



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

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

• 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
3.Website address (Web link of the AQAR (Previous Academic Year)	https://santajicollege.ac.in/AQAR_2021_22.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://santajicollege.ac.in/Academic_Calendar_2022_23.pdf

5.Accreditation Details

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
Cycle 4	B++	2.84	2023	10/01/2023	09/01/2028

6.Date of Establishment of IQAC

15/08/2004

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Social Sciences	Indian Council of Social Science Research (ICSSR-0877)	ICSSR (Ministry of Human Resource Development)	2023 (07-01-2023)	Rs. 1,24,969.20/-
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9.No. of IQAC meetings held during the year			04	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
Organization of Faculty and Student Exchange Programme				
Faculty Development Program on 'Effective Planning and Preparation for SSR and DVV				
Provided inputs and directions in organization of workshops, collaborative activities, training camps and placement drives				
Played pivotal role in completing fourth cycle of Assessment and Accreditation process by NAAC				

Contributed immensely in implementing 'Margdarshan Scheme Quality Initiative' of NAAC

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

Plan of Action	Achievements/Outcomes
<p>To organize ICSSR sponsored National Level Seminar</p>	<p>The Department of Social Sciences organized an ICSSR sponsored National Seminar on 'Socio-cultural, Economic and Literary Transformation during 75 years of India's Independence' on 7th January, 2023. The deliberations that took place in the seminar opened new vistas of research avenues to study the different socio-economic, cultural, political, historical and literary aspects which exist in many forms bearing regional identities. The reflection of socio-economic, cultural and political events in India in regional languages and literature in English gave rise to aptitude of the researchers to find out how language has undergone changes and how literature has been used to expose the stark realities of horrifying incidents like partition.</p>
<p>To organize workshops on Need based topics</p>	<p>Organization of session/workshop on 'Intellectual Property (IP) Rights and IP Managements for Startups', Government Funding Schemes for Startups and other Business, 'Importance of Innovation in Start-ups', 'How to plan for Start-Up and Legal and Ethical Steps', Design Thinking and Digital Innovation, Design thinking, critical thinking and innovation design,</p>

	<p>Entrepreneurship and Innovation as Career Opportunity, IPR and IP Management for start-ups, 'Techniques in Molecular Biology', Artificial Flowers Design, Tie & Dye, Cake Making, 'Importance of Immunization and Supplementation for Babies (0 to 1 years), Details of Scholarship Available on MAHA DBT Portal and Gender Equality</p>
<p>To hold collaborative activities on creativity and novel ideas</p>	<p>Organization of ICSSR sponsored National Seminar on 'Socio-cultural, Economic and Literary Transformation during 75 years of India's Independence', Organization of Career Oriented Certificate Courses on Stress Management, Local History of Nagpur, Rural Development, Human Rights, Cyber Security, Marathi Bhasha Swaroop Ani Upyojan and Business Management with E-Commerce in collaboration with Department of Lifelong Learning and Extension, RTM Nagpur University, Nagpur. Organization of Certificate Course in Garment Manufacturing and Fashion Designing in association with Maharashtra State Board of Vocational Education Examination, Mumbai. Online faculty and student exchange program in collaboration with D. K. Mahila Mahavidyalaya, Kurkheda, Woolen Clothes Donation, Health Checkup Camp, National Level Online Quiz Contest on 'Shakespearean Tragedies', National Level Self Composed Poetry Recitation Competition</p>
<p>To conduct online surveys for</p>	<p>Online Quiz on 'Lab safety' on</p>

quality enhancement	the occasion of World Day for Safety
Holding of training camps or sessions to boost employability	Registered students for one month Add-On course by Career Counselling and Competitive Examination Guidance Cell under the banner of Career Katta, Selection of students for UPSC Advanced Study under the banner of Career Katta, Organization of seminar on IBPS Bank Examination preparation and planning, Organization of Orientation Program on Career Katta, Competitive Exam Classes held, Online Aptitude Test held, organization of Hands-on Training on Plant Tissue Culture Techniques
Organization of placement drives	Organization of Campus Placement Drive for HDB Financial Services Limited- HDFC Bank, Pre-Placement Talk and Campus Placement Drive for HCL Technology Ltd., Pre-Placement Talk and Campus Placement Drive for ABCO, Pre-Placement Talk and Campus Placement Drive for Shopcardd and Placement Drive in collaboration with ICICI Skills Academy
Timely submission of AQAR 2021-22	28th June, 2023
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Development Committee	10/10/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/12/2022

15. Multidisciplinary / interdisciplinary

In recent years, there has been a notable shift in the higher education paradigm towards a more comprehensive and interdisciplinary approach, recognizing the interconnected nature of various academic disciplines. Traditionally, academic programs were compartmentalized, restricting students to predefined subjects, leading to limited knowledge and skepticism about the practical application of their learning. The adaptability of an institution to this evolving educational landscape is paramount in preparing students for the intricate challenges ahead. In this context, we will outline our institution's vision and strategy for transforming into a holistic, multidisciplinary hub.

The institution envisions a modified process that goes beyond traditional academic boundaries, involving the integration of disciplines to cultivate a dynamic learning environment fostering creativity, critical thinking, and adaptability. This transformation goes beyond merely adding courses; it entails a reimagining of the entire educational experience to provide students with a more nuanced understanding of the world. The institutional approach emphasizes seamless integration, creating programs that blend Humanities and Science with STEM fields. For instance, a student studying Computer Science may also delve into Philosophy courses, promoting a well-rounded perspective. This interdisciplinary approach encourages students to draw connections between seemingly unrelated fields, equipping them for real-world problem-solving complexities and fostering a comprehensive view of various issues.

Our institution has developed flexible and innovative curricula that incorporates credit-based courses and projects centered on community engagement, environmental education, and value-based learning. This ensures that students not only acquire theoretical knowledge but also apply it to real-world scenarios, gaining a deeper understanding of their societal role. The institutional plan includes a flexible, multidisciplinary curriculum that allows students to choose their academic path while upholding learning rigor. This flexibility provides multiple entry and exit points at the end of each undergraduate year, allowing students to modify their education to evolving interests and career goals.

In response to societal challenges, our institution is dedicated to engaging in multidisciplinary research endeavours. Faculty members from diverse backgrounds collaborate on research projects, addressing challenges that demand integrated solutions. This approach contributes not only to academic knowledge but also cultivates a culture of innovation and problem-solving. To align with the National Education Policy (NEP) 2020, our institution has implemented various practices promoting a multidisciplinary approach, including the Place for Higher Learning and Research, cross-disciplinary faculty collaborations, and the introduction of courses addressing contemporary issues.

In conclusion, our institution is unwavering in its commitment to delivering a holistic, multidisciplinary education that equips students for future challenges. The combination of flexible curricula, integration of diverse fields, and a focus on research endeavours positions our institution as a leader in educational innovation, aligning with the principles outlined in NEP 2020. The university has partially implemented the NEP 2020 and the college is quite willing to embrace the changes. The college is eager to inculcate an interdisciplinary approach amongst the students so that they can have knowledge of diverse fields. This kind of knowledge will certainly brighten student's employment prospects and make them meet the global standards required for employment.

16.Academic bank of credits (ABC):

Aligned with the National Education Policy (NEP) 2020, the institution has proactively implemented a series of initiatives to integrate the Academic Bank of Credits (ABC) framework. These endeavours are designed to enhance the flexibility and dynamism of the academic programs of the institution, aligning with the overarching objectives set forth in the policy. The institution has diligently worked to fulfill the prerequisites of the Academic Bank of Credits, entailing the development of a comprehensive framework for monitoring and managing academic credits earned by students across diverse disciplines.

The initiation involves the establishment of a robust digital platform to meticulously track and record the credits earned by each student. The institution has successfully registered under the Academic Bank of Credits, a strategic move that enables our learners to capitalize on multiple entry and exit points within their chosen academic programs. Students can exit after completing specific modules, earning certificates or diplomas, providing tangible qualifications as they progress through their education.

A notable good practice in the implementation of the Academic Bank of Credits is the establishment of a dedicated committee overseeing the process. Comprising representatives from various departments, this committee ensures a holistic and collaborative approach. Regular workshops and training sessions are conducted for faculty members to familiarize them with the nuances of the ABC framework, facilitating a smooth transition.

In conclusion, our institution actively embraces the Academic Bank of Credits in line with the NEP 2020. Through strategic initiatives, international collaborations, and a commitment to faculty autonomy, we not only meet policy requirements but also create an environment fostering academic flexibility, global perspectives, and innovative teaching practices. The successful registration under the ABC is a testament to our dedication to providing a contemporary and dynamic educational experience for our learners.

The Academic Bank of Credits Committee acts as a Facilitator in opening the Academic Bank of Credits. This entitles the students to be their own academic account holders which allows them to have control over services like credit verification, credit accumulation, credit transfer or redemption and authentication of academic awards. A team of teachers having sound knowledge about the usage of Academic Bank of Credits has been constituted and they start functioning right from the days of admission. The Committee has been providing training to students and members of teaching and non-teaching staff about how to create the Academic Bank of Credits and its operation. The Class teachers have posted the YouTube link in the WhatsApp group of their respective classes. This link shows how the account is to be created. The class teachers have collected the ABC ID No. of the students. The college has been making collective effort in making the students realize the importance of Academic Bank of Credits and how it can be used for their academic benefit and these efforts will made in each coming academic session. By creating Academic Bank of Credits students can take stock of their academic progress over the years.

17.Skill development:

Vocational, educational, and soft skills are actively cultivated in the college through an array of workshops and career-oriented courses, aligning with the National Skills Qualification Framework. The institution has successfully conducted Add On/Certificate courses on Rural Development, Business Management with E- Commerce, Human Right, Stress Management, Cyber Security, Local History of Nagpur, Marathi Bhasha Swaroop ani Upyogita, Garment Manufacturing

and Fashion Designing (approved by the Maharashtra State Board) and Soil Chemistry. These skill-centric courses significantly contribute to enhancing students' employability skills. Despite facing technical challenges from the university, the UGC has granted approval for the college to offer B. Voc. Degree programs in Retail Management and Software Development. However, due to ongoing technical difficulties, these courses have not been implemented yet. The college expresses its intention to introduce such programmes and courses which help in sharpening of skills that would make them employment-ready and physically and mentally fit. With the implementation of National Education Policy 2020 the students will enjoy the freedom to choose according to their own choice. The ethos of these courses revolves around the belief that skills coupled with self-confidence are the defining traits of an entrepreneur. Furthermore, the institution places great emphasis on instilling humanistic, ethical, constitutional and civic values. These values, encompassing truth, righteous conduct and scientific temper, are not only integrated into academic curricula but also embedded in various activities. Life skills are imparted through Yoga, Art of Living, and workshops organized by the Physical Education and Home Economics departments. Additionally, training sessions on Yoga, Sports, and Art of Living play a significant role in imparting life skills, with the celebration of International Yoga Day, being a notable annual event. A specially designed course on 'Stress Management,' approved by RTM Nagpur University, has been successfully implemented. This course covers coping strategies for anxiety, irritability, hypertension, tremors, palpitations and different diseases. The teachings encompass Yoga and Art of Living practices, including Sarvangasana, Halasana, Bhujangasana, Ten Yamahas and Ninaymas, Seven Chakras, and Kriyas. Moreover, scientific temper is nurtured through rational and logical explanations supported by theories and evidence. Science exhibitions are organized, and students actively participate in Avishkar, a state-level research-based competition. The institution is also gearing up to develop additional courses in line with these principles, showcasing its commitment to holistic education and the nurturing of well-rounded individuals. The institution keeps an eye on the current trends in the employment sector and forms an idea about the kind of employees needed. The institution is quite prepared to train students accordingly when he/she is permitted to choose subjects from different disciplines. The institution is making continuous improvement in designing programmes for professional and life skills. The importance of health and nourishment in stressful working conditions cannot be left ignored and hence courses like Stress Management have been implemented and training sessions on Yoga and Art of Living have been held. The

scientific temperament, logical thinking clubbed with requisite skills are developed amongst the students for ensuring their successful career.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The vision of an 'Atmanirbhar Bharat' as envisioned by the Government of India is attainable through a profound realization of our nation's rich heritage and culture. The National Education Policy 2020 acknowledges that solutions to many of our challenges lie within our own cultural context. Students are instilled with the understanding that while there may be aspects of Western culture worth incorporating, the richness of Indian culture must remain uncompromised. The college offers programs such as B.Com. and B.A. with Marathi as the medium of instruction, requiring a bilingual teaching approach. In other classes as well, a certain degree of bilingualism is employed. Recognizing the significance of promoting the Marathi language, the college initiated and implemented a certificate course titled 'Marathi Bhasha Swarop Aani Upyogita.' The course covered various aspects technical aspects of Marathi language and its usage for daily conversations. The objective was to impart lessons on the richness of the Marathi language and encourage its usage for effective communication. The college organized the Marathi Language Conservation Program. The college is dedicated to nurturing an appreciation for Indian culture and traditions, arts, and ancient knowledge. In the M.A. (English) program, students have the freedom to opt for a paper titled 'Indian Writings in English Translation.' This paper aims to shed light on hymns in the Vedas, the epics of Ramayana and Mahabharata, plays of Kalidas and Sudrakka, as well as poets like Basavanna, Mahadeviakka, Bahinabai, Kabir, and Tukaram. It allows students to explore the rich contributions of Progressive Urdu Poets. The study of this paper provides an opportunity to familiarize themselves with ancient classical literature in Sanskrit and delve into post-independence writings by literary stalwarts like Nirmal Verma, Mahasweta Devi, and Anubai. Indian Literary Criticism is another avenue through which students gain insights into their cultural heritage. They study works such as Bharat Muni's 'On Natya and Rasa - Aesthetics of Dramatic Experience,' Bhartrhari's 'On Syntax and Meaning,' Dandin's 'Sarga - Bandha,' Abhinav Gupta's 'On Santa Rasa,' and Anandvardhana's 'Dhvani.' Sociology and History serve as conduits for imparting knowledge about Indian culture and traditions. In the 'History of India' course, students delve into topics such as the Indus River Valley Civilization, Vedic Age, the origins and philosophy of Buddhism and Jainism, prominent dynasties like Maurya,

