students. The college prepares the academic calendar for the next academic session keeping in mind the academic calendar of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in which unit wise teaching plan, internal evaluation mechanism including two unit tests and preliminary examination for each semester is prepared, keeping in mind the completion of the syllabus as well as continuous evaluation of students. It is also displayed on the website of the institution. All the events to be organized have been displayed on the website. The opinion of all the Head of the departments and faculty members and coordinators of respective committees and cells in the college are invited and considered for preparing academic calendar and time table and they were strictly adhered to.

The faculty-in-charge monitors the academic activities in their respective faculties and gives suggestions to the faculty members whenever they are in need of it related to their syllabus, teaching methodologies and teaching plans so that maximum students get benefitted. Even in the lockdown period the institution conscientiously followed the continuous internal evaluation by organising online programs related to academic, co-curricular and extracurricular activities.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

<p><b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="86 651 529 714">File Description</th> <th data-bbox="529 651 1436 714">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 714 529 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="529 714 1436 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 898 529 960">Any additional information</td> <td data-bbox="529 898 1436 960" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<a href="#">View File</a>			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>								
Any additional information	<a href="#">View File</a>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
<p><b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b></p>									
<p>07</p>									
<table border="1"> <thead> <tr> <th data-bbox="86 1303 529 1366">File Description</th> <th data-bbox="529 1303 1436 1366">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1366 529 1433">Any additional information</td> <td data-bbox="529 1366 1436 1433" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1433 529 1536">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="529 1433 1436 1536" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1536 529 1632">Institutional data in prescribed format (Data Template)</td> <td data-bbox="529 1536 1436 1632" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>	Institutional data in prescribed format (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>								
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p>05</p>									

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

115

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

**Professional Ethics** - The faculty members of the institution have been discharging their duties in an efficient and honest manner with dedication towards their job. Besides imparting academic knowledge they also strive to inculcate human values amongst students. They update their knowledge keeping in mind the need of students.

**Gender**- The College maintains an atmosphere of gender equity in its premises. No gender discrimination is tolerated at any cost. There are two active cells for prohibition of sexual harassment. The cells have been constituted as per the latest guidelines.

**Human Values**- The institution lays stress on imparting human values like compassion, charity, fraternity and friendliness among students respecting the individual dignity. Discrete care is taken not to violate the human rights of students as well as employees of the organisation.

**Environment and Sustainability**- The institution emphasises on keeping the college campus eco-friendly. Wastage of water, electricity and paper is strictly prohibited. Rain water

harvesting is done and the water is stored in tanks for use in summer season. The use of plastic is banned in the college premises. Solar panels are installed to utilize solar energy. Every second saturday of the month is observed as No Vehicle Day.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

08

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

736

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="https://santajicollege.ac.in/student/Student_Teacher_Aumni_Empoyer_Feedback_2020_21.pdf">https://santajicollege.ac.in/student/Student_Teacher_Aumni_Empoyer_Feedback_2020_21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://santajicollege.ac.in/student/Student_Teacher_Aumni_Empoyer_Feedback_2020_21.pdf">https://santajicollege.ac.in/student/Student_Teacher_Aumni_Empoyer_Feedback_2020_21.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>2519</b>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2258

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The college has devised a mechanism to assess the learning levels of the students. For that purpose aptitude test is conducted. On this basis advanced and slow learners are identified. As the college has a large number of students belonging to SC, ST, OBC, VJ, NT, SBC category and socially and economically disadvantaged sections of society, the teachers take into account all these factors while imparting knowledge. Remedial Coaching classes are conducted in subjects like English, Economics, Financial Account, Business Economics, Monetary Economics, Indian Economics, Physics, Botany and Zoology for the slow learners. They are encouraged to participate in the activities in the class like student seminar, group discussion and brain-storming sessions. The help of the advanced learners is sought to guide the slow learners. They are also encouraged to take part in the activities like creative writings, cultural programmes and Science Day Celebration. They are given opportunity to work as member of editorial board of college magazine 'Utkarsh' and are encouraged to share their ideas and thoughts in writings to be published in the magazine. Special coaching for competitive examinations and training for quality oriented research papers are given. For advanced and slow learners separate teaching methodology is adopted.

File Description	Documents
Paste link for additional information	<a href="https://santajicollege.ac.in/remedial/Remedial%20Coaching%2020%2021.pdf">https://santajicollege.ac.in/remedial/Remedial Coaching 2020 21.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2519	26

File Description	Documents
Any additional information	<a href="#">View File</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

