YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Mahatma Gandhi Vidyamandir's Arts, Science and Commerce College Surgana, District Nashik 422211
• Name of the Head of the institution	Dr. Arun Vitthal Patil
• Designation	Principal and Professor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02593223230
• Mobile no	7066031167
• Registered e-mail	principalsurgana@ymail.com
• Alternate e-mail	iqacsurgana16@gmail.com
• Address	College Road, Surgana, Tal. Surgana, District Nashik
• City/Town	Surgana
• State/UT	Maharashtra
• Pin Code	422211
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Savitribai Phule Pune University Pune**
• Name of the IQAC Coordinator	**Dr. Ravindra Yadav Bhandare**
• Phone No.	**02593223230**
• Alternate phone No.	**7066031167**
• Mobile	**8855939556**
• IQAC e-mail address	**iqacsurgana16@gmail.com**
• Alternate Email address	**drrybhandare@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://mgvsurganasr.kbhgroup.in/images/newpdf/AQAR%202021-2022%20Submitted.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://mgvsurganasr.kbhgroup.in/pdf/2022-23%20Academic%20Calender%20Surgana%20College.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C+**	**61.45**	**2004**	**16/02/2004**	**16/02/2008**
Cycle 2	**Five Star**	**2.14**	**2017**	**27/11/2017**	**27/11/2022**
Cycle 3	**B+**	**2.55**	**2023**	**21/12/2023**	**21/12/2028**

6.Date of Establishment of IQAC	**17/03/2004**

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
Institutional	Lifelong Education Extension Grant	SPPU Pune	2022-2023	10000
Institutional	National Seminar QIP Grant	SPPU Pune	2022-2023	50000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. All faculty members are encouraged for enhancement of research quality, Organization and participation in Seminars/Conferences for student and faculty enrichment and bridging the gap between traditional pedagogy and contemporary requirements.

2. Institutional outreach programmes and Social Responsibility campaigns were organized with local community engagement.

3. Academic Calendar for the Academic Year 2022-23 was prepared to

include variety of social, sports, extra curricular and cultural activities and its successful implementation was monitored by the IQAC.

4. State level seminar was successfully organized on National Education Policy-2020 having theme 'Adoption of Guidelines on NHEQF and Curriculum framework and Credit System for 4 Year Undergraduate Programme (FYUP)' on 24-24 Feb. 2024.

5. Total 4 patents were granted from Chemistry, Zoology and Physics faculty.

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
Designing of Academic calendar.	The Academic Calendar for the academic year 2022-23 was prepared and implemented accordingly.
Regular IQAC Meetings.	Four meetings of IQAC was conducted for the smooth governance, planning and quality enhancement in academic year 2022-23.
Societal and outreach programmes conduction.	Each Department, NSS and Student Welfare Department has organized regular activities with staff, students with community engagement.
Organization of Seminars/ Conferences for staff and students.	Various programmes organized under IQAC like Seminars, conferences. State Level seminar on NEP-2020 was also organized during academic year 2022-23.
To organize various Quizzes, Competitions, Poster presentations in the institute.	All the departments arranged poster presentations on different subjects like Chemiad, Avishkar, Essay, Poetry Reading, Quiz and sports competitions etc.
Organize industrial, study tour and field visits.	For experiential and field based learning the department of History, Marathi, Geography, Botany, Zoology and Chemistry have organized field visits and industrial visits as per syllabus.
Promotion of research.	Institute promotes students and faculty for research. Total 32 research papers were published in different UGC Care and peer reviewed Journals. Apart from this students also present research paper as posters in Avishakar Competition.