Gupta, and Vakataka, Islamic Sultanate dynasties, religious movements in medieval India, and the architectural marvels of the Sultanate period. In essence, the college strives to create a holistic educational environment that imparts academic knowledge along with deep appreciation for India's cultural richness and historical legacy. Through Home Economics many Indian recipes and ways of home decoration and maintenance are taught. Sessions on Yoga and Art of Living are held to convey its importance in context with health and fitness. Through these diverse courses and programs, students are equipped with the tools to contribute to the vision of a self-reliant and culturally vibrant India. By integrating Indian Knowledge system in curricula, the students get familiar with the ancient knowledge of India.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Before the commencement of teaching session, careful consideration is given to the program outcomes, course outcomes, and specific program outcomes. The foundational step in this process involves articulating a precise purpose for teaching a particular subject or chapter, a critical element for achieving the established objectives. The teaching methodology orbits around the students, aligning seamlessly with the specified goals and outcomes. The ultimate goal of what students will accomplish post-program completion takes precedence in the teaching approach. The crafting of a monthly teaching plan involves the establishment of a comprehensive framework, wherein the syllabus segments are organized in a logical and sequential manner. The teacher, functioning as a catalyst, assumes the roles of mentor and facilitator, actively encouraging critical thinking and the practical application of knowledge to solve real-world problems. The success of these endeavours hinges on the desired objectives and outcomes, playing a pivotal role in their successful attainment. Supplementary activities are strategically organized to complement traditional classroom teaching, enhancing curriculum outcomes and fostering the holistic development of learners. The evolution of a need-based pedagogy is deemed crucial in attaining the desired outcomes, with a keen focus on the future opportunities available to learners, setting standards and gauging expected progress. The implementation of expertly designed outcomes is grounded in an understanding of student needs, ensuring feasibility and relevance in the educational context. Recognizing the diverse backgrounds and aspirations of students, decisions are made with meticulous care to align the taught material with their career goals. Geographical conditions and student requirements further influence the choice of methodologies, ensuring maximum benefits and the fulfillment of outcomes. Tutorials

and remedial classes emerge as significant components in the pursuit of desired educational outcomes. The college prioritizes the mode and quality of teaching, with a relentless focus on measurable results and student gains. Outcomes, in this context, serve as beacons, bringing clarity and tangible results, ultimately fulfilling the overarching purpose of education. Educators demonstrate optimal effectiveness when directed by a clear purpose, with outcomes acting as a guiding light for their instructional approaches. The institution recognizes the dynamic nature of outcomes and actively engages in refining them. Above all, the focus persists on establishing an educational milieu where outcomes are not merely attained but also make meaningful contributions to the advancement and success of students. Acknowledging the dynamic nature of outcomes in response to trends in the employment sector, the college underscores the importance of adaptation. In some instances, expert-suggested outcomes are moulded to cater to the unique requirements of college students. Outcomes function not only as a measure of academic achievement but also as a platform for instilling and developing students' skills. Teachers are most effective when guided by a purpose, and outcomes serve as a beacon for their instructional strategies. The college acknowledges the evolving nature of outcomes and actively participates in their refinement. Ultimately, the emphasis remains on creating an educational environment where outcomes are not only achieved but also contribute meaningfully to the growth and success of students.

20.Distance education/online education:

Vocational courses truly thrive when conducted through face-to-face instruction. The impact of in-person learning is undeniable, leading to more meaningful and effective results. The hands-on nature of vocational education finds its optimal expression in direct, physical interaction, fostering a dynamic and engaging educational experience. Practical training takes precedence over theoretical classes in these courses, making physical classes essential. While online education gained prominence during the disruptive period of COVID-19 and subsequent lockdowns, its effectiveness has limitations. As normalcy returns, online teaching is deemed less effective, particularly in fields where non-verbal communication plays a pivotal role. In traditional classes, non-verbal cues provide valuable insights into students' understanding, facilitating immediate feedback. However, this crucial aspect is absent in online classes, hindering the comprehensive grasp of explanations. While the college embraced ICT even before the lockdown, the use of blended learning became more pronounced as teachers honed their proficiency in ICT tools. E-notes continue to be shared through

WhatsApp groups, and scheduling lectures on various online platforms, including Zoom, became a routine. The college is equipped with amenities such as LCD projectors, Wi-Fi, smart classrooms, K-Yan, and smart boards, supporting ICT-based teaching. Despite being well-prepared for blended learning, the college maintains that physical or offline classes offer greater efficacy. Engaging students in activities becomes challenging in online training programs, seminars, workshops, or practical classes. Offline classes facilitate the identification of slow and advanced learners, allowing the possibilities of tailored policies, programs, methodologies, and activities based on their academic needs. Offline classes provide a comprehensive learning experience, and examinations conducted in physical settings are deemed fairer and more transparent. In vocational courses, where technical knowledge is imparted, practical classes and training sessions are integral, requiring the physical presence of the students. Despite being granted approval, the college encountered obstacles in implementing B. Voc. Programs in Retail Management and Software Development, owing to university policy issues. While online education has the potential to reach students nationwide, it falls short in achieving the desired results in vocational courses. The true essence of hands-on learning unfolds through physical presence, enabling students to genuinely comprehend and apply their knowledge. The college's conviction in the effectiveness of in-person classes for vocational courses resonates with the acknowledgment that practical skills are refined through tangible experiences. The intricacies of technical tasks are most effectively grasped in real-time, face-to-face settings, reinforcing the belief that the authentic application of skills occurs best through direct, physical interaction. The college has held Teacher and Student Exchange Programme through online mode with D. K. Mahavidyalaya, Kurkheda. The college has held online classes of all Career Oriented Certificate Courses through online mode taking into consideration the convenience of the learners. The college has been purchasing license of Zoom for different academic purposes. Blended mode of learning has also been adopted and practised for certain theory lectures. The institution is quite prepared to impart teaching through Distance Education on Online mode as the teachers will be able to reach advantage to all the interested students.

Extended Profile

1.Programme

1.1

406

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2575

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 950

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

File Description	Documents
Data Template	View File

2.3 190

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 67

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 89

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	406
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2575
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	950
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	190
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	67
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	89
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	116.33
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	67
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

Though the syllabi is prescribed by the university certain activities based on the curriculum are designed and organized to make the process of teaching learning interesting and absorbing. At the beginning of the session, an academic calendar is prepared and implemented as schedule. The program and course outcome are borne in mind and the strategy of imparting education is prepared accordingly. Career oriented certificate courses have been designed, out of which seven have been granted sanction by the Department of Lifelong Learning and Extension of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Mere classroom teaching can be a monotonous and stereotyped method and hence ICT is also practiced. In semester pattern the time schedule for completion of syllabus is keenly observed. The teaching plan and kind of activities to be organized are finalized in the departmental meetings. Activities like Guest lectures, Workshops, Educational visits, Classroom seminars, Assignments and Viva-voce based on the prescribed curriculum have been organized. The

teachers prepare daily dairy and monthly dairy to confirm that the portion of the syllabus have been taught. Notes are given and Question answer sessions are organized by the teachers. Tutorial and Remedial classes are also engaged in order to provide extra guidance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://santajicollege.ac.in/agar2022_23/Additional Information 1 1 1.pdf

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

The academic calendar is prepared in each academic session. The academic calendar includes list of activities based on the prescribed curriculum. The activities are organized not only to add the existing knowledge of the learners but also to insure their active participation and involvement to make the activities more meaningful. The activities, finalized after deliberations in the departmental meetings, have the sole purpose of continuous internal evaluation and improvement of the students. Besides unit tests and preliminary examinations, activities like group discussions, home assignments, preparation of research based projects, classroom seminars and viva-voce have been organized to ensure participation and improvement in performance of the students. The activities mentioned in the academic calendar not only throw light on the benefit being provided to the students but also ensures the quality and effectiveness of the activity in accordance with the prescribed curriculum. The activities included in the academic calendar have to be not only need based but also bear relevance to the existing trends. The academic calendar ensures not merely organization of activities but also the contribution to overall personality of the students by kindling curiosity for research, innovation and creativity to contribute something worthwhile to the society.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://santajicollege.ac.in/aqar2022_23/Annual_Report_2022_23.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

09

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

254

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The underline statement of the vision and mission of the institution is developed amongst the students in the direction of an ideal citizen who is quite aware of not only his rights but his duties towards the society and nation as well. The important and relevance of cross cutting issues are explained with reference to the contents of the curriculum.

Different subjects have certain specific reason to impart. Ideal messages conveyed through the lessons and chapters are conveyed to the students as a part of achievement of course outcome. In order to have an ideal citizen the students are taught the value and importance of ethics so that he lead life full of principles. Programmes have been organized on gender sensitization to ensure quality and safety of male and female students. When such programmes are held, the students of all streams are involved so that the message is spread far and wide. Through prescribed

lessons human values such as benevolence, compassion, consideration for all, forgiveness and morality are taught. The examples of people who have ascertaining sustainability are achieved through relevant lessons and chapters. Environmental studies is mandatory for all the student of second year.

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

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

781

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

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

781

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://santajicollege.ac.in/aqar2022_23/S_takeholderFeedbackReport.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://santajicollege.ac.in/aqar2022_23/S_takeholderFeedbackReport.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2575

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

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

934

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 instituted a comprehensive system for evaluating students' learning levels, incorporating aptitude tests at the start of each session to distinguish between slow and advanced learners. The test results serve as a basis for categorizing students accordingly. Notably, the institution accommodates a significant number of students from socio-economically disadvantaged backgrounds. Teachers adopt a compassionate approach while addressing the needs of both slow and advanced learners. To foster development of students, the college has introduced several initiatives, including the Mentor-Mentee Scheme, Career and Counselling Cell, and Placement and Employment Guidance Cell. These resources are designed to diagnose and address students' issues, offering special coaching for competitive exams and remedial coaching in specific subjects. Collaboration between advanced and slow learners is encouraged, with advanced learners receiving special coaching and counselling for pursuing higher studies in specialized fields. Furthermore, advanced learners are motivated to engage in activities fostering creative writing skills. In addition to regular classroom teaching, extra coaching and training is provided to cater to the individual academic

requirements of both slow and advanced learners. The college has also implemented need-based activities to enhance the overall educational experience. Need based programs are also designed for slow and advanced learners.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Notice for Advanced and SlowLearners 2 2 1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2575	67

File Description	Documents
Any additional information	View File

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 has embraced student-centric methodologies, aiming to provide immersive and practical learning experiences that prioritize critical thinking, creativity, and the development of a scientific mindset. Utilizing platforms such as NSS, NCC, Rotaract, and Sports and Games, the institution facilitates cooperative and community-based learning experiences. The Department of Life Sciences, encompassing Botany, Zoology, and Microbiology, arranges educational tours to diverse ecological settings, enabling students to gain first hand knowledge of plants, animals, and rare species. To familiarize students with industrial operations, the institution organizes industrial tours and field visits. The assessment of students' creativity, perspectives, and analytical abilities is conducted through classroom seminars, group discussions, and questionnaire method. Active encouragement is provided for participation of students in activities that showcase their creativity and innate talents, fostering a meaningful bridge between theoretical understanding and practical application. Acting as facilitators, teachers assist

students in preparation and resource arrangement. The institution employs participative learning and problem-solving methodologies to instil a scientific temperament and research inquisitiveness among students. Students' projects and models are proudly displayed, earning appreciation that serves as a morale boost. In essence, the institution is dedicated to prioritizing immersive, hands-on learning experiences to cultivate well-rounded and capable individuals.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://santajicollege.ac.in/agar2022_23/AdditionalInformation231.pdf

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

In the current era of IT, where students have acquired technological proficiency, the institution enthusiastically adopts ICT-based teaching and learning methods to elevate the performance of students. Teachers use tools such as K-Yan and LCD projectors to ensure an effective teaching-learning process. The Learning Resource Centre provides students with e-resources and uses platforms like Zoom, Google Meet, and Google Classroom. Online tests, created using Google Forms, were shared through WhatsApp groups and emails to facilitate assessments. The application of ICT technology allowed students continuous access to teaching and online resources. To cater to visually impaired students, the college employs NVDA talking software to make the website user-friendly. All online events organized by the college are catalogued under 'Program Recording Repository.' Audio books, made accessible through Audio Books Reader and Recorder or pen drives, are uploaded on the library website. In pursuit of an enhanced teaching-learning experience, teachers integrate audio-visual aids. Notably, faculty and student exchange programs have been smoothly held through online mode, underscoring the institution's adeptness in embracing modern technological methods. Use of smart classrooms and digital technology in teaching-learning has made the process interesting and effective. Use of ICT is done according to the need of the situation.