The institution lays emphasis on effective student centric methods. The students of Commerce, Management, Science and Humanities acquire experiential and participative learning through projects, laboratory experiments, group discussion, classroom seminars, co-curricular and extension activities. The department of English has conducted a survey of the undergraduate students to assess various language skills and the conditions that hinder their progress in acquiring the skills of listening, reading, speaking and writing. Cooperative or community-based learning has been imparted through the activities of NSS. The institution has worked in collaboration with other higher educational institutions for exchange of knowledge and expertise for the sake of enhancement and improvement in quality. Industrial visits and educational tours have been held. The participative learning and problem-solving methodologies have been adopted to develop scientific acumen, temperament and research inquisitiveness. Need based problem-solving methodologies have been adopted according to the situational needs of the students. The activities have been planned in alignment with the prescribed contents of the syllabus. The students have been encouraged to participate in activities which sharpen their creative skills. Thus, they get an opportunity to be a part of participative learning. The teachers have been accessible for problem-solving as and when required.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college adopts ICT based teaching along with traditional methods for effective delivery of knowledge. Due to lockdown as per the directions of the government, online teaching has been conducted through licensed teaching platform Edflylearn.com. The live classes and recorded videos on this teaching platform can be accessed by the students through their login IDs. Online E-Resources are provided through the Learning Resource Center of the institution which has an access of E-books, E-journals, E-Thesis, & E-manuscripts on different subjects. The college has subscribed DELNET & N-LIST databases. For visually impaired students the college uses the NVDA talking software link to make the website user-friendly. The textbooks required by the visually impaired students are converted into audio format with the help of Saksham, an NGO. The audio books are made available through Audio Books Reader and Recorder or pen drive and uploaded on the library website as well. The links of the recordings of all the online events organized by the college have been displayed under the name of 'Program Recording Repository'. The college has smart classrooms from where teaching through digital mode has been imparted. PPTs have been prepared and detailed information with visual effects has been delivered.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

**2.3.3.1 - Number of mentors**

**48**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

252

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has its own systematic mechanism to make internal assessment with respect to the enhancement of the performance and regularity of the students in the online and offline classrooms. The institution has followed guidelines and directions issued by the University and conducted internal assessment and evaluation accordingly. The college adopted ICT enabled and transparent methods for the evaluation of students. Quizzes and online tests have been conducted through Google forms. They have been given the opportunity to make presentation in the online classroom seminar. Preliminary examinations have been conducted before University examinations as per the prescribed question paper pattern of the University. The schedule of University examination is communicated to the students through WhatsApp group created for each class. Assignment topics have been given to evaluate their understanding about the particular subject. Due to COVID-19 pandemic lockdown the entire system of evaluation and assessment was carried out through online mode. Even practical examinations of Science Departments and Home Economics have been conducted online. Projects were compulsory for certain UG and PG courses as part of their curriculum. In some subjects, internal marks are based on assignments. They were given topics and asked to submit online as per the situation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

The institute follows transparent, time bound and efficient mechanism to deal with grievances related to internal examination and evaluation process. Due to pandemic the entire education system got disturbed. Following the guidelines of Central, State government and the university the institution conducted internal examination through online mode including practical examinations. Students faced several issues while attempting examination papers in the online mode. The issues were inaccessibility of network, low network and unavailability of devices. The students, who could not appear for the examination, were given a chance to appear through offline mode in the institution following the Standard Operating Procedures for Covid-19 prescribed by the administration. During lockdown the university, through its directions, asked all the affiliated institutions to conduct University examinations at the institutional level. Some of the students faced issues like technical glitches, being shown absent and marks not appearing in the mark-list. The college formed a committee of teachers to receive and forward the grievances of these students to the university. The grievances were uploaded and sent to the university as a result of which many of such students got an opportunity to reappear in the examination specially conducted by the university.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Four language skills listening, reading, speaking and writing are to be improved through languages like English, Marathi and Hindi. The various genres of literature are taught through English and Marathi literature and their interests in literature are aroused through the teaching of literature. Basic concepts in Social Sciences can be learnt and understood by the students. Through the study of Commerce and Management they are able to understand and analyse key concepts in banking, economic planning, economic development, economical issue, market, investment, agriculture and international trade. The relation between diet, nutrition and good health can be understood by learners through the study of Home Economics. They get the idea of Citizenship, Indian Constitution

and key issues of governance through the study of Political Science. The study of basic sciences inculcates scientific temper, aptitude for research and rational thinking. The study of Computer Science helps them to learn various software programs that can avail them job opportunities in IT and related industries. The Programme and Course outcomes are in synchronization with each other and they are deliberated and executed in a well-planned manner. Co-curricular activities are chalked out in accordance with the program and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://santajicollege.ac.in/Program Outcomes2020 21.pdf">https://santajicollege.ac.in/Program Outcomes2020 21.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

While prescribing the course of the particular subject the specific course outcomes were kept in mind by the Board of Studies. Through imparting lessons in languages, the outcome is assessed on the basis of acquiring of skills like reading, writing, listening and speaking. In subjects like History, Sociology, Economics, Political Science, Home Economics the Program and Course Outcomes are measured in terms of application of knowledge in moments of need. In the field of Commerce & Management it is confirmed if the students have imbibed the skills of financial management, marketing, human resource management and administration. Basic and Practical knowledge is given through the study of science. It is ensured that the teaching of subjects of science has resulted into development of scientific temperament, acumen and development of mindset for application based on rationale. After teaching management, the teachers try to find out if the students have acquired managerial skills and management of affairs. Program outcomes have been assessed through their subject knowledge on the basis of their participation in classroom discussions, seminars, their ability to understand the subject and key terms. Home and library assignments have been given to assess their practical approach towards a specific problem.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

804

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NIL</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://santajicollege.ac.in/student/student\\_satisfaction\\_survey\\_2020\\_21.pdf](https://santajicollege.ac.in/student/student_satisfaction_survey_2020_21.pdf)

### 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 year (INR in Lakhs)

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

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

06

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

Nil

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</a>

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has developed its own ecosystem for the creation and transfer of knowledge with innovative ideas and initiatives.

