Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**S.S. GIRLS COLLEGE**
Name of the head of the Institution	**Dr. N.K. Bahekar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07182237039**
Mobile no.	**9637402707**
Registered Email	**ssgirls.college1@gmail.com**
Alternate Email	**iqac17ssgc@gmail.com**
Address	**Vitthal Nagar, Ansari Ward, Gondia**
City/Town	**Gondia**
State/UT	**Maharashtra**
Pincode	**441601**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr.Ms. I.A. Budhe**
Phone no/Alternate Phone no.	**07182237039**
Mobile no.	**9423175610**
Registered Email	**ssgirls.college1@gmail.com**
Alternate Email	**iqac17ssgc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ssgcgondia.org/wp-content/uploads/2019/12/AQAR-Report-2017-2018.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ssgcgondia.org/wp-content/uploads/2019/12/College-Academic-Calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	**B+**	**2.57**	**2017**	**12-Sep-2017**	**12-Sep-2022**
1	**B+**	**77.60**	**2004**	**16-Feb-2004**	**15-Feb-2009**
2	**B**	**2.36**	**2011**	**27-Mar-2011**	**26-Mar-2016**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Jul-2003**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Regular Meetings of IQAC are arranged	24-Aug-2018 2	7
Timely submission of AQAR	31-Dec-2018 3	9
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Parent –Teacher meeting to strengthen students' academic progression. • Scrutiny and forwarding of applications for promotion under career advancement scheme of two full time teachers. • Making the teachers acquainted with the values of institutional accreditation and the new method of NAAC Accreditation • More Avenues for students to engage in community services. • Sensitizing students to ecological and environmental issues.

[View File]

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**28-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Yes, the college uses the CMS software for Egovernance for transparent functioning of Finance and Accounts department of the college. Fully computerised office. Salary bills are submitted to the treasury through IFMS software. Salary of faculty members and staff is transferred directly to the bank account. The college has CMS software for admission purpose and maintaining student's database. This software is also used for student support like issuing Transfer Certificate, Bonafide certificates and Library cards through the CMS software.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Faculty In-Charges of college prepares academic plan of the year. Time- table committee designs Time- Table for all UG, PG programs as per university norms. It is displayed on notice board and College Website. Teachers are informed about their workload and courses for next academic year. This helps them to prepare teaching plan. The lecture plans are recorded in academic Diary of teachers. Head of the institution monitor the same. Teachers are expected to execute their course deliverables as mentioned in teaching plan. Teachers refer to the standard reference books prescribed by University along with latest information available through online and other resources for effective implementation of curriculum. Besides the use of conventional method, various

other teaching methods like Group Discussion, Demonstrations, PPT Presentations, Allied Projects, Industrial Visits, Model making, Practicals, Seminar, Assignments, Videos, Use of charts and graphs etc. are used for effective curriculum implementation. Based on semester wise, result analysis of every course are prepared and records are preserved in the register. Improvement in results and corrective measures are suggested by the head of the Institution and IQAC. Remedial lectures and tutorials are conducted if required for improvement of results. Academic review and feedback is taken periodically. Concerned authorities conduct regular meetings to review the difficulties faced while teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	Geography	16/06/2018
MA	Hindi	16/06/2018
MA	Home Economics	16/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes

Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
We have developed Feedback System in the form of questionnaire with grading system such as A, B, C, D E .The mechanism of feedback is divided into four categories viz. students' feedback, parents' feedback, alumni feedback. Student's feedback: Student feedback is based on two criterions: overall college functioning and teaching learning process. Feedback on overall functioning of the college: it is based on the learning environment of the college. This feedback covers teaching- Learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas etc. We have emphasized on teachers innovativeness, use of ICT in teaching methodologies interactive teaching and students' involvement in learning. We collect individual teachers feedback and analyze it .The analysis is reported to the head of the institution, IQAC committee for corrective measures and it is communicated to the individual teacher for further improvement. • Parents' feedback: Parents' feedback is based on overall development of their ward and about learning Environment in the college as well as imparting value based education in their wards. • Alumni's feedback: We have alumni association WAMA whose feedback is based on role of the college in the development of student personality and employability, academic excellence. Also how the institution has helped them to acquire the life skills. Placement cell also takes cognizance of this feedback while organizing training sessions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	903	81	21	0	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used

ICT (LMS, e-Resources)	available	Classrooms		
No Data Entered/Not Applicable !!!				
View File of ICT Tools and resources				
View File of E-resources and techniques used				