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

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

63

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

2.4 - Teacher Profile and Quality

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

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

29

File Description	Documents
Any additional information	View File
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)	View File

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

347

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 a well designed policy for internal assessment. Periodic unit tests and Preliminary examinations are held to ensure timely and better academic preparation of the student. The schedule of the unit tests is prepared in the departmental meetings. The subject teachers have been granted the liberty to hold unit tests according to the portion of the syllabus covered. The students are also provided Question Banks and question papers of previous examinations to have an idea about the questions likely to be asked. The students are instructed to mention their roll numbers on their answersheets to ensure further transparency. Internal marks are awarded on the basis of guidelines issued by the university like practicals, projects, assignments, seminars, participation in departmental activities and like. As per the guidelines issued by the university, the examination of Semester I and III of all UG programmes have been held by the institutions. An examination Committee has been constituted and it carries out

functions like appointment of paper setters and moderators, preparation of time table, preparation of results and preserving all records. The sanctity of the examination process is maintained by adhering to all academic standards and ethics.

File Description	Documents
Any additional information	View File
Link for additional information	https://santajicollege.ac.in/aqar2022_23/PolicyDocument_2_5_2.pdf

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

So far as the unit tests and preliminary examinations are concerned, the students are free to register their grievances. The HoDs have been and Faculty-in-charge have been authorized to look into such grievances and solve the matter in utterly justified manner. In case of activities on which the internal marks are to be awarded, the grievances are handled with the help of documentary evidences. The matters of grievances in such cases are expedited within a week from the date submission of grievances. For the university examinations to be conducted by the college, a committee has been constituted- Principal as chairperson, two teachers as members, one member of non-teaching staff as member and examination-in-charge as member secretary. If a student is not satisfied with the marks awarded, he has the liberty to apply for revaluation within 7 days of declaration of results. The Examination Committee shall appoint two examiners other than the original examiner for revaluation. The process of revaluation has to be completed within 10 days. If any student or teacher is not satisfied with the manner in which the examination is conducted he can register his grievance as per the provisions mentioned in Maharashtra Public Universities Act, 2016.

File Description	Documents
Any additional information	View File
Link for additional information	https://santajicollege.ac.in/aqar2022_23/PolicyDocument_2_5_2.pdf

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.

Improvement in the listening, reading, speaking, and writing skills is a focal point, and languages such as English, Marathi, and Hindi serve as mediums for enhancement. English and Marathi literature expose students to various literary genres. The teaching of literature becomes a channel for nurturing this interest. Proficiency in Social Sciences is achieved as students grasp fundamental concepts. Commerce and Management studies enable comprehension and analysis of pivotal concepts in banking, economic planning, economic development, market dynamics, investment, agriculture, and international trade. The correlation between diet, nutrition, and good health is comprehended through the study of Home Economics. Learners gain insights into Citizenship, the Indian Constitution, and governance issues through Political Science. The study of basic sciences imparts a scientific temper, research aptitude, and rational thinking. Additionally, Computer Science education equips students with skills in various software programs, opening doors to job opportunities in the IT and related industries. The alignment between Program and Course outcomes is carefully planned, ensuring a harmonious integration. Co-curricular activities are strategically designed in line with program and course outcomes, enriching the overall educational experience for students. The deliberate and well-executed approach manifests the institution's commitment to holistic development across various disciplines.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://santajicollege.ac.in/Programme_and_Course_Outcomes%20 2022 23.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Board of Studies, in formulating the curriculum for each subject, conscientiously considered specific course outcomes. Language instruction focuses on evaluating students' proficiency in reading, writing, listening, and speaking skills. For subjects such as History, Sociology, Economics, Political Science, and Home Economics, the assessment of Program and Course Outcomes revolves around the practical application of knowledge in real-world scenarios. In Commerce & Management, the emphasis is placed on verifying students' acquisition of skills in Financial Management,

Marketing, Human Resource Management, and Administration. The study of science imparts both fundamental and practical knowledge, ensuring the development of a scientific temperament, analytical acumen and a mindset geared towards rational application. In the realm of management education, teachers assess whether students have acquired managerial skills and the ability to effectively oversee affairs. Program outcomes are gauged through students' subject knowledge demonstrated in classroom discussions, seminars and their grasp of key terms. Home and library assignments are utilized to evaluate students' practical approach to specific problems, reinforcing a holistic assessment methodology that goes beyond theoretical understanding. The careful alignment of curriculum design with these outcomes shows the institution's commitment to a comprehensive and results-oriented educational approach.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://santajicollege.ac.in/Programme_and_Course_Outcomes%202022_23.pdf

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

170

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://santajicollege.ac.in/aqar2022_23/Annual_Report_2022_23.pdf

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://docs.google.com/forms/d/12TyhWDqdf7zfBQss_3GgbDYnllU1zp7eFHRgbml-hMU/edit?pli=1#responses

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)

1.25

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

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

08

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

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

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://santajicollege.ac.in/agar2022_23/FundingAgency_3_1_3.pdf

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 encourages creativity, novelty and innovation but must have the aspect of its application. Research based assignments and projects have been prescribed and prepared under the supervision of teachers. Research acumen with innovative aspects is appreciated but at the same time the application part is also taken into consideration. The college is also recognized as Place for Higher Learning and Research by RTM Nagpur University for English and Commerce. Innovative techniques of imparting education have been brought into practice. Research papers with proper findings and relevant solutions have been authored by the teachers. The students are prescribed research oriented topics for seminars, assignments and projects to develop their aptitude for research and bring out certain new results and approaches and appropriate remedial measures. The institution has Incubation Center where novel and creative ideas are encouraged and nurtured with fresh approaches and applications. In the Career Oriented Certificate courses students from different streams have been given opportunity to enroll as these courses are of interdisciplinary nature. The college publishes DELTA - National Journal of Multidisciplinary Research. The department of English publishes CENACLE - A Peer Reviewed Annual Journal of English in collaboration with two other institutions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/D ata_for_Additional_Information.pdf

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

18

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

25

File Description	Documents
URL to the research page on HEI website	https://santajicollege.ac.in/research-ethics-and-research-by-faculty/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The institution has quite active and dedicated unit of NSS. The energy of the young and enthusiastic volunteers is channelized through NSS or Outreach Programme Cell for social upliftment in most planned manner. The purpose of organizing an activity in neighbouring or rural areas and adopted village is carefully studies in terms of need of organization, impact on mindset of students and the way the activity will contribute in developing a culture of social service. Programmes like rallies, tree plantation drives, distribution of guppy fishes to curb dengue, adoption of statue for maintenance and many such kind of activities have been undertaken to sensitize the students about the social problems and to develop a kind of sense of duty to reach out to the poor and the needy. The impact is quite evident when they show lot of enthusiasm in participation in such activities organized in areas around the institution, rural place or adopted village. In the NSS Special Camp organized at 'Ashokwan', the ashram of Padma Shri Late Baba Amte, the students

worked quite dedicatedly during Shramdaan. They cleaned most of the premises and contributed greatly in providing a safe surrounding to the patients suffering from leprosy staying there.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Data_3_4_1.pdf
Upload any additional information	View File

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

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

32

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

1512

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

36

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The library caters to different student and research needs. The digitization effort is a great step toward providing convenient access to resources. The library offers various schemes such as the Book Bank Scheme, Deposit Scheme for regular and external students, Issue Scheme for Competitive Examination Aspirants, Research Scholars, Physically Disabled and differently-abled students and Inter Library Loan facility. Having well-equipped laboratories for subjects like Computer Science, Microbiology, Chemistry, Physics, Biotechnology, Botany, Zoology, and Home Economics is crucial for practical and experiential learning. For differently-abled students, the institution provides facilities like BRAIL scripts and ABRAR device. The institution fosters interactive education by integrating technology into the teaching-learning process, through smart classrooms and ICT tools. ICT tools such as Digital Interactive White Boards, LCDs, and K Yan devices have been installed to facilitate interactive learning experiences. The research room, exclusively used for research purpose, exists as the college has been recognized as Place for Higher Learning and Research for English and Commerce by RTM Nagpur University. The institution greatly facilitates research and learning activities by offering Wi-Fi exclusively throughout

the college building. Thus the institution prioritizes comprehensive support to its students and faculty, which is crucial for an enriching academic experience.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/D_ata_4_1_1.pdf

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

The hall for cultural activities provides a large space for drama and dance groups for rehearsing. The institution invites professional dance instructors and play directors to provide quality training to participating students. The Department of Sports and Physical Education is well-equipped with a variety of sports gear, catering to different sports like cricket, volleyball, basketball, football, shotputs, discus and other indoor and outdoor games. The college covers expenses for both cultural rehearsals and sports practice sessions, indicating support for both aspects of student development. A first aid box is always kept readily available. Yoga and Art of Living Classes are conducted by the institution. The gym provides a range of fitness equipments and separate timings for boys and girls have been prescribed which ensures equal access to fitness resources. The MoU with Yogkshem Housing Society to use its playground for athletics, volleyball, and kabaddi practices expands the available resources for sports activities. To emphasize the importance of a balanced diet in supporting athletic performance and overall health, the institution provides nutritious meals to sportspersons. Thus, the institution's comprehensive approach to nurturing cultural talents, promoting sports and fitness, and facilitating partnerships for expanded resources reflects a commitment to holistic student development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/List_Equipments_Gym_Sports_4_1_2.pdf

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

08

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/StockBookEntries_4_1_3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

36.14470

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

LIBMAN is a software for managing library operations. This system provides comprehensive support for library operations and is quite user-friendly, accommodating multiple users simultaneously. It has gained popularity and trust among educational institutions, highlighting its reliability and effectiveness in meeting the needs of college libraries. This wide adoption indicates its potential to streamline and enhance library management processes efficiently. Having integrated catalogues like the Online Public

Access Catalogue (OPAC), WEB OPAC and MOPAC significantly enhance the user experience by providing multiple search criteria for accessing resources. OPAC is used to find and locate materials within the library's collection. The ability to search with the help of title, author, subject, publication year and keywords makes it easier for users to pinpoint the exact resources they need. The interlibrary loan scheme via LIBMAN expands the available resources beyond the college library's collection, allowing users to borrow books from other libraries. This kind of access becomes invaluable for research and study purposes, providing a broader spectrum of materials. Managing subscription orders, tracking serials, maintaining records, and generating bills for newspapers are crucial tasks in library management, and having an integrated system like LIBMAN streamlines these processes effectively.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://santajicollege.ac.in/aqar2022_23/I_LMS_Scan_doc.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

9.0254755

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

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

132

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Providing Wi-Fi access to stakeholders like teachers, research scholars, library users and students is crucial for a sound learning environment. Moreover, the installation of antivirus software on all computers by the designated deadline is a critical measure to ensure the security and integrity of the institution's IT infrastructure. The installation of biometric machines to record attendance and punctuality for both teaching and non-teaching staff is a progressive step towards ensuring accountability and efficiency in the academic environment. This accessibility enhances learning, research, administrative tasks and overall productivity. NVDA Screen Reader is a tool designed to assist users who are visually impaired as it provides audible access to websites. It helps in reading out text and describing on-screen content, thereby making web browsing and computer use more accessible. Online Public Access Catalogue (OPAC) is a digital database or system used by libraries to catalog and provide access to their collections, allowing users to search for books, journals and other resources available in the library. QR codes have been generated to provide quick access to lists of journals, books and magazines related to competitive examinations. The library provides remote access to its resources, through online databases,

digital catalogs and other means.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/D ata 4 3 1.pdf

4.3.2 - Number of Computers

74

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

13.65412

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The institution ensures not just cleanliness but also safety, especially in science laboratories where handling materials can pose potential hazards. Standard Operating Procedures are to be followed in all the laboratories. The students are encouraged to collect waste materials and place them appropriately for swift removal at the end of the class. It helps in efficient waste management and minimizes any potential risks associated with hazardous materials. Proper chemical labeling and storage practice is done to enhance safety measures in the laboratory. The library offers services and facilities designed to accommodate physically challenged students and staff, ensuring inclusivity in accessing resources. The institution updates computer software and renews antivirus protection regularly. Maintenance of gym equipments is given priority to ensure safety of users. To emphasize on ethical practices in research endeavors, research scholars utilize all facilities responsibly and adhere to prescribed research ethics. To reflect a commitment to responsible waste management, the college has signed a Memorandum of Understanding with M/s. Superb Hygienic Disposals, for the proper disposal of the bio-medical waste. Annual Maintenance Contracts have been signed for different essential items like water purifiers, generators, CMS, computers and True Copy machines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/D ata 4 4 2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1069

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1

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

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	https://santajicollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

899

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

899

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent 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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

05

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

52

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

01

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

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.