The institution has been publishing National Journal of Multidisciplinary Research DELTA and now it is published in an online mode and has received the status of Peer Reviewed Journal. College magazine Utkarsh gives opportunity to students to express their innovative and creative ideas through it. The institution has been recognized Place for Higher Learning and Research by RTM Nagpur University to undertake and supervise doctoral researches in Commerce and English since 2017. Due to lockdown meetings of Research Advisory Committee have been held through online mode and progress reports prepared. The college students have prepared innovative and research-oriented projects. Career Oriented Certificate courses such as Teaching in Marathi Language for Non-Marathis, Business Communication, Yoga Psychology and Mental Health and Yoga and Mental Health have been approved by Department of Lifelong Learning and Extension of the University which were implemented by the institution through online mode. Career Oriented Certificate course in Garment Manufacturing and Fashion Designing sanctioned by the Maharashtra State Board was also run. For the visually impaired and differently-abled students large number of resources are available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards



<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
03	
File Description	Documents
URL to the research page on HEI website	<a href="https://santajicollege.ac.in/research-ethics-and-research-by-faculty/">https://santajicollege.ac.in/research-ethics-and-research-by-faculty/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
02	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
22	
File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.4 - Extension Activities</b>	

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In view of the pandemic situation an additional mentor was appointed for the students to look after the psychological needs of the students who were living under constant fear. A kitchen was set up and food was arranged for stranded labourers. Food packets were supplied by college teachers to needy people staying their homes. Selected National Service Scheme volunteers stitched masks and 850 masks were distributed. Digital posters and videos were prepared and circulated through social media. A cheque of Rs. 11,000/- was handed over to Mr. Khushal Dhak, actively involved in social upliftment. During strict lockdown many families were suffering from starvation and during these critical times the college NSS unit came forward and supplied foodgrains in localities situated on Besa Road where extremely poor people were staying. Foodgrains was provided to 62 families at Besa Road and to 42 families in Panchpaoli. The Microbiology Department of the college prepared five liters of sanitizer which was distributed to Sanitation Workers, Milkmen and vegetable vendors. Mr. Prerit Sonwane, NCC Cadet of the college has done an exemplary job during the intense pandemic period. Corona Preventive Kits were distributed to the residents of NSS adopted village, Chikana.

File Description	Documents
Paste link for additional information	<a href="https://santajicollege.ac.in/igac/Measures_taken_for_students_well_being_during_and_after_COVID19.pdf">https://santajicollege.ac.in/igac/Measures_taken_for_students_well_being_during_and_after_COVID19.pdf</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**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., during the year**

07

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

263

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
04	
<b>File Description</b>	<b>Documents</b>
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year</b>	
11	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
Adequacy of infrastructure and physical facilities for teaching-learning is manifested through catering to the needs of the students, teachers and all the stakeholders. The institution is	

well equipped with modern audio-visual teaching aids. The library is fully digitized with all the learning resources and required software that would make the task of accessing library resources hassle free to all the stakeholders as per their convenience. Department of Computer Science, Physics, Chemistry, Botany, Zoology, Biotechnology, Microbiology and Home Economics have well equipped laboratories. They are upgraded keeping in mind the needs of the learners and research scholars. Their maintenance is done on regular basis. Facilities like BRAIL script and ABRAR software for the differently-abled students are available. Online journals, magazines, dissertations and e-books can be accessed. The library has Cloud based Libman software. The institution has university approved Place for Higher Learning and Research with all the learning resources and facilities. Free Wi-Fi connection is available throughout the campus for academic purpose. Projectors, LCDs and other audio-visual teaching materials are available in smart classrooms. The computer laboratory has ample number of computers with LAN facility. Airy and well ventilated classrooms are available with ample light.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

For cultural activities a separate hall in college has been allocated having an area of 75x40 feet. The hall was constructed in 2013. Due to the pandemic situation physical rehearsal of cultural activities could not be held. A separate room has been allocated for the Physical Education Department. The college has signed an agreement with a society for utilizing its playground to hold practice sessions of sports persons. The college has developed its extended land at Besa where practice for games and sports is held. The equipment in the gymnasium are leg cull, leg extension, abdominal board, twister, leg press, high pulley, double bar, arm cull, chin ups, chest press, rowing, hip leger, shoulder press, etc. The equipment available in the gym are maintained regularly. First Aid is immediately provided. Sports Kit, Snacks, Participation fees and travel expenses are provided by the Institution. The college auditorium is made available for classes of Yoga and Art of Living for the benefits of all the

stake holders. The college students participating in Cricket, Kabaddi, Volleyball, Basketball, Archery, Taekwondo, Boxing, Swimming, Woodball, Table Tennis and Cross-Country are given all necessary sports material and training.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