Gender and Community audit.	Students gender and community audit were performed (General/SC/ST/OBC/DIVYANG), gender distribution of students and other details have been analyzed.
Green and Energy Audit 2022-23.	The Green and Energy Audit 2022-23 were performed and evaluated by external agency experts.
Promotion of plastic free and green campus.	Cleaning campaign and awareness with the initiatives of IQAC and NSS such as Clean India Campaign, Ban on Plastics, Tree plantation etc..
To organize extension activities showing visible impact in the adopted village.	IQAC and NSS have successfully organized variety of extension and outreach activities in the adopted village, Khokari which have visible impact. Such as Tree plantation, Clean and green campus and village, AIDS Awareness, Road Safety Awareness Rally, Workshop, Awareness regarding Importance of education for girls and women, Nirbhay Kanya Abhiyan, Street Play, Vishaka Samiti.
To conduct Student Satisfaction Survey (SSS) and students feedback.	Feedback from various stakeholder like students, teachers, Parents, Alumni and Employers was collected, analyzed and accordingly action taken report was prepared and displayed on college website. Student Satisfaction Survey (SSS) was conducted and analysed and necessary steps were taken.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	23/08/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	07/02/2024

15.Multidisciplinary / interdisciplinary

The College has organized State Level Seminar on 23 & 24 February 2023 on National Education Policy-2020 to understand the mechanism. All Faculty and Students of the College participated in this Seminar. The college has established NEP Implementation Cell as per the guidelines of UGC and Savitribai Phule Pune University (SPPU). The committee will plan the following issues and submit the report to the institution. Define the Major (Core), Minor Subjects, Indian Knowledge System, Value Education Courses, Open Electives with Vocational & Skill Enhancement courses, Strengthening of industriesAcademic Linkages, Infrastructure required, Internship to students & Software required.

16.Academic bank of credits (ABC):

Workshops were conducted on ABC registration for Students by SPPU, Mother Institute and our institute. All College students have been instructed accordingly. 95% and above Students of total strength get registered on ABC. Remaining students were instructed for the same. Students enrolled their number on Examination forms. Credits Earned by the student will reflect in the student ABC account.

17.Skill development:

Vocational and Skill Enhancement Courses (VSEC) of 8-10 Credits, including Hands-on Training (Practicals) corresponding to the Major and Minor subjects to be offered in three years Under Graduate program. Skill Enhancement Courses (SEC) of 6 Credits to be selected from the basket of Skill Courses approved by the University to be offered in I & II Year

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

Using Online/Offline Mode following courses will be taught. Ability Enhancement courses (AEC), Indian Knowledge System (IKS), Value

Education Courses (VEC) Total 14 Credits. 1) AEC with English and Modern Indian Language of 8 Credits from the basket of Courses approved by the University to be offered in I & II years. 2) Courses on IKS to be selected from the basket of IKS Courses approved by the University to be offered in I Year. 3) VEC such as understanding India, Environmental Science, Education & Digital Technological Solutions to be offered in I Year. All integrated with Field Projects/Internship/Apprenticeship/ Community Engagement and Co-curricular Courses.

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

In the Credit framework under the UG program with Multiple Entry and Multiple Exit options are available for Certificate, Diploma and Degree Programme. As per guidelines of the University College will adopt an Outcome-based approach to curriculum planning and development, Teaching, Learning, and Assessment Methods by Involving the Industry peers and Experts in Curriculum framing.

20.Distance education/online education:

The NEP curriculum framework offers the flexibility to switch to alternate modes of learning (Online, ODL, and Hybrid Modes of learning). In the pandemic situation, College has had used online platforms for teaching, learning, and assessment process and organized various activities, and webinars on online modes. Faculty actively participated in online FDP, Refressor, and orientation programs. By using ICT based classrooms students easily adopt distance education programs.

Extended Profile

1.Programme

1.1   **231**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1107**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **1500**

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   **244**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **17**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **32**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**231**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1107**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1500**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**244**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**17**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	32

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	12
4.2 Total expenditure excluding salary during the year (INR in lakhs)	0.8
4.3 Total number of computers on campus for academic purposes	15

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

The College follows the curriculum prescribed by the Savitribai Phule Pune University. The Institute has a plan of action and means to strengthen the teaching-learning process in the following ways:

1 The faculty prepares their individual Academic and teaching plan which is included in the academic calendar. 2 "Induction Program" forthe newly admitted students orienting students. 3 Experts guest lecturers are organized to give exposure of the current trends and the latest subject knowledge. 4 Faculty members take efforts to complete the syllabus within time. Students feedback is collected at the end of each semester. 5 Periodic meetings of IQAC take stock of the progress of teaching and learning where progress of the delivery of curriculum is regularly monitored. 6.Adopting new and innovative teaching techniques and employing learner-centric techniques (Google Classrooms, you tube channel), peer learning, group discussion in the delivery of the academic courses. 7Mentor-