02

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

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)

Institution plays a vital role in facilitating students' representation and engagement in administrative, co-curricular, and extracurricular activities through structured mechanisms such

as student councils and representation on various bodies. These platforms empower students to voice their opinions, contribute to decision-making processes, and actively participate in shaping their educational environment. Though the establishment of a student council through election was banned by Maharashtra University Act, the institution provides adequate representation of students on various committees and administrative bodies of the institution. These student representatives articulate students' needs and advocate for changes or improvements within the institution. This fosters a sense of ownership and responsibility among students towards their academic community. Furthermore, inclusion of students on various institutional bodies ensures their representation in important decision-making processes. Regarding curriculum development, campus policies, or resource allocation, students' input ensures that decisions align with the diverse needs and interests of the student body. By adhering to established processes and norms, institutions uphold principles of fairness, transparency, and accountability in student representation. This cultivates a culture of civic engagement and empowers students to become active participants in their educational journey, enhancing their overall learning experience and fostering a sense of belonging within the institution.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/D ata 5_3_2.pdf
Upload any additional information	View File

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 boasts an officially recognized Alumni Association, comprised of dedicated alumni actively involved in providing guidance and support to current students in their pursuit of job opportunities and course selection. Additionally, they altruistically invest their time in training and mentoring college athletes. Drawing from a wide array of professional backgrounds, these alumni are invited to share their invaluable insights and experiences with students. The college also enlists their valuable aid in orchestrating the annual 'Unnati' mega inter-collegiate cultural event, as well as in spearheading various initiatives like the NSS Camp, Blood Donation Camp, educational tours, and outreach programs. During the Induction Program, members of the Alumni Association are specially invited to partake in interactive sessions with students, where they candidly share personal experiences, expertise, and the pivotal role played by the institution in shaping their characters. Actively contributing to the institution's development and welfare, they serve as esteemed members of the Internal Quality Assurance Cell. The college maintains a robust and harmonious relationship with its Alumni Association members, who have generously contributed significant donations to support the college's endeavours. Alumni contribute both financially and through other means, fostering strong ties with the institution.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Receipts_5_4_2.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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

The college administration functions by keeping in mind its vision and mission and perspective plan. Appropriate authorities have been designated to fulfill their assigned responsibilities. Three faculty-in-charge have been appointed to ensure regular engagement of lectures and organization of programs and proper implementation of policies. Teachers have been appointed on different committees and their opinions and decisions reflect in decision making. They provide valuable, useful and need based ideas, recommendations and suggestions to design fruitful programmes and policies. The College Development Committee, a statutory body, constituted as per the directions mentioned in Maharashtra Public Universities Act has teachers who contribute in preparation of an overall comprehensive development plan of the college. The teachers get involved in not only in academic but in extension activities also to fully justify their roles. Besides class teachers there are mentors to guide the students in their academic journey. The prescribed rules are followed in the strictest sense to ensure discipline, transparency and safety of all students. The Internal Quality Assurance Cell strives to achieve internalization of quality culture through suggestions and recommendations. The IQAC contributes in creating around and conducive atmosphere to inculcate improvement in functioning of the institution.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/vision/
Upload any additional information	View File

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

The institution believes in democratization of power and authority. Different authorities have been vested with their respective powers to confirm their freedom to take decision according to the needs and circumstances. The College Management supervises and examines all the activities while the Principal is responsible for the execution of all the decisions and implementation of policies as prescribed. The College Development Committee enjoys the authority to prepare an overall comprehensive development plan which ensures academic, administrative and infrastructural growth, to prepare overall teaching programmes or approve annual calendar of the college, to recommend to the management about introducing new programmes and filling of vacancies, to review the status of programmes run on no-grant basis, to make recommendations to have quality research, consultancy, useful extension activities, formation of academic collaborations in the form of MoUs or Linkages and about use of ICT in teaching-learning process, organization of training programmes. The College Development Committee has the power to prepare the annual budget and review the audited statements. It can suggest organization of welfare initiatives for students and staff, review AQAR and get involved in organization of major sports and cultural events.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/List_of_classteachers_for_additional_information_6_1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The focal point of the institution has always been to make the

students more oriented according to the current trends in the employment sector. Their preparation is supplemented with activities like preparation for competitive examinations and enrollment in Career Oriented Certificate Courses. The active Career Counseling and Competitive Exam Guidance Cell has organized activities like- Registration of students for One Month Add on Course and selection of students for UPSC Advanced Study under Career Katta, Seminar on IBPS Bank Exam Preparation and Planning, running of Competitive Examination Classes, Online Aptitude Test, Form Submission Drive, Shiv Vidya Prabodhini IAS Coaching Centre's Entrance Exam, Seminar on SSC MTS Exam (Multi Tasking Staff) Planning and Preparation, Three Days Aptitude Preparation Workshop for TCS Hiring. Tutorial and Remedial classes are engaged for better preparation. ICT based teaching is done and a separate time table for use of smart classrooms and ICT tools has been prepared. The teachers prepare the strategy of implementing the teaching plan in the departmental meeting held at the beginning of the session. The class teachers, mentors and Parent Teacher Association work in coordination. In the Deeksharambh- Student Induction Programme guidance is imparted on all the policies, services and facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Annual_Report_2022_23.pdf
Upload any additional information	View File

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 college, run by Shri Santaji Shikshan Vikas Sanstha has office bearers such as President, Vice-President, Secretary, Joint Secretary, Treasurer and Members. All the prescribed norms prescribed by the UGC, State Government and University are meticulously followed. Since the Principal is the head of the institution, she is responsible for all administrative tasks. The College has a very active College Development Committee and Internal Quality Assurance Cell and they make rich contribution in need-based policy making. The College Development Committee prepares the development plan to ensure academic, administrative, and infrastructural growth. It monitors the entire teaching plan

and academic activities and puts forth recommendations for effective teaching-learning process. Such initiatives make a notable contribution in academic advancement of the institution. The Internal Quality Assurance Cell prepares the plan of action and verifies its implementation in the meetings. It suggests measures for quality improvement in academic and extension activities. The norms of appointment and promotion are strictly adhered to. The service rules are stringently followed and all bodies have been formed according to the prescribed norms. They enjoy their authorities as mentioned in the Government Resolutions or other documents. All the procedures are completed in accordance with the prescribed rules.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Additional_Information_6_2_2.pdf
Link to Organogram of the institution webpage	https://santajicollege.ac.in/organogram/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college has a registered credit society- Santaji Mahavidyalaya Employees' Co-operative Credit Society Limited, Nagpur. All the

permanent members of teaching and non teaching staff are members of the Credit Society. It has provisions like fixed deposit and loan for regular and emergency purposes. The regular loan of Rs. 75000/- is sanctioned at the interest rate of 11%. Emergency loan of Rs. 20,000/- is sanctioned after taking the urgency of purpose into consideration. On 31st March, 2023 the society has an impressive membership of 25 members and shares worth Rs. 5,23,300/-, deposits worth Rs. 1,33,583/- and reserve fund of Rs. 4,52,270/-. The body of the Santaji Mahavidyalaya Employees' Co-operative Credit Society Limited, Nagpur has been constituted and it functions according to the prescribed rules and regulations. All financial transactions take place through a current bank account. The college spreads awareness about the state government's policy for the reimbursement of medical expenses incurred by college employees. The administrative staff works as facilitator in completing all formalities about preparation and submission of permissible medical expenses at the office of the Joint Director for further processing. The college has instituted two prizes- one for the Best Teacher and another for Best non-teaching employee.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/data_6_3_1.pdf
Upload any additional information	View File

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

12

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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**

271

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

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**

53

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

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

Every year the teachers are required to submit API forms. The teachers have to respond to questions pertaining to number of classes taught, involvement in academic activities, research papers in Peer-Reviewed or UGC listed Journals, publications, books authored, translation works in Indian and Foreign Languages, creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula, guidance to research scholars for Ph.D and M.Phil, involvement in research projects, consultancy, patents, policy document, Awards/Fellowship, invitation for lectures, invitation as Resource Person and paper presentation in seminars/ conferences. The Librarian has to submit her responses on matters pertaining to regularity of attending library, conduct of seminars/workshops related to library activity or on specific books or genre of books, preparation of computerized database, checking of inventory, promotion of library network and initiatives for dissemination of information relating to books and other resources. The Director of Physical Education and Sports has to answer questions pertaining to organization of intracollege competition, participation in external competitions, Up-gradation of sports and physical training infrastructure, Development and maintenance of playfields, invitation for coaching at state/national level. The assessment of the non-teaching staff is done on the basis of confidential reports.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/AnyAdditionalInformation_6_3_5.pdf
Upload any additional information	View File

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 Management of the institution has assigned the task of carrying out audit to M/s Ritesh Bamnote & Associates which later merged and became V. S. Nasery & Co. They have been assigned the responsibility of preparation of monthly accounting activities. They have been asked to verify and scrutinize daily financial transactions and prepare Bank Reconciliation statements. Members

of the administrative staff have been instructed to make them available all necessary documents so that they can scrutinize vouchers, invoices, the Daily Fees Collection Report, and Salary Bills and develop and implement Internal Financial Controls. Besides other financial transactions, audit takes place of main heads like examination of salary grants and payments to contributory teachers, fees collected from students (such as Tuition Fees, Library Fees, College Exam fees, Medical Exam Fees, Admission Fees, Games and Sports Fees, Home Economics Practical Fees, Identity Card Fees, Cycle Stand Fees, Extra-Curricular Activities Fees, Physical Test Fees, Entrepreneurship Development Fees, Student Insurance Fees, and CMS Fees). The financial details of indirect/nonrecurring receipts containing information on Government Provident Fund, Professional Tax, Life Insurance Premiums, Group Insurance premiums, and deducted Income Tax are also submitted for scrutiny and verification. The entire process is transparent to maintain accountability.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2021_22/FIle1_6_4_1.pdf
Upload any additional information	View File

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)

1.50

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

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

According to the policy of the institution about mobilizing funds,

the funds can be collected as per the prescribed norms. It is to be ensured that the funds are to be deposited in the college accounts and the expenditure must reflect in the audited and utilization certificates. The nature of the activity or programme has to be in alignment with the vision and mission of the institution. The treasurer has been authorized to collect the funds and deposit in the college account and ensure that the expenditure is strictly done for the purpose for which the fund has been received. The college management also scrutinizes and verifies such transactions. All the relevant documents are handed over to the designated auditor and entries into the audited statement provide a fair and transparent look to all such transactions. The college management provides financial assistance for organizing events such as seminars, conferences, webinars, workshops, intercollegiate cross country events, mega cultural festival, and other programs. Donation is received from the members of Santaji Mahavidyalaya Alumni Association. The college is making earnest efforts to have funds from the Corporate Social Responsibility activity by organizing relevant programs.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2021_22/File1_6_4_3.pdf
Upload any additional information	View File

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

In the meetings of the IQAC, review was taken about the implementation of academic policies and programmes. The members of the IQAC were conveyed that offline classes were held after having instructions received from the administration. They were forwarded details of the online classes held till the lockdown was in existence. The IQAC urged the teachers to provide rigorous training to the students for better preparation for the university examinations. The IQAC took stock of the kind of activities based on the prescribed curriculum undertaken by the institution. The members were also informed about the progress being made by the research scholars for Ph. D. enrolled in the Place of Higher Learning and Research. They also studied the kind of add-on and career oriented certificate courses. The IQAC also urged all the teachers to go through the National Education Policy-2020 document

prepared by the Ministry of Human Resource Development, Government of India and make preparations accordingly and expected that earnest efforts will be made to open Academic Bank of Credits of all the students. They asked all the teachers to design the teaching plan in accordance with the Program and Course Outcomes and strive for the attainment of the outcomes.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Minutes_of_IQACMeetings.pdf
Upload any additional information	View File