7

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

16.59679

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Library has been using Lib-man Software since 2010. This is a fully integrated, user friendly, multi-user package, for all the in-house operations of the library. The present client base is 300 Libraries. The library application software is user-friendly. The software is developed in consultation with many senior library professionals. The client-server version of Lib-Man is embedded with free Devnagari fonts. Lib-Man includes free barcode fonts. Following are the features and services of Lib-Man software:

1.Reports generation about Book Binding, Book Withdrawal, Stock Verification, Accession Register, Book Issue, Yearly Statistical Report and Graphical report.

2.Generation of reports about Year-wise purchase and Title-wise copy.

3.Generation of Barcode and spine labels.

4.Generation of list of new arrivals.

5.Daily newspaper entry.

6.The information about documents can be searched using powerful search engines according to: Title, Accession number, Author/Co-author, Subject and Publisher, Class number, Keyword Search, Belonging Search and Word in Title Search.

7.Through WEB OPAC users can access the database of other libraries for the purpose of borrowing books under inter-library loan scheme as 300 libraries are integrated through Lib-Man.

8.Reminder through SMS is sent to the users regarding outstanding books.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-**

**A. Any 4 or more of the above**

### ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.950488

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The Learning Resource Center of the institution has all the modern and need based facilities like M-OPAC, WebOPAC and OPAC for



viewing the library catalogue. Information about open access web resources linked on the library website is made available. Library has subscribed Delnet and N-list databases, E-Journals and E-Books. Regular updating of the ICT facilities is done. Braille Me Typewriter and ABRAR facility is available for the visually impaired students. Audio books based on the prescribed syllabus, books on competitive examination and general books are provided to the visually impaired students. ICT based teaching is done with the help of Internet Enabled Computer Laboratory, Wi-Fi, K-Yan, LCD Projectors and Smart Class Room. Regular updation of WiFi facility is done. Due to sudden breakout of Covid-19 pandemic the offline classes were suspended and the teachers had to adopt the online mode of teaching. To make this online teaching more transparent and effective, licensed teaching platform Edflylearn was hired by the institution. A broadband connection of 300mbps was purchased from Orange Infocom Pvt. Ltd.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

42.34738

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Each laboratory has prepared a Standard Operating Procedure for utilization of equipment. The Standard Operating Procedure also contains the steps to be taken in case of emergency. Regular cleaning and maintenance are carried out to ensure that no untoward incident takes place. The hazardous waste of all kinds is handed over to an authorized agency.

Norms have been prepared for availing services of the Learning Resource Centre. Pest controlling is done, when required. Books in bad condition are bound for longer usage. Earnest efforts are made to make the books available through inter-library loan.

The sports material to be provided to the students must be collected and deposited in the sports office. The room is cleaned regularly and has been made airy to avoid damage to the sports material.

Antivirus is updated according to the schedule. The software is upgraded whenever required.

The classrooms and the furniture are cleaned and dusted daily. Ample amount of light and supply of air is ensured. It is confirmed that all the electrical appliances are in working condition. The college has a generator which is kept ready in case of failure of supply of current. Fire safety equipment are

refilled and kept updated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1148

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

Nil

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://santajicollege.ac.in/certcourses/Online Short Term Certificate Courses.pdf">https://santajicollege.ac.in/certcourses/Online Short Term Certificate Courses.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**414**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**414**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

24

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

120

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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 year**

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

03

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The institution follows student centric approach to know their issues and seek their opinions about the curricula, the infrastructural facilities and teaching-learning resources and the functioning of the institution. Their opinions are acknowledged and taken into consideration while designing the plans and executing policies of the institution. They are given representations on academic and administration bodies like College Development Committee, IQAC, Student Welfare Committee and other committees like Anti Ragging Cell, Sexual Harassment Committee, NSS, Lifelong Learning and Extension, Cultural Committee, College Magazine Committee etc. As no directives regarding formation of Students' Council were issued by the University, the official Students' Council was not formed. In order to build strong relationship between students and faculty members adequate representation is given to the students on respective bodies and committees. They are invited for meetings and their views are duly acknowledged and given space. In committees like Botanical Society, Nature Club and Rotaract Club the Teachers work as in-charge while the student act as members. The students are given opportunity and members on editorial board of the college magazine 'Utkarsh'. The students are nominated on committees when events like seminars, conferences, workshops or webinars are organized.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 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