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student Mentoring System is an essential component and an integral part of the teaching learning process at S.S.Girls'College. The mentoring of the students in new academic session (UG and PG students) start through their Orientation Program held by the Principal where they are made aware of the ethical and moral values of life, the discipline of the institution and the code of conduct expected from them . The Principal mentoring the students spiritually, intellectually, morally and socially to face the challenges of today's world. The orientation programmes thus acquaint the mentees with the institution, its vision and mission, the facilities available and the regulations of the institution. The Student Mentoring System is practiced by each and every department of the institution whereby the teachers of the college are engaged as mentors of the respective students of their department. Faculties will continue to be mentors for the same group of students till their graduation. They continuously monitor, counsel and guide and motivate in all academic maters, contact parents /guardians if situation demands e.g. academic irregularities and advice students in their career development. The mentors are also entrusted with the task of monitoring the attendance of their mentees and provide psychological counselling if needed. The mentors maintain the profile of the students which includes their name, contact details, their achievements, hobbies, etc, and this further helps the mentors to track the progression of their mentees. They also keep watch to record of their class attendance, class performance and academic progress. The mentors use both formal and informal means of mentoring. The Student Mentoring System, thus, exists as an integral component of the teaching-learning process to encourage and enhance the overall quality of higher education and learning imparted to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
984	**20**	**1:47**

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	**21**	**3**	**1**	**10**

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The college is affiliated to the Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur. As the internal evaluation system for various courses and programmes is being done under the guidelines prescribed by the affiliating university, it is not possible to undertake massive reforms in the CIE system. • Institute Adopted Centralized Continuous Internal Evaluation (CIE) System to assess student's development in both the semester. The institute have faculty wise internal exam committees who made aware of the CIE and evaluation process. The orientation programmes are conducted at the beginning of the semester as per guidelines. Exam department inform to students 'examination pattern, schedule and regulations. • The faculty members of the individual departments after completing the tasks of question paper setting sends the hard and soft copies to the designated committee which takes the task of finalizing it in the printed form, after which the question papers are supplied back to the departments in the required quantities. The committee also undertakes the responsibility of sending blank answer script booklets in the required quantities to the individual departments well ahead of the examination schedule. The invigilation duties on the examination dates are given by the faculty members from the respective departments. • The centralised internal assessment tests are conducted for students of UG programmes. However, for PG programmes the tests are conducted by the individual departments. Exam dates/ Schedule Display in the College Notice Board. • The answer scripts are evaluated at the departmental level .The marks obtained are recorded. . Result Analysis is done by the class teachers after CIA Test. The Principal conducts Review Meetings faculty wise to give necessary feedback for the improvement of students' performance. If necessary, the teacher shall recommend the visit of the parent to the college for a discussion about the Student. • Assessments of Project Works, seminars, assignments and class tests help to know the performance of the students and to take remedial measure. • The College also gives special attention on Group discussion, Field trip/ excursion and other curricular activities so as to make the students engage themselves in cognitive learning, learning through exposure, etc. The implication of various teaching method is to supplement the theoretical method of teaching learning process and through this process, Internal Evaluation System is assisted. • Subject related quiz, essay competition, poster presentation and seminar presentation are the key concerns for the student appraisal. • Every semester we conduct one unit test and one preliminary exam on the respective curriculum. The question papers are designed in such a way that they have to give descriptive answers.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being affiliated to the Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur, the college follows curriculum given by the university. For effective implementation of the curriculum, the college prepares academic calendar every year. Highlights of academic calendar are as below: • The academic calendar is prepared jointly by Principal, Faculty In-Charge and staff members. • Before the commencement of every semester respective departments prepare a detailed study plan and assignments for the individual teachers. On the basis of this Committee prepares a detailed timetable and academic calendar for the entire semester. Finally this is displayed on the notice board for the teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal/Faculty In-charge. • This gives clear picture of the available dates for noteworthy activities to ensure proper teaching-learning transaction and continuous evaluation. e.g. Organization of workshops, annual gathering, internal examination schedule, unit tests, etc. Examination committee decides the dates of examination and accordingly departmental activities planned in Academic

calendar. Activities conducted such as guest lectures, University or college level competitions, Parent-teacher meeting, Alumni meet are also provided in the academic calendar. • The faculty wise timetable is prepared in the beginning of each semester by time table in-charges. The time table is displayed on notice boards as well as on the college website. • The tentative dates of activities of NSS, WSSC/PEP is also given in the academic calendar. • Student assignment/unit test/model test exam's marks are shared with the students by the respective teachers. • The college meticulously follows the calendar, though there is internal flexibility built into it, which allows individual faculty members or departments to accommodate their own constraints and priorities in finalizing the CIE plans.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.ssgcgondia.org/wp-content/uploads/2020/01/Program-Outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.ssgcgondia.org/wp-content/uploads/2020/03/SSS.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
300000	252949