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

The time table, teaching plan, allotment of subjects and lectures and kind of activities to be organized are finalized in the meeting of the Departmental meetings and while preparing the academic calendar. All these details are tabled before the IQAC and necessary changes are made, if suggested. The IQAC also studies the Programme and courses outcomes at the beginning of the session and verifies at intervals if the process of imparting teaching has been moving in the desired direction. It reviews the pedagogy adopted and the kind of co-curricular and extra curricular activities have been held to establish its relevance according to the needs of the students. The IQAC of the college has always been insisting upon use of ICT in teaching, add-on and career oriented certificate courses and inculcation of values, ethics and development of sensitivity towards the society and nation. Keeping these yardsticks set up by the IQAC the pedagogy and themes of the programmes are finalized. The IQAC confirms that the college is adhering to the activities mentioned in the academic calendar. It also studies the Feedback submitted by the students, teachers, employers and alumni and makes useful suggestions which are incorporated to the fullest possible extent.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Minutes_of_IQACMeetings.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://santajicollege.ac.in/aqar2022_23/Annual_Report_2022_23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The institution is committed to promoting gender equity and preventing gender discrimination among all individuals involved. The Prevention of Sexual Harassment Cell functions according to the guidelines set by the Maharashtra State Women Commission and UGC to protect female students and women employees from harassment within the college. During the induction program, newly admitted students are educated about this crucial matter. An awareness program on "Gender Equality" was conducted on January 31, 2023. Dr. Prachi Rode in her introductory speech gave idea about the

objective of organizing educational competition. The participated students expressed the need to change the traditional views about girls and consider them an equal human being. The Prevention of Sexual Harassment Cell collaborated with the National Service Scheme Unit of Santaji Mahavidyalaya, Nagpur, to celebrate International Women's Day on March 8, 2023. Mrs. Manisha Bawankar, a motivational speaker, columnist, and counsellor, was the Chief Guest of the programme. Complaints can be registered with the Prevention of Sexual Harassment Cell, and so far, no incidents of gender discrimination or sexual harassment have been reported. The college has implemented a robust mechanism to address such issues, fostering a harmonious gender environment within its premises.

File Description	Documents
Annual gender sensitization action plan	https://santajicollege.ac.in/aqar2022_23/AnnualGenderSensitizationPlan_7_1_1.pdf
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	https://santajicollege.ac.in/aqar2022_23/SpecificFacilitiesProvided_7_1_1.pdf

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	View File
Any other relevant information	View File

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 institution views the proper disposal of all waste types as a fundamental obligation. Given the presence of science laboratories, the college adopts environmentally-conscious protocols for the disposal of hazardous waste. Depending on the

waste category, authorized agencies handle its proper disposal. Routine cleaning of the college premises, including the building, gym, and canteen, occurs daily, and resulting waste is stored in sizable bins.

Garden waste, comprising dried vegetation, fallen leaves, straw, garden trimmings, fresh leaves, and other plant materials, undergoes regular composting for disposal. Addressing biomedical waste, the college has established a Memorandum of Understanding (MoU) with M/s Superb Hygienic Disposal Ltd. This collaborative effort involves the collection, transportation, treatment, and disposal of waste like bacterial cultures, microorganism-containing media, serum samples, and other biological waste from the Biotechnology and Microbiology laboratories.

E-waste from the computer laboratory, encompassing computers, CPUs, CRT monitors, LED monitors, keyboards, mic, UPS systems, switch boxes, and stabilizers, is collected and sold to Guddu All Computer Scrap, Nagpur. The college ensures that the e-waste is handed over exclusively to authorized companies sanctioned by the Maharashtra Pollution Control Board. Both students and teachers diligently comply with government regulations in this regard.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

**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**

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

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).

Sincere and arduous efforts are made to nurture qualities like tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities not only through curriculum but activities as well. The institution lays great amount of importance on these qualities is conveyed in Deeksharambh- Student Induction Programme as outlined by the UGC. The college has students not only from different communities but also from sections of the society having diverse backgrounds. There are active committees like Anti-ragging cell, Equal Opportunity Committee, Prevention of Sexual Harassment Cell and Scholarship and Freeship Committee which ensure that an appropriate socio-economic ecosystem is nurtured. Any kind of discrimination is strictly prohibited. It is ensured that all students take part in activities which further enhances these noble virtues. The reservation policy is implemented as per the prescribed guidelines. Those who are not eligible for Scholarship and Freeship are provided opportunities of financial aid through other schemes. The programmes planned through National Service Scheme, National Cadet Corps, Outreach Programme Cell and Lifelong Learning and Extension aim to boost these qualities. All occasions of national importance, especially Republic Day and Independence Day, are celebrated with much vigour and fervour.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution lays a lot of emphasis on the rights, duties and obligations of the citizens, as enshrined in the constitution of India. Besides prescribed syllabus, the students are imparted teaching to inculcate respect towards the cultural aspect of Indian life which teaches respect for all, irrespective of gender, caste and creed. Programmes organized through departments of extension activities, the students are encouraged to rise above all kinds of prejudices and nurture values which contribute in raising their own esteem and earning accountability in the society. In Deeksharambh- Student Induction Programme, a special session is dedicated to the teaching of the rights and duties of the citizens of India. The college has organized Student Parliament and run a Career Oriented Certificate Course on 'Human Rights' to broaden their vision about the rights of the human beings. Every year a blood donation camp, cleanliness drive, tree plantation campaign and other such activities of social welfare are organized to make the students understand their duties and responsibilities towards the society and the nation. The NSS Special Camp in a rural place or at the adopted village helps in making the students understand the steps to be initiated for rural upliftment.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	https://santajicollege.ac.in/aqar2022_23/Details_of_Activities_7_1_9.pdf
Any other relevant information	https://santajicollege.ac.in/aqar2022_23/Annual_Report_2022_23.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, A. All of the above

administrators and other staff and conducts 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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates all national and international commemorative days, events and festivals. All the students remain present on Republic Day and Independence Day. To encourage the students and citizens to participate in the electoral process National Voters' Day has been celebrated. To raise awareness about conducive climatic conditions important days have been celebrated- World Environment Day, World Ozone Day, World Wildlife Week, Taxonomist Appreciation Day, International Day of Forests, World Water Day, International Tiger Day, World Wildlife Conservation Day, World Sparrow Day, World Water Day and World Earth Day. To pay tributes to the great national heroes programme has been organized on Martyr's Day, Krantijyoti Savitribai Fule Birth Anniversary, Rashtriya Ekta Deen and Coronation Day of Chhatrapati Shivaji Maharaj. To make the students realise the importance of Marathi Language programmes like Marathi Bhasha Samvardhan Pandharwada and Marathi Bhasha Gourav Din have been organized. Programmes are also organized on important days like World AIDS Day, International Day of Persons with Disabilities, World Entrepreneurs' Day, National Innovation Day, Reading Inspiration Day, National Science Day, International Women's Day, World

Creativity and Innovation Day, World IPR Day, National Technology Day, Birth Anniversary of Dr. S. R. Ranganathan and National Librarian's Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Sponsoring a Street School
2. Financial Aid to covid-19 affected students

Objectives of the Practice:

1. To contribute in the Government led initiative- Sarv Shiksha Abhiyaan (Education for All) by collaborating with Sewa Sarvada Bahuuddeshiy Sanstha
2. To bring a smile on faces of those students whose parents or either of the parents met untimely death because of the pandemic

The Context:

1. The education of students from slum areas adopted by Sewa Sarvada Bahuuddeshiy Sanstha has to be sponsored if they are to be saved from going astray.
2. The students who lost their parents or either of the parents must remain that their college is a part of their family and will continue to stand in support.

Evidence of Success:

1. The Alumni Association of the college has sponsored the salary of the teacher appointed by the Sewa Sarvada Bahuuddeshiy Sanstha.
2. The proposals were prepared and submitted for financial assistance under the scheme of the university.

Challenges Faced and Required Resources:

1. The institution found it difficult to arrange the sponsorship and a request was made to the Alumni Association of the college. The Alumni Association agreed and the sponsorship was arranged.
2. The students and the college had to wait for a long time to get the formalities completed as get the financial aid sanctioned.

File Description	Documents
Best practices in the Institutional website	chrome-extension://efaidnbmnribpcajpcglclefindmkaj/https://santajicollege.ac.in/igac/BestPractices_santaji.pdf
Any other relevant information	https://santajicollege.ac.in/aqar2022_23/AnyOtherRelevantInformation_7_2_1.pdf

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 college had applied to act as Mentor under the NAAC's Margadarshan- Quality Promotion Scheme. As prescribed MoSs were signed with Hajrat Baba Tajuddin Arts Commerce College, Nagpur, S. Chandra Mahila Mahavidyalaya, Ashti and D. K. Mahila Mahavidyalaya, Kurkheda after mutual agreement. These three HEIs were chosen as, according to the prescribed conditions, had not completed their first cycle of assessment and accreditation by NAAC. The application to provide mentorship was made on 09/03/20123. The application of the college was taken up for consideration by the Handholding and Mentoring Cell in the meeting held on 14th July, 2023 and approved by the competent authority on 27th July, 2023 this decision was conveyed to the college through mail dated 23rd August, 2023. The Government of Maharashtra asked all these colleges to complete the NAAC process at the earliest, else they will not be allowed to admit student in first year in the academic session 2023-24. The IQAC considered it to be its

moral responsibility to reach out to the assistance of these three colleges as commitment has been made. Two Faculty Development Programmes were conducted in hybrid mode for members of teaching and non-teaching staff of all three institutions.

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

Though the syllabi is prescribed by the university certain activities based on the curriculum are designed and organized to make the process of teaching learning interesting and absorbing. At the beginning of the session, an academic calendar is prepared and implemented as schedule. The program and course outcome are borne in mind and the strategy of imparting education is prepared accordingly. Career oriented certificate courses have been designed, out of which seven have been granted sanction by the Department of Lifelong Learning and Extension of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Mere classroom teaching can be a monotonous and stereotyped method and hence ICT is also practiced. In semester pattern the time schedule for completion of syllabus is keenly observed. The teaching plan and kind of activities to be organized are finalized in the departmental meetings. Activities like Guest lectures, Workshops, Educational visits, Classroom seminars, Assignments and Viva-voce based on the prescribed curriculum have been organized. The teachers prepare daily dairy and monthly dairy to confirm that the portion of the syllabus have been taught. Notes are given and Question answer sessions are organized by the teachers. Tutorial and Remedial classes are also engaged in order to provide extra guidance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://santajicollege.ac.in/aqar2022_23/Additional_Information_1_1_1.pdf

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

The academic calendar is prepared in each academic session. The academic calendar includes list of activities based on the prescribed curriculum. The activities are organized not only to

add the existing knowledge of the learners but also to insure their active participation and involvement to make the activities more meaningful. The activities, finalized after deliberations in the departmental meetings, have the sole purpose of continuous internal evaluation and improvement of the students. Besides unit tests and preliminary examinations, activities like group discussions, home assignments, preparation of research based projects, classroom seminars and viva-voce have been organized to ensure participation and improvement in performance of the students. The activities mentioned in the academic calendar not only throw light on the benefit being provided to the students but also ensures the quality and effectiveness of the activity in accordance with the prescribed curriculum. The activities included in the academic calendar have to be not only need based but also bear relevance to the existing trends. The academic calendar ensures not merely organization of activities but also the contribution to overall personality of the students by kindling curiosity for research, innovation and creativity to contribute something worthwhile to the society.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://santajicollege.ac.in/aqar2022_23/Annual_Report_2022_23.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

09

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

254

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The underline statement of the vision and mission of the institution is developed amongst the students in the direction of an ideal citizen who is quite aware of not only his rights but his duties towards the society and nation as well. The important and relevance of cross cutting issues are explained with reference to the contents of the curriculum.

Different subjects have certain specific reason to impart. Ideal messages conveyed through the lessons and chapters are conveyed to the students as a part of achievement of course outcome. In order to have an ideal citizen the students are taught the value and importance of ethics so that he lead life full of principles. Programmes have been organized on gender sensitization to ensure quality and safety of male and female students. When such programmes are held, the students of all streams are involved so that the message is spread far and wide. Through prescribed lessons human values such as benevolence, compassion, consideration for all, forgiveness and morality are taught. The examples of people who have ascertaining sustainability are achieved through relevant lessons and chapters. Environmental studies is mandatory for all the student of second year.