The college has a registered Alumni Association. It works in collaboration with institution in organization of various socio-cultural, co-curricular, extra-curricular and academic activities so that the students and institution get benefitted. The members of alumni association have made donation for augmentation of infrastructural facilities. Alumni Association also plays an important role in organizing Blood Donation Camps, educational tours, outreach programmes, selection trials for cultural activities and Avishkar. A Memorandum of Understanding has been signed with Seva Sarvada Bahuuddeshiya Sanstha run by Mr. Khushal Dhak, a member of the alumni association of the college. The organization works for upliftment of children and women who are living in slum areas. The institution provides all the necessary help to the organization. In the Induction Programme the members of the Alumni Association are invited to have an interaction with the students who feel encouraged after listening to their experiences and the role of the institution in shaping their personality to be successful and good human beings to render invaluable service to the nation and society. They contribute in development and welfare of the institution by acting as member of College Development Committee and Internal Quality Assurance Cell.



File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Shri Santaji Shikshan Vikas Sanstha, Nagpur founded Santaji Mahavidyalaya in 1971 with noble vision in mind to impart education to the students of disadvantaged and underprivileged and all sections of society to transform them into responsible, competent and human beings with good human values. The college has now emerged as a leading institute for higher education in Nagpur in imparting quality education. It strictly adheres to its vision and mission. The vision and mission reflect in the policies, practices and the activities undertaken by the management of the institution. Taking cognizance of its aptitude towards research it has been recognized as Place for Higher Learning and Research by the University. Sustenance and improvement in the quality of faculty and infrastructural facilities catering to the needs of all the stakeholders is one of the foremost objectives of the institution. The faculty members are encouraged to undertake research and academic activities to improve their quality. The faculty members and non-teaching staff are given training in usage of latest technology to improve work efficiency. The faculty members are motivated to adopt innovative teaching methodologies to make the teaching learning process interesting and fruitful. Career oriented certificate courses are run for development of professionalism.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

The institution adopts the policy of decentralization for rendering responsibilities by all the stakeholders with an efficiency and accuracy. The institution has separate faculty in-charge for Humanities, Commerce, Science and Management. There are various cells and committees as per the directions and guidelines of UGC, Central and State Government and the University to cater to the needs of all the stakeholders of the institution. Class teachers are assigned the task of monitoring the issues of the students of various classes and render necessary help in terms of their academics and other related matters. The opinions of the conveners and coordinators of various cells, committees and schemes run in the college are sought and the activities and programs are chalked out and executed accordingly. The college has constituted the Internal Quality Assurance Cell as per NAAC guidelines. It works in coordination with the College Development Committee to ensure and maintain the quality of the institution by undertaking various activities and programmes. There is an adequate representation of the students and alumni in different committees and cells constituted in the institution. Regular meetings of various cells and committees are held. Departmental meetings are held by the HoDs.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Quality improvement has been at the core of the Strategic Plan of the Institution. With this point of view in mind a NAAC sponsored Online National Seminar on 'Benchmarking Quality Enhancement Initiatives through Innovative Practices' was organized on 9th

January, 2021. Dr. Ganesh Hegde, Adviser, NAAC, urged all the Principals and IQAC Coordinators to have a Vision Statement. He asked the participants to unlock their potential and think of new ways of designing and implementing need-based schemes. He imparted important information about Atal Innovation Mission, Incubation Centre, StartUps, Ek Bharat Shreshta Bharat, Waste Management, signing of MoUs and laid emphasis on implementation of schemes of Ministry of Skill Development. Dr. Anjan Naidu, NAAC Assessor made a useful presentation on 'Role of IQAC in sustaining Quality of HEIs'. Dr. Meghana A. Hasamnis, Coordinator, IQAC Shri Ramdeobaba College of Engineering and Management, Nagpur delivered her lecture on 'Online Assessment and Accreditation Methodology in Revised Accreditation Framework'. Dr. Sandhya Khedekar, Sangamner made an effective presentation on 'Role of Information Technology in Effective Documentation for Assessment and Accreditation by NAAC'. Dr. Ela M. Dedhia, Mumbai guided the participants on 'Quality Initiatives and Innovative Practices in Higher Educational Institutions'.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

The organizational structure consists of the Parent body Shri Santaji Shiksha Vikas Sanstha with the governing body, governing council, and coordination committee governed by the President, Vice-President, Secretary, Joint Secretary, Treasurer, and Members. The College Development Committee works under the chair of President, Shri Santaji Shikshan Vikas Sanstha and the Principal is the member secretary of CDC. It includes office bearers of the Management, the Principal, representatives from teaching and non-teaching staff, student, alumni, education, research, industry, social service, and IQAC Coordinator including one female teacher. There is an Internal Quality Assurance Cell that plays a pivotal role for monitoring the internal quality of the institution. Various committees are constituted for the smooth functioning of various activities undertaken at the college level. The Principal is assisted by the Heads of various departments and