Mentee is implemented for identifying problems of the students regarding academic, social and financial issues. 8 Academic Audit is effectively implemented. 9 Faculty members are motivated by content creation. Below is the list of contents developed by various course owners for their respective courses.
https://www.youtube.com/@somnathpawde9318

https://www.youtube.com/@vinayakkadam1027

https://www.youtube.com/@SagarPalwe

https://youtube.com/@chemistrywithbagulsir1083

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://mgvsurganasr.kbhgroup.in/pdf/2022-23%20Academic%20Calender%20Surgana%20College.pdf]()

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

In the form of an academic calendar, the schedule of the internal examination is determined at the beginning of the semester. The institution conducts continuous evaluation and assessment in accordance with the University's curriculum requirements. Our college follows the Academic Calendar issued SPPU, Pune. It clearly delineates schedule for teaching, examination, semester break and vacations. College makes its own calendar of events which is communicated to all stakeholders. Academic calendars are uploaded on college website. Aforementioned information is reinforced during collegiate and departmental orientation of new students. Principal conducts meetings with Teacher (s), faculty members, Convenors of committees & societies, and non-teaching staff to ensure smooth execution of scheduled activities. For conducting effective Continuous Internal Evaluation, teachers prepare teaching schedule, tests and assignments in accordance with time table and academic calendar. Students are informed in advance about deadlines for assignments, dates for tests and presentations, and criteria of assessment. Students are also informed about their internal assessment before marks are uploaded online. Multiple assessments are taken, with the aim of making learning a continuum and creating opportunities for students'

growth.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://mgvsurganasr.kbhgroup.in/pdf/2022-23%20Academic%20Calender%20Surgana%20College.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

04

File Description	Documents
Any additional information	**No File Uploaded**
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)

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

16

File Description	Documents
Any additional information	No File Uploaded
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

Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the Savitribai Phule Pune University decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below: 1. Gender: The committee for Woman Antiharassment, VISHAKHA and internal complaint committee organizes programs on Organization of Rangoli competition, hemoglobin check up camp, Nirbhay Kanya Abhiyan, Gender Audit,Woman Empowerment, Women's Day, Save girl child and Child merriages, etc. 2. Environment and Sustainability: Promotion throughtree plantation,village cleaning, soak peats, plastic free drive,Invited talks are organized onbiodiversity, environment and sustainability. Activitiessuch as Cleaning at

hospitals.Celebration ofWorld Environment Day, Ozoneday.Initiative in Swachch Bharat Abhiyan and Tree plantation programs which are introduced by the Indian Government. 3. 3. Human Values and Professional Ethics: Programs conducted under N. S. S, Student welfare, and Political science department help to inculcate human values among students. Guest lectures on value education have been organized for students. National festivals like Maharashtra Day, Independence Day and Republic Day serve as a platform to enliven patriotic and moral values.

File Description	Documents
Any additional information	No File Uploaded
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

04

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

229

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://mgvsurganasr.kbhgroup.in/pdf/Student%20feedback%20.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	No File Uploaded

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://mgvsurganasr.kbhgroup.in/pdf/Student%20feedback%20.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

1107

File Description	Documents
Any additional information	**No File Uploaded**
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

1068

File Description	Documents
Any additional information	**No File Uploaded**
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 students admitted in our college are coming from economically backward sections and communities of the society. Most of the students are from backward category. After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified as per their responses in the class room as well as the performance in the Unit test, internal examinations. Home assignments and projects are given to the students. Students are motivated to take part in various competitive examinations, quiz competitions, debates, cultural events, Avishkar Competition, Seminar and poster presentation, field workas per their syllabus. Following are the activities carried out for students: Slow learners:

Individual counseling.

Remedial Coaching.

Extra notes.

Group discussion session.

Internal examination process.

Encouragement in NSS, Sports and academic activities.

Extra library books guidance

Advance learners:

Advance notes

Seminar sessions

Participative learning sessions i.e. Self Discipline Day & Teachers Day

Experimental learning sessions i.e. Industrial Tour, Field visits

Projects

Group discussion sessions

File Description

Internet facility is provided as per students need and interest

Advance questions papers, Old question papers

Avishkar research festival participation

The college conducts various activities such as Cultural, NSS, and Sports to develop their overall personality.