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

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

781

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

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

781

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://santajicollege.ac.in/agar2022_23/StakeholderFeedbackReport.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://santajicollege.ac.in/agar2022_23/StakeholderFeedbackReport.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2575

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

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

934

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 instituted a comprehensive system for evaluating students' learning levels, incorporating aptitude tests at the start of each session to distinguish between slow and advanced learners. The test results serve as a basis for categorizing students accordingly. Notably, the institution accommodates a significant number of students from socio-economically disadvantaged backgrounds. Teachers adopt a compassionate approach while addressing the needs of both slow and advanced learners. To foster development of students, the college has introduced several initiatives, including the Mentor-Mentee Scheme, Career and Counselling Cell, and Placement and Employment Guidance Cell. These resources are designed to diagnose and address students' issues, offering special coaching for competitive exams and remedial coaching in specific subjects. Collaboration between advanced and slow learners is encouraged, with advanced learners receiving special coaching and counselling for pursuing higher studies in specialized fields. Furthermore, advanced learners are motivated to engage in activities fostering creative writing skills. In addition to regular classroom teaching, extra coaching and training is provided to cater to the individual academic requirements of both slow and advanced learners. The college has also implemented need-based activities to enhance the overall educational experience. Need based programs are also designed for slow and advanced learners.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Notice_for_Advanced_and_SlowLearners_2_2_1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2575	67

File Description	Documents
Any additional information	View File

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 has embraced student-centric methodologies, aiming to provide immersive and practical learning experiences that prioritize critical thinking, creativity, and the development of a scientific mindset. Utilizing platforms such as NSS, NCC, Rotaract, and Sports and Games, the institution facilitates cooperative and community-based learning experiences. The Department of Life Sciences, encompassing Botany, Zoology, and Microbiology, arranges educational tours to diverse ecological settings, enabling students to gain first hand knowledge of plants, animals, and rare species. To familiarize students with industrial operations, the institution organizes industrial tours and field visits. The assessment of students' creativity, perspectives, and analytical abilities is conducted through classroom seminars, group discussions, and questionnaire method. Active encouragement is provided for participation of students in activities that showcase their creativity and innate talents, fostering a meaningful bridge between theoretical understanding and practical application. Acting as facilitators, teachers assist students in preparation and resource arrangement. The institution employs participative learning and problem-solving methodologies to instil a scientific temperament and research inquisitiveness among students. Students' projects and models are proudly displayed, earning appreciation that serves as a morale boost. In essence, the institution is dedicated to prioritizing immersive, hands-on learning experiences to cultivate well-rounded and capable individuals.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://santajicollege.ac.in/aqar2022_23/AdditionalInformation_2_3_1.pdf

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

In the current era of IT, where students have acquired technological proficiency, the institution enthusiastically adopts ICT-based teaching and learning methods to elevate the performance of students. Teachers use tools such as K-Yan and LCD projectors to ensure an effective teaching-learning process. The Learning Resource Centre provides students with e-resources and uses platforms like Zoom, Google Meet, and Google Classroom. Online tests, created using Google Forms, were shared through WhatsApp groups and emails to facilitate assessments. The application of ICT technology allowed students continuous access to teaching and online resources. To cater to visually impaired students, the college employs NVDA talking software to make the website user-friendly. All online events organized by the college are catalogued under 'Program Recording Repository.' Audio books, made accessible through Audio Books Reader and Recorder or pen drives, are uploaded on the library website. In pursuit of an enhanced teaching-learning experience, teachers integrate audio-visual aids. Notably, faculty and student exchange programs have been smoothly held through online mode, underscoring the institution's adeptness in embracing modern technological methods. Use of smart classrooms and digital technology in teaching-learning has made the process interesting and effective. Use of ICT is done according to the need of the situation.

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

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**

63

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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**

29

File Description	Documents
Any additional information	View File
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)	View File

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

347

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 a well designed policy for internal assessment. Periodic unit tests and Preliminary examinations are held to ensure timely and better academic preparation of the student. The schedule of the unit tests is prepared in the departmental meetings. The subject teachers have been granted the liberty to hold unit tests according to the portion of the syllabus covered. The students are also provided Question Banks and question papers of previous examinations to have an idea about the questions likely to be asked. The students are instructed to mention their roll numbers on their answersheets to ensure further transparency. Internal marks are awarded on the basis of guidelines issued by the university like practicals, projects, assignments, seminars, participation in departmental activities and like. As per the guidelines issued by the university, the examination of Semester I and III of all UG programmes have been held by the institutions. An examination Committee has been constituted and it carries out functions like appointment of paper setters and moderators, preparation

of time table, preparation of results and preserving all records. The sanctity of the examination process is maintained by adhering to all academic standards and ethics.

File Description	Documents
Any additional information	View File
Link for additional information	https://santajicollege.ac.in/aqar2022_23/PolicyDocument_2_5_2.pdf

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

So far as the unit tests and preliminary examinations are concerned, the students are free to register their grievances. The HoDs have been and Faculty-in-charge have been authorized to look into such grievances and solve the matter in utterly justified manner. In case of activities on which the internal marks are to be awarded, the grievances are handled with the help of documentary evidences. The matters of grievances in such cases are expedited within a week from the date submission of grievances. For the university examinations to be conducted by the college, a committee has been constituted- Principal as chairperson, two teachers as members, one member of non-teaching staff as member and examination-in-charge as member secretary. If a student is not satisfied with the marks awarded, he has the liberty to apply for revaluation within 7 days of declaration of results. The Examination Committee shall appoint two examiners other than the original examiner for revaluation. The process of revaluation has to be completed within 10 days. If any student or teacher is not satisfied with the manner in which the examination is conducted he can register his grievance as per the provisions mentioned in Maharashtra Public Universities Act, 2016.

File Description	Documents
Any additional information	View File
Link for additional information	https://santajicollege.ac.in/aqar2022_23/PolicyDocument_2_5_2.pdf

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.

Improvement in the listening, reading, speaking, and writing skills is a focal point, and languages such as English, Marathi, and Hindi serve as mediums for enhancement. English and Marathi literature expose students to various literary genres. The teaching of literature becomes a channel for nurturing this interest. Proficiency in Social Sciences is achieved as students grasp fundamental concepts. Commerce and Management studies enable comprehension and analysis of pivotal concepts in banking, economic planning, economic development, market dynamics, investment, agriculture, and international trade. The correlation between diet, nutrition, and good health is comprehended through the study of Home Economics. Learners gain insights into Citizenship, the Indian Constitution, and governance issues through Political Science. The study of basic sciences imparts a scientific temper, research aptitude, and rational thinking. Additionally, Computer Science education equips students with skills in various software programs, opening doors to job opportunities in the IT and related industries. The alignment between Program and Course outcomes is carefully planned, ensuring a harmonious integration. Co-curricular activities are strategically designed in line with program and course outcomes, enriching the overall educational experience for students. The deliberate and well-executed approach manifests the institution's commitment to holistic development across various disciplines.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://santajicollege.ac.in/Programme_and_Course_Outcomes%20 2022 23.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Board of Studies, in formulating the curriculum for each subject, conscientiously considered specific course outcomes. Language instruction focuses on evaluating students' proficiency in reading, writing, listening, and speaking skills. For subjects such as History, Sociology, Economics, Political Science, and Home Economics, the assessment of

Program and Course Outcomes revolves around the practical application of knowledge in real-world scenarios. In Commerce & Management, the emphasis is placed on verifying students' acquisition of skills in Financial Management, Marketing, Human Resource Management, and Administration. The study of science imparts both fundamental and practical knowledge, ensuring the development of a scientific temperament, analytical acumen and a mindset geared towards rational application. In the realm of management education, teachers assess whether students have acquired managerial skills and the ability to effectively oversee affairs. Program outcomes are gauged through students' subject knowledge demonstrated in classroom discussions, seminars and their grasp of key terms. Home and library assignments are utilized to evaluate students' practical approach to specific problems, reinforcing a holistic assessment methodology that goes beyond theoretical understanding. The careful alignment of curriculum design with these outcomes shows the institution's commitment to a comprehensive and results-oriented educational approach.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://santajicollege.ac.in/Programme_and_Course_Outcomes%20_2022_23.pdf

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

170

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://santajicollege.ac.in/agar2022_23/Annual_Report_2022_23.pdf

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://docs.google.com/forms/d/12TyhWDqdf7zfBQss_3GgbDYnllU1zp7eFHRgbml-hMU/edit?pli=1#responses	
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)	
1.25	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
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	
08	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
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	

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://santajicollege.ac.in/aqar2022_23/FundingAgency_3_1_3.pdf

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 encourages creativity, novelty and innovation but must have the aspect of its application. Research based assignments and projects have been prescribed and prepared under the supervision of teachers. Research acumen with innovative aspects is appreciated but at the same time the application part is also taken into consideration. The college is also recognized as Place for Higher Learning and Research by RTM Nagpur University for English and Commerce. Innovative techniques of imparting education have been brought into practice. Research papers with proper findings and relevant solutions have been authored by the teachers. The students are prescribed research oriented topics for seminars, assignments and projects to develop their aptitude for research and bring out certain new results and approaches and appropriate remedial measures. The institution has Incubation Center where novel and creative ideas are encouraged and nurtured with fresh approaches and applications. In the Career Oriented Certificate courses students from different streams have been given opportunity to enroll as these courses are of interdisciplinary nature. The college publishes DELTA - National Journal of Multidisciplinary Research. The department of English publishes CENACLE - A Peer Reviewed Annual Journal of English in collaboration with two other institutions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Data_for_Additional_Information.pdf

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

18

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

25

File Description	Documents
URL to the research page on HEI website	https://santajicollege.ac.in/research-ethics-and-research-by-faculty/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the

year	
00	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
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	
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	
17	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	
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	
<p>The institution has quite active and dedicated unit of NSS. The energy of the young and enthusiastic volunteers is channelized through NSS or Outreach Programme Cell for social upliftment in most planned manner. The purpose of organizing an activity in neighbouring or rural areas and adopted village is carefully studies in terms of need of organization, impact on mindset of students and the way the activity will contribute in developing a culture of social service. Programmes like rallies, tree plantation drives, distribution of guppy fishes to curb dengue, adoption of statue for maintenance and many such kind of activities have been undertaken to sensitize the students about the social problems and to develop a kind of sense of duty to reach out to the poor and the needy. The impact is quite evident when they show lot of enthusiasm in participation in such activities organized in areas around the institution, rural place or adopted village. In the NSS Special Camp</p>	

organized at 'Ashokwan', the ashram of Padma Shri Late Baba Amte, the students worked quite dedicatedly during Shramdaan. They cleaned most of the premises and contributed greatly in providing a safe surrounding to the patients suffering from leprosy staying there.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Data_3_4_1.pdf
Upload any additional information	View File

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

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

32

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

1512

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

36

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The library caters to different student and research needs. The digitization effort is a great step toward providing convenient access to resources. The library offers various schemes such as the Book Bank Scheme, Deposit Scheme for regular and external students, Issue Scheme for Competitive Examination Aspirants, Research Scholars, Physically Disabled and differently-abled students and Inter Library Loan facility. Having well-equipped laboratories for subjects like Computer Science, Microbiology, Chemistry, Physics, Biotechnology, Botany, Zoology, and Home Economics is crucial for practical and experiential learning. For differently-abled students, the institution provides facilities like BRAIL scripts and ABRAR device. The institution fosters interactive education by integrating technology into the teaching-learning process, through smart classrooms and ICT tools. ICT tools such as Digital Interactive White Boards, LCDs, and K Yan devices have been installed to facilitate interactive learning experiences. The research room, exclusively used for research purpose, exists as the college has been recognized as Place for Higher Learning and Research for English and Commerce by RTM Nagpur University. The institution greatly facilitates research and learning

activities by offering Wi-Fi exclusively throughout the college building. Thus the institution prioritizes comprehensive support to its students and faculty, which is crucial for an enriching academic experience.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Data_4_1_1.pdf

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

The hall for cultural activities provides a large space for drama and dance groups for rehearsing. The institution invites professional dance instructors and play directors to provide quality training to participating students. The Department of Sports and Physical Education is well-equipped with a variety of sports gear, catering to different sports like cricket, volleyball, basketball, football, shotputs, discus and other indoor and outdoor games. The college covers expenses for both cultural rehearsals and sports practice sessions, indicating support for both aspects of student development. A first aid box is always kept readily available. Yoga and Art of Living Classes are conducted by the institution. The gym provides a range of fitness equipments and separate timings for boys and girls have been prescribed which ensures equal access to fitness resources. The MoU with Yogkshem Housing Society to use its playground for athletics, volleyball, and kabaddi practices expands the available resources for sports activities. To emphasize the importance of a balanced diet in supporting athletic performance and overall health, the institution provides nutritious meals to sportspersons. Thus, the institution's comprehensive approach to nurturing cultural talents, promoting sports and fitness, and facilitating partnerships for expanded resources reflects a commitment to holistic student development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/List_Equipments_Gym_Sports_4_1_2.pdf

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

08

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/StockBookEntries_4_1_3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