faculty members. Administrative staff includes the Superintendent and is assisted by, Senior and Junior clerks, and other non-teaching staff. Learning Resource Center includes Librarian, Library Assistant and other staff. The organization of the Department of Physical Education and Sports includes Director of Physical Education and an attendant. The institution follows the recruitment and service rules prescribed by UGC, Govt. of Maharashtra and the University.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="https://santajicollege.ac.in/igac/only_org_anogram.pdf">https://santajicollege.ac.in/igac/only_org_anogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The college has a credit society known as Santaji Mahavidyalaya Employees' Co-operative Credit Society Limited, Nagpur. The members of the credit society are permanent members of teaching and non-teaching staff of the college. The society has provisions like fixed deposit, regular and emergency loan. A regular loan of Rs. 75,000/- and an emergency loan of Rs. 20,000/- can be obtained

at an interest of 11% by the members. On fixed deposit an interest of 8% is awarded. All the members of the society pay a monthly subscription. All the subscriptions are converted into shares at the end of the financial year. The loan amount is given out of the shares available. The society has instituted prizes for meritorious and deserving students. The prizes are given out of the interest obtained from the deposits. The college implements the policy of the State Government of reimbursement of medical expenses borne by the college employees. They are asked to submit all requisite papers and documents so that the case can be forwarded to the Joint Director for necessary action. General Provident Fund (GPF) or Defined Contribution Pension Scheme (DCPS) can be availed by the staff according to the norms.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The self-appraisal forms of teachers are filled on the following points- engagement of lectures, Involvement in the University/College activities, research activities, Administrative responsibilities, Examination duties, organization of academic

activities and conducting research projects. Marks are awarded on Research Papers, publications other than Research papers, books, chapter, if he has worked as the Editor of Book and for Translation works. Another parameter is the creation of ICT mediated Teaching Learning pedagogy. For the Librarians the parameters are enrichment of Library Resource and maintenance of books, journals, provision of Library reader services, assistance towards updating institutional website, conduct of seminars/workshops, checking inventory, promotion of library network and dissemination of information relating to books and other resources. For the Director of Physical Education the appraisal is based on points like- intra college competition, participation in external competitions, up-gradation of infrastructure, participation of students in teams, organization of state/national/inter university/inter college level competition, being invited for coaching at state/national level and organization of at least three workshops in a year. The confidential report of non-teaching staff has points related to their services and attitude towards the students. The performance appraisal system is used for promotion of Career Advancement Scheme.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution carries out the external financial audits of the college, Alumni Association and Place of Higher Learning and Research.

Internal Audit: Institution maintains record of each and every financial transaction. The audit is done at two levels: receipt and payment. The receipts of the fees collected from the students are checked by the auditor. The official letters, official funds collected, and Bank statements are checked by the internal auditor. Donation receipts are also checked by the auditor. At the payment level the account of the purchase bills is entered in the tally system, vouchers are created which come under various

ledgers. The payment vouchers are signed by the accountant, office superintendent, and finally the Principal. These vouchers are checked by the auditor and cheques are issued to the concerned parties. The transaction is again verified and checked by the tally system. The Audited Accounts Statements of the funds received under the Student Welfare scheme and for organizing seminars are audited by the University.

**External Audit:** The external audit takes place annually after the completion of each financial year. Deshmukh Shende and Company, Nagpur works as an auditor appointed by the Management.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

According to the resource management policy of the college the nature of program or activity is taken into account to finalize the resources so that proper management of funds can be done. Courses like B.A. and B.Com. (Marathi Medium) are run on grant-in-aid basis. Revenue is also generated through tuition fees and other fees collected from students of courses run on no-grant basis. Besides conventional courses, there are a number of self-financed UG courses like B.Com. (English Medium), B.Com. (Computer



Application), BBA, BCA, B.Sc. and PG courses like M.A. (English), M.Com. & M.Sc. (Chemistry & Microbiology). Tuition fees collected from students of these courses contribute in raising revenue for utilization of college development. Donations from the alumni also add to the revenue generated by the college. The Management contributes major capital for construction and infrastructure augmentation purposes. The management provides financial assistance for organization of events like seminar, conference, webinar, workshop, intercollegiate cross country, intercollegiate mega cultural festival held under the banner of Unnati and other programs. Scholarship and freeship is distributed as per the prescribed norms. The facility of Provident Fund is available for the staff appointed by the management.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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