File Description	Documents
Paste link for additional information	NA
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
1107	17

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

Response:

Faculty members guide the students in their final year projects & monitor their progress at a regular interval. Students are also encouraged to sent their research papers for publication in UGC CARE listed Journals and conference proceedings. Faculty members monitor their academic performance and counsel them regarding their performance, apart from regular teaching. Experiential learning & Participative learning: Students are given special training programmes such as Computer training, Personality development; Spoken English classes etc. in order to face industry based needs. They are encouraged to take up Industry related projects under the supervision of the teacher/mentor & selected projects are also encouraged for submission in different competitions. To give better exposure to industries the college has entered into MOUs with different organizations. Problem Solving Methodologies: To keep the students motivated for higher studies, research and government jobs & to enhance their practical problem ability, special training programs are organized at regular intervals for competitive exams and higher studies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://asckrc.weebly.com/

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

The integration of computers and communications i.e. Information and Communication Technology (ICT) offers unprecedented opportunities to the education systems with its capacity to interact over a wide geographic area. The following tools are used by the Institute 1. Projectors- Projectors are available in different classrooms / labs 2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins . 3. Auditorium /Seminar Room- It

is digitally equipped with a mike, projector, cameras and computer system. 4. Printers- They are installed at Labs, HOD Cabins etc. 5. Photocopier machines & Scanners – Multifunction printers are available at all prominent places in the institute. 6. Online Classes: Online classes are conducted through Zoom, Google Meet, Microsoft Team, Google Classroom etc. 7. Digital Library resources are also available. 8. Video Conferencing- Students are counseled with the help of Zoom/ Google meet applications. 9. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
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

07

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

75

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.

Being affiliated to Savitribai Phule University, Pune the college adheres to syllabus prescribed by the university, The examination department coordinates internal and external exams as per the examination schedule of affiliating University. Institution also adopts continuous internal evaluations to assess all aspects of student's development on a continuous basis throughout the year. Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. Due to covid 19 pandemic situation Internal/ Term end examinations were conducted for UG students through online mode in first term in the form of multiple choice question base as in final university examination so that students get an idea about paper format and need of coverage of answer in each section . Continuous Internal Assessment is done by Teachers through their interaction with the students throughout year including one or more mechanism.For PG students seminars, projects dissertation,group discussion, study tours and visit report are compulsory activities engaged throughout the year . Reforms like earningcompulsory ten credits for courses on cyber security/ information security, human rights and online skill development are also introduced by the college.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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

Departmental Level: The continuous evaluationis carried out by faculty regarding theory, practicals, assignments, unit tests. The concerned teacher will resolve the discrepancyin question paper, mark allocation, correctionis , and then ecessary corrections are made. College Level: The Institute appoints a Senior Supervisor for conduction of examinations. If students are facing any problems, they are solved by the institution Chief Examination Officer. The grievances during the conduction of online/ theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section. Redressal of grievances at University level:The queries related to results, corrections in mark sheets, other certificates issued by university are forwarded to University Examination sections through the college examination section.Students are allowed to apply for revaluation, recounting

and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mgvsurganasr.kbhgroup.in/images/pdf/Internal%20Assessment%20Policy.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.

We follow the Program Outcomes (POs) defined by National Board of Accreditation (NBA), New Delhi and are to be fulfilled by all the programs in higher education. The Course Outcomes (COs) for eachsubject is available in university syllabus or defined by concerned faculty member in consultation with other faculty teaching the same subject and Hod. The POs, PSOs and COs are available on college website and are also communicated to students, teachers and other staff by displaying at following location:

Departmental Laboratories

College corridors

Staff room

Course files.

The COs is also disseminated to students through faculty announcements to the students during the beginning of each semester and from time to time during the entire semester.

Link on website:
https://mgvsurganasr.kbhgroup.in/pdf/COs,%20%20POs.pdf

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://mgvsurganasr.kbhgroup.in/pdf/COs,%20%20POs.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.