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
[View File]()	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBMAN	Partially	Desktop Verson	2008

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
[View File]()			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
[View File]()			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	49	1	1	2	1	1	17	4	7
Added	0	0	0	0	0	0	0	0	0
Total	49	1	1	2	1	1	17	4	7

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
300000	304907	100000	90595

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

http://www.ssgcgondia.org/wp-content/uploads/2020/01/Criteria-IV-4.4.2-Infrastructure-Learning-resources.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

No Data Entered/Not Applicable !!!
[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
[View File](#)					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
[View File](#)	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
[View File](#)		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
[View File](#)						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council was not constituted in the session 2018-19. However there are some committees in the institute which look after various academic and non-academic aspects headed by faculty and in some cases have students members as well. These committees focus their attention on specific process of the college ,plan activity and ensure its implementation. They keep meeting periodically and take suitable decisions for effective implementations. Some of these committees are as follows. • NSS (National Service Scheme)- It is an integral part of college. It aims to inculcate the larger goal of serving the nation among the students. NSS unit has been regularly conducting activities like blood check up ,street plays, rallies ,tree plantation, cleanliness drive .Besides this help in organising residential camp at village. • Library Advisory Committee—Students representative provide a channel of communication between library and students. Students looks into the library requirement, convey notices of library to students, collect suggestions and complaints of students regarding library and put forward to the committee for discussion. • Cultural Committee—student representative help in preparation and execution of all the cultural events throughout the academic session like observation of Teachers Day ,organisation of Independence Day ,Republic Day ,Farewell party ect. • Earn While Learn and Entrepreneurship skill Development Cell—It provide

platform for students conduct various workshops ,prepare different articles and food items and sell them in college premises periodically. Students participated and help lot in such activities. • Annual Social Gathering committee—students helped teachers in various committees like ,stage decoration, rangoli decoration, welcome of guest, sports and cultural events. • Student Information and Guidance Centre—student help to collect different career information and display on board. • Student Grievance Redressal Cell—student representative shall be invited in meeting in which grievances of students are to be considered. Besides this most of the Arts Faculty Study Circles have student representative. Its main motto is to enhance communication between students and staff and to develop interest in the subject.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

2000

5.4.4 – Meetings/activities organized by Alumni Association :

Two alumni meetings held during the session. first meeting was held on 27/9/2018 and second was on 24/1/2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Academic Practices: The College has a decentralized governance system which includes work distribution and operations autonomy from Principal to Faculty In-charges, Faculty In-charges to Head of the Departments and Head of the Departments to teachers of the department. The work is delegated to the senior staff to plan the timetable. Heads have the authority to distribute the workload to the teachers of the department. Teachers have academic authority to conduct periodical tests, assign topics for assignments/projects, to arrange field trips, to conduct workshop/training programs/guest lectures on areas prioritized by the departments etc... 2. Administrative Practices: Administrative duties are delegated to the Head Clerk who along with the non-teaching staff takes care of efficient administration of the college. Each administrative staff is assigned with duties and responsibilities as per the service norms. The financial privileges are allocated to Head of Department for purchase of different requirements of laboratory. At the same, the financial decisions of the institution are in the hands of the Principal and Secretary. Each and every decision regarding academic and institution is finalized after the common consent of the Principal and Management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	College is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Therefore, college follows the university designed curriculum for undergraduate and post graduate courses, for skill based courses the College design its own curriculum. Some of the teachers of the college are the members of Board of studies in their respective subjects and they play a vital role in improving their subject curriculum with new perspective of changing scenario of our contemporary world.
Teaching and Learning	• The teaching activities are planned as per the Academic Calendar and the faculty members keep academic diary. • Apart from lecture method, teachers adopt innovative interactive teaching methods to encourage students to critically think and analyse on a topic. • The college has nearly 41 computers, 06 laptops, 7 LCD Projectors, 01 MI board and 01 visualizer to enhance the teaching-learning process. • Students are motivated to prepare their own projects and seminars with the help of internet, library and present it with the help of LCD projector. • Some department organizes study-tours, fieldworks and industrial visits for providing virtual practices to the students.
Examination and Evaluation	The final examination of students is conducted as per guidelines and norms of R.T.M. Nagpur University, Nagpur. Internal evaluation is done by conducting Unit tests on each unit of each subject, conducting a common test examination on a complete syllabus of each subject, conducting test practical at the end of each semester.
Research and Development	• The college has well organized Research Innovation Cell. The Principal and research committee inspires the teachers to prepare research projects, papers and participate in seminars and symposium. • Ten seminars were taken at college till date by various departments. The financial supports for these seminars are provided by UGC Delhi. • Three permanent faculty of the college submitted their Ph. D. thesis in last session. • Teachers are motivated to become Ph. D. guide.