Career Oriented courses-During the devastating Covid-19 times no compromise was made so far as academics and sharpening of employment skills were concerned. The college ran four Career Oriented Certificate Courses like Business Communication, Teaching in Marathi Language for Non-Marathi, Yoga and Mental Health and Yoga Psychology and Mental Health. These courses were run in collaboration with Department of Lifelong Learning and Extension of the University. Professional training was imparted through Business Communication and teaching in Marathi Language for Non-Marathis while through Yoga and Mental Health and Yoga Psychology and Mental Health theoretical as well as practical training was given to the students. Online Courses-As physical classes were suspended, virtual classroom was a sound medium to reach out to maximum students through online mode. The college organised and successfully run online courses in association with Dayanand Arya Kanya Mahavidyalaya, R.S. Mundle Dharampeth Arts and Commerce College and Manohar Kamdi College. The brochure and links were sent through social media and maximum advertisement was done so that large number of the university students can be benefited. Apart from college teachers, resource persons were invited from other colleges to render guidance on the prescribed topics.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Since Covid-19 pandemic as per the recommendations of the IQAC online classes were held. The review and monitoring was done by the IQAC. WhatsApp groups of all classes have been created and the schedule of online lectures has been posted regularly. Teaching learning process was carried out through online licensed teaching platform edFlyLearn LMS as per the recommendations of the IQAC and approved by Principal. The live classes and the recorded videos of the same could be accessed by the students by logging into the online platform by providing them user-id and password. Rather than delivering lecture in a traditional way the IQAC recommended to use audio-visual methods to conduct online lectures. As the university adopted the online mode of examination question banks of multiple-choice questions were prepared by the subject teachers. Teaching was imparted through ICT, online tests and assignments were taken through Google Forms. Notes, reference material, question banks and other sources of study were uploaded and reached to the students through online mode. The college teachers recorded their videos, prepared PPTs and notes and uploaded on RTMNU e-Shiksha portal of the university. Three online certificate courses based on prescribed syllabus have been conducted.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)**

C. Any 2 of the above

**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://santajicollege.ac.in/igac/Annual_Reports.pdf">https://santajicollege.ac.in/igac/Annual_Reports.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As the institution offers co-education discrimination on the basis of gender is not tolerated in the college premises. In the beginning of each academic session awareness is spread among newly admitted students about showing egalitarian approach toward their fellow students, teachers and employees. Prevention of Sexual Harassment Committee is constituted in the institution. On the occasion of International Women's Day a webinar on 'Safety measures for safe womanhood' was organized jointly by Health Care Committee and Prevention of Sexual Harassment Committee on 8th March, 2021. Prevention of Sexual Harassment Cell follows the guidelines of Maharashtra State Women Commission and UGC to prevent the incidents of harassment against girl students as well as women employees of the college. The ethical values and respect for every human being are inculcated among students. CCTV cameras are installed in the institution to check the intrusion of anti-social elements that would put in danger the safety and security of women and girl students. There is a common room for girl students and women employees of the institution. Counseling is done if any problem arises. Various programs are organized by the institution for creating awareness about gender equity.

File Description	Documents
Annual gender sensitization action plan	<a href="https://santajicollege.ac.in/sexualharasement/gendersensitizationactionplanpdf.pdf">https://santajicollege.ac.in/sexualharasement/gendersensitizationactionplanpdf.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://santajicollege.ac.in/sexualharasement/policydocument.pdf">The institution has a Common Room Facility for Girl Students as well as a Rest Room Facility for Women Employees. These rooms have Mirror, Bed, Cooler, chairs and study table facilities. https://santajicollege.ac.in/sexualharasement/policydocument.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The college has taken utmost care so that hazardous waste material should not be disposed of in an improper manner. The college has all the requisite facilities for the disposal of such waste material. The following measures have been taken in this regard:

The culture, stock and infectious material are disposed off according to the prescribed guidelines of the administration. The biological waste and chemical bio-hazardous chemical waste from various laboratories in the institution is collected by Superb Hygienic Disposals (India) Pvt. Ltd, Nagpur, Maharashtra, India. Autoclave machine is available in the institution for the sterilization of equipment which are used in the Microbiology and Biotechnology laboratories. The disposal of non-degradable waste of Sanitary Napkins is done through the incinerator installed. A pit has been prepared in the garden for preparation of compost. The garden waste is used in the preparation of compost. E-waste is

handed over to an authorized agency. As per the guidelines of Nagpur Municipal Corporation separate bins have been kept for wet and dry waste. The wet and dry waste collected from classrooms, canteen and offices are disposed off by handing over to the authorized agency of Nagpur Municipal Corporation.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution promotes the atmosphere of tolerance and harmony towards various cultural, regional, linguistic, communal socioeconomic and other diversities. The institution gives preference to students of diverse backgrounds at the time of admission. The institution also follows the rules and regulations of UGC, Government of Maharashtra and the university while recruiting teaching and non-teaching staff, especially the reservation seats earmarked and sanctioned by competent authority. The stress is given on maintaining healthy and discrimination free atmosphere in the campus of the institution. Friendly and compassionate approach is adopted by the faculty members towards students of different strata of the society. The institution does not tolerate any kind of discrimination in the campus. Message about nurturing principles of equality and fraternity is conveyed in the Induction Program. The institution caters to the needs of students from socially and economically disadvantaged background of society. Different committees and cells in the institution organize programmes and activities to create an environment of tolerance and harmony among students, teachers and non-teaching staff coming from diverse background. National identity is given preference over all other identities. The principles enshrined in Indian Constitution upholding integrity and unity are highly appreciated.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Human values, fundamental rights, fundamental duties and responsibilities of citizens enshrined in the constitution of India are reflected through various activities undertaken by the institution. National Days like Independence Day and Republic Day are celebrated in the institution with fervour and sense of patriotism. International Non-Violence Day is observed on the occasion of Mahatma Gandhi Birth Anniversary on 30th January every year since 2007. Every year institution celebrates Constitution Day on 26th November to make the students and all the employees of the organization aware about the basic principles and human rights enshrined in Indian Constitution. On this occasion collective reading of Preamble of the constitution is carried out. National Voter's Day is celebrated every year in the institution. The students are made aware about their rights as voters. On this occasion voter cards are distributed to new voters. Blood Donation Camp is organized every year. Under NSS programmes on Traffic Awareness, Road Safety, AIDS Awareness and Self Defense were organized. National Integration Day is celebrated with vigour. Through programmes the students are conveyed about their rights, duties and responsibilities as ideal citizens. Birth and death anniversaries of national heroes are hosted to pay homage to them.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://santajicollege.ac.in/commemorative/_constitutional_obligations.pdf">https://santajicollege.ac.in/commemorative/_constitutional_obligations.pdf</a>
Any other relevant information	<a href="#">NIL</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts**