Our institute has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The objective and outcomes are properly mapped for testing and evaluation of students so that PSO's are attained through the competency mapping in terms of knowledge and skills. The Departments adopt both direct and indirect methods of assessment to ensure attainments of PO's and CO's. Direct Assessment methodsInternal Test Group discussion Laboratory performance Student projects Assignments Semester Test Term end theory result The score of this assessment is taken into account for evaluation CO's.

Indirect Assessment Methods

Feedbacks Alumni survey

Co-curricular activities

Extracurricular activities

Feedback mechanism is used to improveTeaching learning process in outcome based education. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes.Besides, the institute also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Red Cross ,Career Counseling, Personality Development Program, and Communication Skills, organizations of Scholarly Lectures, Health Awareness Programs etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NA

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

200

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	No File Uploaded
Paste link for the annual report	NA

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://mgvsurganasr.kbhgroup.in/pdf/SSS%20Report24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
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

03

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	NA

3.2 - Innovation Ecosystem

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

Our college encourages students to gain knowledge through innovations and involvement in creative ideas along with an

academic knowledge system. They are given a chance to develop entrepreneurship-related skills and come up with productive and constructive ideas. In the academic year of 2021-2022, several departmental-level curricular and extra-curricular activities, and events organized by various departments of the college to helped in building a bridge between students, faculty members, and industry/organizational level experts to create an ecosystem for innovation and creative transfer of knowledge. Soft skill development cell, Placement cell, Student welfare cell, Grievence redressal committee, vishakaha samiti for girls are formed for various activities. In order to promote a research culture among employees, staff, and students, a committee for research and development was established. Faculty members were given the opportunity to participate in summer research fellowships and training programmes in order to expand their knowledge and present their research at national and international seminars, workshops, and conferences. IPR, research, and data management seminars and lectures were given by eminent scientists and subject matter experts from a range of disciplines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

01

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

00

File Description	Documents
URL to the research page on HEI website	https://mgvsurganasr.kbhgroup.in/pdf/AY%20 2022-23%20Research%20Papers_.pdf
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	No File Uploaded

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

26

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

04

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

```
MGV's Arts Science and Commerce College is committed to and
hasensured to share its knowledge and experience with society.
Towards this end, we encourage our students to participate in
various activities inside and outside the college in society.
Various National Days are observed by spreading awareness in the
surrounding residential areas, and students travel to schools and
commercial areas and perform related activities. Our NSS unit,
hold regular camps in various places to conduct National Drives.
Students Participated in extracurricular activities as part of
their social responsibility requirements for the Public and Health
Scheme.The students were involved in educating the public about
immunization, the value of wearing masks, and how to maintain
social distancing throughout the pandemic. As a civic-minded
educational institution, our college gave away masks and hand
sanitizer to the neighborhood. Additionally, lectures were
delivered to the neighborhood as part of outreach efforts to
educate the populace on the importance of social values and good
hygiene during pandemics. The pupils learn about social justice,
values, accountability, and sustainability most of all.
```

File Description	Documents
Paste link for additional information	NA
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

`0`

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

06

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

265

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
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.

1 Classrooms: There are 12 classrooms 1Sminar hall. The College functions in two shifts. Laboratory: Total Labs = 6

2 Administrative office: Seperate administrative building is available. A separate office is allocated toCollege Examination Officer (CEO).

3 Seminar Hall: with ICT facilities present.It is allocated for the public and government purposes.

4. Sport facility: All sports facilities present in the campus are mainly used for sports education, training, competition and used

by college students and staff.

5 Free green gym available.

6 Library: Library membership is provided to all students and staff with Identity card. Library Committee is functional and functions as per SOP. Reading room is available.

7 Canteen facility is available.

8 Parking: Parking shed is available for staff and students.

9 The class rooms and Laboratories havefans and ventilation. Labs,furniture likedesks, chairs and tables are cleaned to provide a hygienic environment. All laboratories are ICT enabled.