Library, ICT and Physical Infrastructure / Instrumentation	• College has well equipped library which having different sections for reference books, research journals, periodicals, university news and competitive examination books. • Library equip with OPAC and LIBMAN Software, good numbers of print and online Journal-NLIST. • College has Network resource centre (Computer Lab) equipped with 22 Computers. • Enriched Laboratories of various subjects with all necessary instruments. • Airy and Furnished Classroom. • Indoor Sport Room and Gym.
Human Resource Management	The college has well defined administrative section and academic sections to look after the employees and students respectively. The college maintains all service records of the employees and keep up to date records of their leaves. College has various committees such as grievance redresal committee, staff and students welfare committees, for women staff and girl-students, there are separate cells established in the college such as Sex Harassment Gender violation cell, Mahila Takrar Niwaran committee, etc. for their complaints. 'The Grievance Redressal Cell' of the college consists of the representatives from staff members and principal, as head of institution. They organize meetings to discuss about the complaints and justify the complaint in proper way. Suggestion boxes are made available for students. The college has health care centre to provide medical attention to faculty and students whenever required.
Industry Interaction / Collaboration	The students from Fashion Designing visit to different industrial institutes and organizations to carry out their internship work. Beside this the college plans to develop industry interaction with the help of career guidance and placement cell to enable girls to seek and get the jobs of their choices.
Admission of Students	The college publishes the prospectus containing the application form and details regarding the rules and regulations of the admission process, faculty activities etc. every year. The duly filled application forms for seeking the admission to the course are collected. Accordingly the list is prepared based on the merit in the

qualifying examination (102 or equivalent) considering the reservation norms. The final list of the candidates is displayed on the notice board. The admission committees are formed every year, which works under the supervision of the principal.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Nil
Administration	• The college has Biometric attendance for teaching and non-teaching staff. • The college campus is equipped with CCTV Cameras installed at various places. • Some important notices are circulated within staff members through e-mails.
Finance and Accounts	• The college uses the CMS software for E-governance for transparent functioning of Finance and Accounts department of the college. • Fully computerised office. • Salary bills are submitted to the treasury through IFMS software. • Salary of faculty members and staff is transferred directly to the bank account.
Student Admission and Support	• The college has CMS software for admission purpose and maintaining student's database. • This software is also used for student support like issuing Transfer Certificate, Bonafide certificates and Library cards through the CMS software.
Examination	The College has the separate Examination room equipped with ICT tools necessary for examination purpose. The equipments provided by the college such as Separate Desktop Computer and Laptop with Internet Facility for online Papers Downloading and further activities for exam purpose. There is a separate Machine for printing the question papers downloaded from university portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program on Quality in Higher Education	1	25/05/2018	21/06/2018	28
Refresher Course on Recent Trends in Life Sciences	1	03/07/2018	23/07/2018	21
Refresher Course on Changing Dimensions of Higher Education in India	1	12/11/2018	01/12/2018	21

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, Gratuity, Medical Insurance, Loan facility, Staff welfare fund.	Medical Insurance, Loan facility.	Scholarships/ Free-ships, cash prize to meritorious student, Student welfare fund.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The internal audit of the college is carried out by S. V. K. Co., Nagpur. Annual Audit System is followed for checking of records. Mr. Sumit Heda, Chartered Accountants, Nagpur has been appointed for the purpose. Since last several years the same firm is working as a chartered accountant. The staffs of this firm visits once in the year and conduct the audit for the last financial year. The last internal audit was done on 24th July, 2018. The external audit of the college is done by government agencies namely State Government, Joint Director of Higher Education, Accountant General etc. The last external audit was done on 7/05/2013. There are no major audit objections and compliances in the auditor's report.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		Yes	S.V.K. Co. Nagpur