36.14470

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

LIBMAN is a software for managing library operations. This system provides comprehensive support for library operations and is quite user-friendly, accommodating multiple users simultaneously. It has gained popularity and trust among educational institutions, highlighting its reliability and effectiveness in meeting the needs of college libraries. This wide adoption indicates its potential to streamline and enhance library management processes efficiently. Having integrated catalogues like the Online Public Access Catalogue (OPAC), WEB OPAC and MOPAC significantly enhance the user experience by providing multiple search criteria for accessing resources. OPAC is used to find and locate materials within the library's collection. The ability to search with the help of title, author, subject, publication year and keywords makes it easier for users to pinpoint the exact resources they need. The interlibrary loan scheme via LIBMAN expands the available resources beyond the college library's collection, allowing users to borrow books from other libraries. This kind of access becomes invaluable for research and study purposes, providing a broader spectrum of materials. Managing subscription orders, tracking serials, maintaining records, and generating bills for newspapers are crucial tasks in library management, and having an integrated system like LIBMAN streamlines these processes effectively.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://santajicollege.ac.in/aqar2022_23/ILMS_Scan_doc.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

9.0254755

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

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

132

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Providing Wi-Fi access to stakeholders like teachers, research scholars, library users and students is crucial for a sound learning environment. Moreover, the installation of antivirus software on all computers by the designated deadline is a critical measure to ensure the security and integrity of the

institution's IT infrastructure. The installation of biometric machines to record attendance and punctuality for both teaching and non-teaching staff is a progressive step towards ensuring accountability and efficiency in the academic environment. This accessibility enhances learning, research, administrative tasks and overall productivity. NVDA Screen Reader is a tool designed to assist users who are visually impaired as it provides audible access to websites. It helps in reading out text and describing on-screen content, thereby making web browsing and computer use more accessible. Online Public Access Catalogue (OPAC) is a digital database or system used by libraries to catalog and provide access to their collections, allowing users to search for books, journals and other resources available in the library. QR codes have been generated to provide quick access to lists of journals, books and magazines related to competitive examinations. The library provides remote access to its resources, through online databases, digital catalogs and other means.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Data_4_3_1.pdf

4.3.2 - Number of Computers

74

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)**

13.65412

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The institution ensures not just cleanliness but also safety, especially in science laboratories where handling materials can pose potential hazards. Standard Operating Procedures are to be followed in all the laboratories. The students are encouraged to collect waste materials and place them appropriately for swift removal at the end of the class. It helps in efficient waste management and minimizes any potential risks associated with hazardous materials. Proper chemical labeling and storage practice is done to enhance safety measures in the laboratory. The library offers services and facilities designed to accommodate physically challenged students and staff, ensuring inclusivity in accessing resources. The institution updates computer software and renews antivirus protection regularly. Maintenance of gym equipments is given priority to ensure safety of users. To emphasizeon ethical practices in research endeavors, research scholars utilize all facilities responsibly and adhere to prescribed research ethics. To reflect a commitment to responsible waste management, the college has signed a Memorandum of Understanding with M/s. Superb Hygienic Disposals, for the proper disposal of the bio-medical waste. Annual Maintenance Contracts have been signed for different essential items like water purifiers, generators, CMS, computers and True Copy machines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Data_4_4_2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1069

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
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	https://santajicollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
899	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
899	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

05

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

52

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

01

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

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.

02

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

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)

Institution plays a vital role in facilitating students' representation and engagement in administrative, co-curricular, and extracurricular activities through structured mechanisms such as student councils and representation on various bodies. These platforms empower students to voice their opinions, contribute to decision-making processes, and actively participate in shaping their educational environment. Though the establishment of a student council through election was banned by Maharashtra University Act, the institution provides adequate representation of students on various committees and administrative bodies of the institution. These student representatives articulate students' needs and advocate for changes or improvements within the institution. This fosters a sense of ownership and responsibility among students towards their academic community. Furthermore, inclusion of students on various institutional bodies ensures their representation in important decision-making processes. Regarding curriculum development, campus policies, or resource allocation, students' input ensures that decisions align with the diverse needs and interests of the student body. By adhering to established processes and norms, institutions uphold principles of fairness, transparency, and accountability in student representation. This cultivates a culture of civic engagement and empowers students to become active participants in their educational journey, enhancing their overall learning experience and fostering a sense of belonging within the institution.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Data_5_3_2.pdf
Upload any additional information	View File

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

38

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 boasts an officially recognized Alumni Association, comprised of dedicated alumni actively involved in providing guidance and support to current students in their pursuit of job opportunities and course selection. Additionally, they altruistically invest their time in training and mentoring college athletes. Drawing from a wide array of professional backgrounds, these alumni are invited to share their invaluable insights and experiences with students. The college also enlists their valuable aid in orchestrating the annual 'Unnati' mega inter-collegiate cultural event, as well as in spearheading various initiatives like the NSS Camp, Blood Donation Camp, educational tours, and outreach programs. During the Induction Program, members of the Alumni Association are

specially invited to partake in interactive sessions with students, where they candidly share personal experiences, expertise, and the pivotal role played by the institution in shaping their characters. Actively contributing to the institution's development and welfare, they serve as esteemed members of the Internal Quality Assurance Cell. The college maintains a robust and harmonious relationship with its Alumni Association members, who have generously contributed significant donations to support the college's endeavours. Alumni contribute both financially and through other means, fostering strong ties with the institution.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Receipts_5_4_2.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs
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File Description	Documents
Upload any additional information	View File

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

The college administration functions by keeping in mind its vision and mission and perspective plan. Appropriate authorities have been designated to fulfill their assigned responsibilities. Three faculty-in-charge have been appointed to ensure regular engagement of lectures and organization of programs and proper implementation of policies. Teachers have been appointed on different committees and their opinions and decisions reflect in decision making. They provide valuable, useful and need based ideas, recommendations and suggestions to design fruitful programmes and policies. The College Development Committee, a statutory body, constituted as per the directions mentioned in Maharashtra Public Universities Act has teachers who contribute in preparation of an overall

comprehensive development plan of the college. The teachers get involved in not only in academic but in extension activities also to fully justify their roles. Besides class teachers there are mentors to guide the students in their academic journey. The prescribed rules are followed in the strictest sense to ensure discipline, transparency and safety of all students. The Internal Quality Assurance Cell strives to achieve internalization of quality culture through suggestions and recommendations. The IQAC contributes in creating around and conducive atmosphere to inculcate improvement in functioning of the institution.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/vision/
Upload any additional information	View File

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

The institution believes in democratization of power and authority. Different authorities have been vested with their respective powers to confirm their freedom to take decision according to the needs and circumstances. The College Management supervises and examines all the activities while the Principal is responsible for the execution of all the decisions and implementation of policies as prescribed. The College Development Committee enjoys the authority to prepare an overall comprehensive development plan which ensures academic, administrative and infrastructural growth, to prepare overall teaching programmes or approve annual calendar of the college, to recommend to the management about introducing new programmes and filling of vacancies, to review the status of programmes run on no-grant basis, to make recommendations to have quality research, consultancy, useful extension activities, formation of academic collaborations in the form of MoUs or Linkages and about use of ICT in teaching-learning process, organization of training programmes. The College Development Committee has the power to prepare the annual budget and review the audited statements. It can suggest organization of welfare initiatives for students and staff, review AQAR and get involved in organization of major sports and cultural events.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/List_of_classteachers_for_additional_information_6_1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The focal point of the institution has always been to make the students more oriented according to the current trends in the employment sector. Their preparation is supplemented with activities like preparation for competitive examinations and enrollment in Career Oriented Certificate Courses. The active Career Counseling and Competitive Exam Guidance Cell has organized activities like- Registration of students for One Month Add on Course and selection of students for UPSC Advanced Study under Career Katta, Seminar on IBPS Bank Exam Preparation and Planning, running of Competitive Examination Classes, Online Aptitude Test, Form Submission Drive, Shiv Vidya Prabodhini IAS Coaching Centre's Entrance Exam, Seminar on SSC MTS Exam (Multi Tasking Staff) Planning and Preparation, Three Days Aptitude Preparation Workshop for TCS Hiring. Tutorial and Remedial classes are engaged for better preparation. ICT based teaching is done and a separate time table for use of smart classrooms and ICT tools has been prepared. The teachers prepare the strategy of implementing the teaching plan in the departmental meeting held at the beginning of the session. The class teachers, mentors and Parent Teacher Association work in coordination. In the Deeksharambh- Student Induction Programme guidance is imparted on all the policies, services and facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Annual_Report_2022_23.pdf
Upload any additional information	View File

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 college, run by Shri Santaji Shikshan Vikas Sanstha has office bearers such as President, Vice-President, Secretary, Joint Secretary, Treasurer and Members. All the prescribed norms prescribed by the UGC, State Government and University are meticulously followed. Since the Principal is the head of the institution, she is responsible for all administrative tasks. The College has a very active College Development Committee and Internal Quality Assurance Cell and they make rich contribution in need-based policy making. The College Development Committee prepares the development plan to ensure academic, administrative, and infrastructural growth. It monitors the entire teaching plan and academic activities and puts forth recommendations for effective teaching-learning process. Such initiatives make a notable contribution in academic advancement of the institution. The Internal Quality Assurance Cell prepares the plan of action and verifies its implementation in the meetings. It suggests measures for quality improvement in academic and extension activities. The norms of appointment and promotion are strictly adhered to. The service rules are stringently followed and all bodies have been formed according to the prescribed norms. They enjoy their authorities as mentioned in the Government Resolutions or other documents. All the procedures are completed in accordance with the prescribed rules.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Additional_Information_6_2_2.pdf
Link to Organogram of the institution webpage	https://santajicollege.ac.in/organogram/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college has a registered credit society- Santaji Mahavidyalaya Employees' Co-operative Credit Society Limited, Nagpur. All the permanent members of teaching and non teaching staff are members of the Credit Society. It has provisions like fixed deposit and loan for regular and emergency purposes. The regular loan of Rs. 75000/- is sanctioned at the interest rate of 11%. Emergency loan of Rs. 20,000/- is sanctioned after taking the urgency of purpose into consideration. On 31st March, 2023 the society has an impressive membership of 25 members and shares worth Rs. 5,23,300/-, deposits worth Rs. 1,33,583/- and reserve fund of Rs. 4,52,270/-. The body of the Santaji Mahavidyalaya Employees' Co-operative Credit Society Limited, Nagpur has been constituted and it functions according to the prescribed rules and regulations. All financial transactions take place through a current bank account. The college spreads awareness about the state government's policy for the reimbursement of medical expenses incurred by college employees. The administrative staff works as facilitator in completing all formalities about preparation and submission of permissible medical expenses at the office of the Joint Director for further processing. The college has instituted two prizes- one for the Best Teacher and another for Best non-teaching employee.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/data_6_3_1.pdf
Upload any additional information	View File

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

12

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

271

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

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

53

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

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

Every year the teachers are required to submit API forms. The teachers have to respond to questions pertaining to number of classes taught, involvement in academic activities, research papers in Peer-Reviewed or UGC listed Journals, publications, books authored, translation works in Indian and Foreign Languages, creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula, guidance to research scholars for Ph.D and M.Phil, involvement in research projects, consultancy, patents, policy document, Awards/Fellowship, invitation for lectures, invitation as Resource Person and paper presentation in seminars/ conferences. The Librarian has to submit her responses on matters pertaining to regularity of attending library, conduct of seminars/workshops related to library activity or on specific books or genre of books, preparation of computerized database, checking of inventory, promotion of library network and initiatives for dissemination of information relating to books and other resources. The Director of Physical Education and Sports has to answer questions pertaining to organization of intracollege competition, participation in external competitions, Up-gradation of sports and physical training infrastructure, Development and maintenance of playfields, invitation for coaching at state/national level. The assessment of the non-teaching staff

is done on the basis of confidential reports.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/AnyAdditionalInformation_6_3_5.pdf
Upload any additional information	View File

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 Management of the institution has assigned the task of carrying out audit to M/s Ritesh Bamnote & Associates which later merged and became V. S. Nasery & Co. They have been assigned the responsibility of preparation of monthly accounting activities. They have been asked to verify and scrutinize daily financial transactions and prepare Bank Reconciliation statements. Members of the administrative staff have been instructed to make them available all necessary documents so that they can scrutinize vouchers, invoices, the Daily Fees Collection Report, and Salary Bills and develop and implement Internal Financial Controls. Besides other financial transactions, audit takes place of main heads like examination of salary grants and payments to contributory teachers, fees collected from students (such as Tuition Fees, Library Fees, College Exam fees, Medical Exam Fees, Admission Fees, Games and Sports Fees, Home Economics Practical Fees, Identity Card Fees, Cycle Stand Fees, Extra-Curricular Activities Fees, Physical Test Fees, Entrepreneurship Development Fees, Student Insurance Fees, and CMS Fees). The financial details of indirect/nonrecurring receipts containing information on Government Provident Fund, Professional Tax, Life Insurance Premiums, Group Insurance premiums, and deducted Income Tax are also submitted for scrutiny and verification. The entire process is transparent to maintain accountability.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2021_22/File1_6_4_1.pdf
Upload any additional information	View File