**B. Any 3 of the above**



periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrated and observed various national and international commemorative days, events and festivals in the academic session 2020-21 even during the period of severe outbreak of the pandemic. Besides celebrating Independence day and Republic day, institution also celebrates the days like International Yoga Day on 21st June, 2020, Death Anniversary of Lokmanya Tilak on 1st August, 2020, National Library day on the occasion of Birth Anniversary of S.R. Ranganathan 12th August, 2020, International non-violence day on the Birth Anniversary of Mahatma Gandhi on 2nd October, 2020, Vachan Prerana Diwas (Reading Inspiration day) on 15th October, 2020 on the occasion of Birth Anniversary of Late Dr. A.P.J. Abdul Kalam, former President of India, Constitution day on 26th November, World Soil Day on 5th December, 2020, celebration of Savitribai Phule Jayanti on 3rd January, 2021, Death Anniversary of Mahatma Gandhi on 30th January, 2021, Marathi Bhasha Gaurav Din on the occasion of Birth Anniversary of famous Marathi Poet and Playwright Kusumagraj alias V.V.Shirwadkar on 27th February, 2021, Science day on 28th February, 2021, International Women's Day on 8th March, 2021, World Water Day on 22nd March, 2021, World Environment Day 5th June, 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Title of the Practice

1. Correct Usage of Marathi Language
2. Pay Back to Society

### Objectives of the Practice

1. The usage of Marathi language and words ought to be appropriate.
2. To make students aware about social issues

### The Context

1. The presence of many Hindi speaking people has resulted into posing of danger to the purity of Marathi language.
2. During pandemic the stranded labourers and poverty-stricken people of the city faced horrendous situations.

### The Practice

1. A Certificate Course on 'Teaching in Marathi Language for Non-Marathis' was run
2. The teachers and students were involved in supplying food packets and masks, sanitizer and preventive kit.

### Evidence of Success

1. Career oriented Certificate Course on 'Teaching in Marathi Language for Non-Marathis' has been implemented online.
2. The teachers and students involved in this activity realized the helplessness of the people.

**Problems Encountered and Resources Required**

1. It was a challenging job to make the students realize that the standard version of Marathi language could be a source of employment.
2. It was a difficult task to convince the teachers and students to undertake the initiative of 'Pay back to society' which was easier in normal conditions.

File Description	Documents
Best practices in the Institutional website	<a href="https://santajicollege.ac.in/Best_practices_2020_21.pdf">https://santajicollege.ac.in/Best_practices_2020_21.pdf</a>
Any other relevant information	<u>NIL</u>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Learning Resource Center of the institution provides online and offline learning resources to the physically challenged students. During grave pandemic situation it was not possible for the students and teachers to reach the library personally. Remote access was provided to all of them so that the services can be given. The Learning Resource Centre took initiative in providing ABRAR and software compatible with Brail which are extremely useful for visually impaired students. It has been working in collaboration with SAKSHAM, a Non-Government Organization which strives for the betterment of visually impaired students. SAKSHAM prepares news in audio form which can be circulated through social media. The Learning Resource Centre of the institution forwards the audio news in audio form through the WhatsApp groups created for all the classes. The Learning Resource Centre has also created repository on its website to gain access to all the audio news. This activity of sharing audio news is an effort to take care that the students who are visually impaired do not lag behind. This initiative created a goodwill among students and they feel encouraged to participate in academic, co-curricular as well as extra-curricular activities undertaken by the institution.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Online mode of teaching has to continue till the pandemic situation grows normal and directions are received from the concerning authorities.
2. Fire extinguishers and boards have to be installed at appropriate places.
3. The achievements of alumni association members and faculty members need to be highlighted.
4. More number of research scholars should be enrolled.
5. The college should try to have research funds for social responsibilities.
6. More number of student oriented and student centric activities need to be organized.
7. The academic and other activities organized must aim at contribution to society.