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Conduct parent – Teacher meet twice a year. On these meetings Feedbacks and suggestions from association has been considered.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• One day seminar will be arranged by Department of Human Development and History. • Two day workshop on Gonda Arts will be arranged by Department of Textile. • Extension Exhibition will be arranged by Department of Extension Education.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

2018	Training programme on Artificial Flower arrangement	24/08/2018	24/08/2018	24/09/2018	108
2018	Workshop on Paper pot making	07/09/2018	07/09/2018	18/09/2018	101
2019	One day workshop on "How to learn Effectively"	04/01/2019	04/01/2019	04/01/2019	91
2019	Extension Exhibition	25/01/2019	25/01/2019	28/01/2019	224
2019	Workshop on Block printing	12/02/2019	12/02/2019	12/02/2019	73
2019	Workshop on Fabric painting	12/02/2019	12/02/2019	05/03/2019	25
2019	Guest Lecture on Script Writing	28/02/2019	28/02/2019	28/02/2019	55
2019	Workshop on Gonda Arts	13/03/2019	13/03/2019	14/03/2019	30
2019	NAAC Criterion wise presentation	24/04/2019	24/04/2019	29/04/2019	21
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1.Breast feeding Week	01/08/2018	07/08/2018	60	0
2.International Human Right's day	10/12/2018	10/12/2018	100	0
3. Aids Awareness programme	10/01/2019	10/01/2019	150	0
4. International	08/03/2019	08/03/2019	250	0

Women's Day				
5. National voter's day	25/01/2019	25/01/2019	85	0
6.Andhashraddha Nirmulan	15/03/2019	15/03/2019	75	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Environmental consciousness: • Van Mahotsav is an annual tree –planting festival in India and as per Maharashtra Govt. 13 Crore tree plantation has to be done all over the state. On this plantation drive our college with the help of forest department organized tree plantation programme at village karanja of Gondia District. • During this programme 200 saplings were planted by all the participants. • Besides, College has 'NSS' Unit which conducts activities related to environmental consciousness and awareness to sensitize our students towards the environment. • Save energy initiative is taken by the students union to make students aware about fans and lights to be switched off before leaving the classrooms. • Students prepare short projects on environmental studies. Percentage of Power Requirement : 23.75 KW energy is consumed

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	35
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Mahatma Gandhi Birth anniversary	02/10/2018	02/10/2018	60
2.Sanvidhan Diwas	26/11/2018	26/11/2018	100
3. Savitribai Phule Birth Anniversary	03/01/2019	03/01/2019	80
4. Chatrapati Shivaji Maharaj Birth Anniversary	19/02/2019	19/02/2019	100
5. Shahid Diwas	30/01/2019	30/01/2019	30
6. Kranti Diwas	09/08/2019	09/08/2019	30
7. Rashtriya Ekatamata Din	16/01/2019	26/01/2019	135
8. International yoga day	22/06/2019	22/06/2019	25
9. world population day	11/07/2019	11/07/2019	113
10. Independence day	15/08/2019	15/08/2019	300

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Replaced additional tube lights with LED lamps. ? Students are motivated and encouraged to participate in cleanliness drive. ? 'Swaachh Bharat' (Clean India) Movement is being regularly organized by the students of our college irrespective of volunteers of NSS ? Waste paper scraps are collected and given to local paper scrapper for recycling. ? Tobacco smoking, chewing and use of other tobacco related products are prohibited in the college campus. ? Ample efforts are done to make college plastic free.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link Best Practice- I Title of the Practice: ICT based Teaching- Learning Process. Goal To widen up the learning horizons of the students. The Context In university affiliated Institute teaching learning is normally bounded by prescribed syllabus which quite often fails to satisfy job market demands. It is therefore essential to equip the students with recent development in science and technology by advanced learning from eminent speakers from world renowned Institutes or Universities. The Practice ICT based teaching learning process is being practiced mainly in the following different ways: ? At least 2 class rooms on every dept. have been set equipped with Internet connection and audio visual facility ? 4 Mbps. Wi-Fi connections are provided in every wherein the campus. ? Library is equipped with e-books and e-journals and make it available in institute portal to ensure 24 hours availability Evidence of Success ? Almost all students of all Departments are enthusiastically taking advantage of this ICT based learning facilities. Problems Encountered and Resources Required ? Problem encountered in implementing full ICT based teaching learning is