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)

1.50

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

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

According to the policy of the institution about mobilizing funds, the funds can be collected as per the prescribed norms. It is to be ensured that the funds are to be deposited in the college accounts and the expenditure must reflect in the audited and utilization certificates. The nature of the activity or programme has to be in alignment with the vision and mission of the institution. The treasurer has been authorized to collect the funds and deposit in the college account and ensure that the expenditure is strictly done for the purpose for which the fund has been received. The college management also scrutinizes and verifies such transactions. All the relevant documents are handed over to the designated auditor and entries into the audited statement provide a fair and transparent look to all such transactions. The college management provides financial assistance for organizing events such as seminars, conferences, webinars, workshops, intercollegiate cross country events, mega cultural festival, and other programs. Donation is received from the members of

Santaji Mahavidyalaya Alumni Association. The college is making earnest efforts to have funds from the Corporate Social Responsibility activity by organizing relevant programs.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2021_22/File1_6_4_3.pdf
Upload any additional information	View File

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

In the meetings of the IQAC, review was taken about the implementation of academic policies and programmes. The members of the IQAC were conveyed that offline classes were held after having instructions received from the administration. They were forwarded details of the online classes held till the lockdown was in existence. The IQAC urged the teachers to provide rigorous training to the students for better preparation for the university examinations. The IQAC took stock of the kind of activities based on the prescribed curriculum undertaken by the institution. The members were also informed about the progress being made by the research scholars for Ph. D. enrolled in the Place of Higher Learning and Research. They also studied the kind of add-on and career oriented certificate courses. The IQAC also urged all the teachers to go through the National Education Policy-2020 document prepared by the Ministry of Human Resource Development, Government of India and make preparations accordingly and expected that earnest efforts will be made to open Academic Bank of Credits of all the students. They asked all the teachers to design the teaching plan in accordance with the Program and Course Outcomes and strive for the attainment of the outcomes.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/aqar2022_23/Minutes of IOACMeetings.pdf
Upload any additional information	View File

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

The time table, teaching plan, allotment of subjects and lectures and kind of activities to be organized are finalized in the meeting of the Departmental meetings and while preparing the academic calendar. All these details are tabled before the IQAC and necessary changes are made, if suggested. The IQAC also studies the Programme and courses outcomes at the beginning of the session and verifies at intervals if the process of imparting teaching has been moving in the desired direction. It reviews the pedagogy adopted and the kind of co-curricular and extra curricular activities have been held to establish its relevance according to the needs of the students. The IQAC of the college has always been insisting upon use of ICT in teaching, add-on and career oriented certificate courses and inculcation of values, ethics and development of sensitivity towards the society and nation. Keeping these yardsticks set up by the IQAC the pedagogy and themes of the programmes are finalized. The IQAC confirms that the college is adhering to the activities mentioned in the academic calendar. It also studies the Feedback submitted by the students, teachers, employers and alumni and makes useful suggestions which are incorporated to the fullest possible extent.

File Description	Documents
Paste link for additional information	https://santajicollege.ac.in/agar2022_23/Minutes_of_IQACMeetings.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://santajicollege.ac.in/agar2022_23/Annual_Report_2022_23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The institution is committed to promoting gender equity and preventing gender discrimination among all individuals involved. The Prevention of Sexual Harassment Cell functions according to the guidelines set by the Maharashtra State Women Commission and UGC to protect female students and women employees from harassment within the college. During the induction program, newly admitted students are educated about this crucial matter. An awareness program on "Gender Equality" was conducted on January 31, 2023. Dr. Prachi Rode in her introductory speech gave idea about the objective of organizing educational competition. The participated students expressed the need to change the traditional views about girls and consider them an equal human being. The Prevention of Sexual Harassment Cell collaborated with the National Service Scheme Unit of Santaji Mahavidyalaya, Nagpur, to celebrate International Women's Day on March 8, 2023. Mrs. Manisha Bawankar, a motivational speaker, columnist, and counsellor, was the Chief Guest of the programme. Complaints can be registered with the Prevention of Sexual Harassment Cell, and so far, no incidents of gender discrimination or sexual harassment have been reported. The college has implemented a robust mechanism to address such issues, fostering a harmonious gender environment within its premises.

File Description	Documents
Annual gender sensitization action plan	https://santajicollege.ac.in/aqar2022_23/AnnualGenderSensitizationPlan_7_1_1.pdf
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	https://santajicollege.ac.in/aqar2022_23/SpecificFacilitiesProvided_7_1_1.pdf

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	View File
Any other relevant information	View File

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 institution views the proper disposal of all waste types as a fundamental obligation. Given the presence of science laboratories, the college adopts environmentally-conscious protocols for the disposal of hazardous waste. Depending on the waste category, authorized agencies handle its proper disposal. Routine cleaning of the college premises, including the building, gym, and canteen, occurs daily, and resulting waste is stored in sizable bins.

Garden waste, comprising dried vegetation, fallen leaves, straw, garden trimmings, fresh leaves, and other plant materials, undergoes regular composting for disposal. Addressing biomedical waste, the college has established a Memorandum of Understanding (MoU) with M/s Superb Hygienic Disposal Ltd. This collaborative effort involves the collection, transportation, treatment, and disposal of waste

like bacterial cultures, microorganism-containing media, serum samples, and other biological waste from the Biotechnology and Microbiology laboratories.

E-waste from the computer laboratory, encompassing computers, CPUs, CRT monitors, LED monitors, keyboards, mic, UPS systems, switch boxes, and stabilizers, is collected and sold to Guddu All Computer Scrap, Nagpur. The college ensures that the e-waste is handed over exclusively to authorized companies sanctioned by the Maharashtra Pollution Control Board. Both students and teachers diligently comply with government regulations in this regard.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	View File

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**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

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

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).

Sincere and arduous efforts are made to nurture qualities like tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities not only through curriculum but activities as well. The institution lays great amount of importance on these qualities is conveyed in Deeksharambh- Student Induction Programme as outlined by the UGC. The college has students not only from different communities but also from sections of the society having diverse backgrounds. There are active committees like Anti-ragging cell, Equal Opportunity Committee, Prevention of Sexual Harassment Cell and Scholarship and Freeship Committee which ensure that an appropriate socio-economic ecosystem is nurtured. Any kind of discrimination is strictly prohibited. It is ensured that all students take part in activities which further enhances these noble virtues. The reservation policy is implemented as per the prescribed guidelines. Those who are not eligible for Scholarship and Freeship are provided opportunities of financial aid through other schemes. The programmes planned through National Service Scheme, National Cadet Corps, Outreach Programme Cell and Lifelong Learning and Extension aim to boost these qualities. All occasions of national importance, especially Republic Day and Independence Day, are celebrated with much vigour and fervour.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution lays a lot of emphasis on the rights, duties and obligations of the citizens, as enshrined in the constitution of India. Besides prescribed syllabus, the students are imparted teaching to inculcate respect towards the cultural aspect of Indian life which teaches respect for all, irrespective of gender, caste and creed. Programmes organized through departments of extension activities, the students are encouraged to rise above all kinds of prejudices and nurture values which contribute in raising their own esteem and earning accountability in the society. In Deeksharambh- Student Induction Programme, a special session is dedicated to the teaching of the rights and duties of the citizens of India. The college has organized Student Parliament and run a Career Oriented Certificate Course on 'Human Rights' to broaden their vision about the rights of the human beings. Every year a blood donation camp, cleanliness drive, tree plantation campaign and other such activities of social welfare are organized to make the students understand their duties and responsibilities towards the society and the nation. The NSS Special Camp in a rural place or at the adopted village helps in making the students understand the steps to be initiated for rural upliftment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://santajicollege.ac.in/aqar2022_23/Details_of_Activities_7_1_9.pdf
Any other relevant information	https://santajicollege.ac.in/aqar2022_23/Annual_Report_2022_23.pdf

7.1.10 - The Institution has a prescribed

A. All of the above

code of conduct for students, teachers, administrators and other staff and conducts 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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates all national and international commemorative days, events and festivals. All the students remain present on Republic Day and Independence Day. To encourage the students and citizens to participate in the electoral process National Voters' Day has been celebrated. To raise awareness about conducive climatic conditions important days have been celebrated- World Environment Day, World Ozone Day, World Wildlife Week, Taxonomist Appreciation Day, International Day of Forests, World Water Day, International Tiger Day, World Wildlife Conservation Day, World Sparrow Day, World Water Day and World Earth Day. To pay tributes to the great national heroes programme has been organized on Martyr's Day, Krantijyoti Savitribai Fule Birth Anniversary, Rashtriya Ekta Deen and Coronation Day of Chhatrapati Shivaji Maharaj. To make the students realise the importance of Marathi Language programmes like Marathi Bhasha Samvardhan Pandharwada and Marathi Bhasha Gourav Din have been organized. Programmes are also organized on important days like World AIDS Day,

International Day of Persons with Disabilities, World Entrepreneurs' Day, National Innovation Day, Reading Inspiration Day, National Science Day, International Women's Day, World Creativity and Innovation Day, World IPR Day, National Technology Day, Birth Anniversary of Dr. S. R. Ranganathan and National Librarian's Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Sponsoring a Street School
2. Financial Aid to covid-19 affected students

Objectives of the Practice:

1. To contribute in the Government led initiative- Sarv Shiksha Abhiyaan (Education for All) by collaborating with Sewa Sarvada Bahuuddeshiy Sanstha
2. To bring a smile on faces of those students whose parents or either of the parents met untimely death because of the pandemic

The Context:

1. The education of students from slum areas adopted by Sewa Sarvada Bahuuddeshiy Sanstha has to be sponsored if they are to be saved from going astray.
2. The students who lost their parents or either of the parents must remain that their college is a part of their family and

will continue to stand in support.

Evidence of Success:

1. The Alumni Association of the college has sponsored the salary of the teacher appointed by the Sewa Sarvada Bahuuddeshiy Sanstha.
2. The proposals were prepared and submitted for financial assistance under the scheme of the university.

Challenges Faced and Required Resources:

1. The institution found it difficult to arrange the sponsorship and a request was made to the Alumni Association of the college. The Alumni Association agreed and the sponsorship was arranged.
2. The students and the college had to wait for a long time to get the formalities completed as get the financial aid sanctioned.

File Description	Documents
Best practices in the Institutional website	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://santajicollege.ac.in/iqac/BestPractices_santaji.pdf
Any other relevant information	https://santajicollege.ac.in/aqar2022_23/AnyOtherRelevantInformation_7_2_1.pdf

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 college had applied to act as Mentor under the NAAC's Margadarshan- Quality Promotion Scheme. As prescribed MoSs were signed with Hajrat Baba Tajuddin Arts Commerce College, Nagpur, S. Chandra Mahila Mahavidyalaya, Ashti and D. K. Mahila Mahavidyalaya, Kurkheda after mutual agreement. These three HEIs were chosen as, according to the prescribed conditions, had not completed their first cycle of assessment and accreditation by NAAC. The application to provide mentorship was made on 09/03/20123. The application of the college was

taken up for consideration by the Handholding and Mentoring Cell in the meeting held on 14th July, 2023 and approved by the competent authority on 27th July, 2023 this decision was conveyed to the college through mail dated 23rd August, 2023. The Government of Maharashtra asked all these colleges to complete the NAAC process at the earliest, else they will not be allowed to admit student in first year in the academic session 2023-24. The IQAC considered it to be its moral responsibility to reach out to the assistance of these three colleges as commitment has been made. Two Faculty Development Programmes were conducted in hybrid mode for members of teaching and non-teaching staff of all three institutions.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Organization of Programmes on all environment related days and on occasion of birth and death anniversary of all national heroes.
- Monitoring of effective planning and implementation of programmes and policies.
- Introduction of Career oriented certificate courses.
- To establish rapport with Alumni Association, Parent Teacher Association and College Development Committee and all stakeholders
- To extend guidance in implementation of National Education Policy- 2020
- To ensure that maximum number of students are insured
- To ensure that the institution is striving towards quality improvement
- To ensure efficient and effective functioning of the institution.
- To ensure quality research work is carried out.
- To confirm ICT mode of teaching is justifiably clubbed with traditional mode of teaching.
- To confirm the marks claimed by the teachers in their APIs.
- To make sure that the students are made available the required infrastructural and support facilities and services.
- To confirm that all activities contribute towards

creation of a sound academic and student-centric environment.

- To study the feedback and make appropriate recommendations.
- To contribute in preparation of Annual Quality Assurance Report.
- To make physical verification of documentation of all activities organized.