relating to mindset of both Faculty students. Quite a large number of students still prefer printed books than e-books available in Institutes portal. Even Faculty members prefer Black Board teaching ? A sizeable member of student could just copy information of Internet specifically in project work as a result they would not learn seriously. ? All faculty staff need to be trained to use ICT which is a different problem. ? Moreover, introduction of ICT based Teaching learning is very expensive. As a result resource crunch is major constraint. Contact Details:- The Principal S.S.Girls' College Gondia (M.S) ssgirlscollege@rediffmail.com Website:-ssgcgondia.org Fax:-07182-236959 Tel No. :- 9637402707,07182-237039 Best Practice- II Title of the Practice: To Disseminate electoral information among students by Celebrating "National Voter's Day" Goal ? To spread awareness about the necessity of voting and to encourage young generation towards the voting rights. ? To increase the effective participation in the electoral process among voters. The Context ? The main objective of election commission is to increase the enrolments of voters, especially the eligible ones. ? In 2011, ECI initiated a practice to celebrate the "Voter" on its foundation day,25th January by celebrating it as National Voters' Day ? The main aim is to give the younger generation a sense of responsible citizenship and to encourage them to exercise their new franchise. The Practice ? Hoardings were hoisted on the subject " Voting" ? College students facilitate inclusion of voter education among themselves through different co- curricular activities such as poster competitions, essay competition, elocution, rangoli etc. ? Slogans were written by students on the walls of schools and colleges to bring voting awareness. ? Students performed a play on voting Rights to bring awareness among students. ? Voting awareness slogans were posted in social media. ? Workshop on EVM VVPAT awareness were organized Evidence of Success ? 260 Students who have competed their 18 years of age have registered their names in voter list. Problems encountered and resources required It was observed that young girls who have completed 18 years of age had lower participation in earlier elections. To overcome the 'youth disconnect' with the electoral process was one of the focus of SVEEP ('systematic Voters' Education and electoral process) programme. The resources were met by college teaching and non-teaching staff. Contact Details:- The Principal S.S.Girls' College Gondia (M.S) ssgirlscollege@rediffmail.com Website:-ssgcgondia.org Fax:-07182-236959 Tel No. :- 9637402707,07182-237039

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.ssgcgondia.org/wp-content/uploads/2020/01/Criteria-VII-7.2-Best-Practices-1.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

S.S. Girls' College, Gondia is recognized as one of the most leading purely Girls' college which efforts towards continual improvements with regards to its core vision of student- centred, practically focused quality learning experience. College being a pre-eminent educational institution prepared to meet the challenges of rapidly changing tech-savy world. Institution maintains its distinctiveness by blending technology with classroom teaching. College has upgraded the teaching learning process through installation of LCD projectors in the class rooms. Besides, computers with printers and laptops are made available to all departments for such technology integration. Infrastructure required to operate and support technology integration is continuously upgraded at each level such as basic level electricity, Internet service providers, routers, modems, and personnel to maintain the network. The college has Wi-Fi access points and wired network. The college has upgraded the laboratory

facilities with advanced instrumentation and infrastructure. Moreover, job oriented programs are conducted time to time aside conventional courses to impart required skill sets and improve employability. Every year meritorious students have achieved new heights of success and in 2018-19 one student each from Arts and Home- science faculties have secured ranks in university. The efforts are also on to strengthen the research aptitudes amongst the faculty and students. It resulted in receiving minor research projects and a good number of publications in journals of National and international repute. All these efforts have enabled the institution to register as one of the leading institute. Contact Details:- The Principal S.S.Girls' College Gondia (M.S) ssgirlscollege@rediffmail.com Website:-ssgcgondia.org Fax:-07182-236959 Tel No. :- 9637402707,07182-237039

Provide the weblink of the institution
http://www.ssgcgondia.org/wp-content/uploads/2020/01/Criteria-VII-7.3-Institutional-Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

 1. Academics: ? Induction programme for all first year students and meeting with the parents of first year students. ? To organise interdisciplinary seminars, workshops and conferences. ? To enhance Academic results. ? To arrange gust lectures, Expert lectures. ? Evaluation and feedback of the students. 2. Student Mentoring, Support System, Community service and Extension Work: ? Skill based training programs. ? Health and Hygiene awareness. ? Support services to the students. ? Remedial teaching programs for slow learners. ? Strengthening placement cell. ? Providing a student support mechanism for coaching for competitive examination. ? Enhancing participation of students in sports and games. 3. Governance and Innovations: ? To encourage faculty members to start thinking about new courses ? Up-gradation of technology ? Upgrading the library as a Learning Resources. ? Strengthen the connection with alumni as well as with Parents/Guardians.