10 Campus 360 software developed by Hiray Media and Technology Pvt. Ltd. Nashik for office automation.

11 All departments are ICT enabled. The library is automated with Campus 360 Software. College library provides e-journal e-books, e databases through N-list programme of Inflibnet to students and teachers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NA](#)

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

Sports/Games: Diverse sports facilities are provided to the students within the campus focusing sports as one of the extracurricular activities. The College is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students. Various sports competitions such as Intracollege, Intercollegiate, Interuniversity, etc help in developing team spirit in students. Outdoor Games: The College caters to the needs of all major outdoor sports events with groundand track facilities.Indoor Games:Table tennis, carom, chess and other indoor sportsare provided to students in the college campus. Gymkhana: Gymkhana has been provided in an area of 300 sq.ft room. In addition to these

students are encouraged to take up field events. Cultural Activities& Yoga: The College also encourages students to participate in various culturalactivities and Yoga activities to make the students expert in their fields of interest. The college conducts various cultural activities like Annual day, Cultural gathering and other celebrations in which students exhibit their talents.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA
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)

0.8

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

Name of LMS Software: Campus 360 Nature of automation: Fully automated Version : 1.0 Year of Automation:2020 Membership: Library membership is provided to every student and staff. By using the member's data library generates the ID card for the member and the library management software will generate a Barcode for the member which will be helpful for book transactions. Bar code: Barcode generated by system while registration of Library member for library card and accession process for books. Book circulation: This library automation software helps to keep track of all the existing books. There is a unique Id for every user and unique accession number for books. A Library can define the number of books that can be issued to a specific member in the system. There is a renewal limit after which members have to return the book or pay the fine. OPAC: Library (Online Public access catalog) provides search options for the student by Title, Author, Publisher, Book Editor, Edition Year, and Subject. Library Module: Book Accession, Serial control, Circulation, Reports and OPAC. The library staff manages the entire stock of the library veryquickly and conveniently with the help of Campus 360 library management System.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	[NA](#)

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)

0.1814

File Description	Documents
Any additional information	No File Uploaded
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

35

File Description	Documents
Any additional information	No File Uploaded
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

Our institute frequently updates its IT facilities including Wi Fi, LAN, Softwares and hardwares. College has purchased broadband collection LAN Network connection from MahaNet internet service agency Surgana, with bandwidth speed of 100 Mbps. College has an Internet Cell for network access to students and teachers with 10

computers. College administrative building and campus are WiFi enabled. College Knowledge Resource Centre has developed KRC Website and Android app for information deployment and online library service to its users. The College has installed solar power off grid and UPS backup to overcome interruption or power failure situation. The college is using Campus 360 Software for office automation, online Admission process, Examination process etc. Departments are allotted with LCD projector K-yan and computer equipments like desktop computers, printers, internet connections, wi-fi, LAN etc. The library is automated, using Campus 360 Software. College library provides e-journal e-books, e databases through N-list programme of Inflibnet to students and teachers. Upgradation of software and hardware and maintenance of ICT facilities is done by the Dnyanai Computers, Surgana and IT Department of Mahatma Gandhi Vidyamandir, Panchvati Nashik.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

15

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

33.79

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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.

Maintenance of Classrooms is done regularly by support staff and the electrician. Classroom engagement Schedule is decided by time table committee. Maintenance of Laboratories equipment and instruments is done by the laboratory assistants. The Head and time table committee decides the allocation of the laboratories according to batches. Sports facilities: The play ground and maintenance of Gymkhana is done by support staff. Grounds are cleaned and maintained regularly.Library: The Library cleaning is done by the library attendants and pest control is in place to protect the library books. Minor repairs are done by the library staff. Utilization: The Need based maintenance of building and furniture is done by estate department. The college campus is under constant 24-hour CCTV surveillance. Separate parking is available for students and staff. The Garden is maintained by peons and students from "Earn and learn" scheme. The college also provides canteen facility for students and staff on the campus at reasonable rates. Electrical Maintenance: The maintenance of generator, solar system and UPS is regularly done. Electrical maintenance is done with the help of 'electricians' appointed by institute and major work is outsourced to local skilled agencies.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>NA</u>

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

738

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

733

File Description	Documents
Upload any additional information	**No File Uploaded**
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   **D. 1 of the above**

File Description	Documents
Link to Institutional website	NA
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

00

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

00

File Description	Documents
Any additional information	**No File Uploaded**
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 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	**No File Uploaded**
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

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

35

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
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

`00`

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
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.

`00`

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
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)

`Students are represented actively in academic and administrative bodies like IQAC,CDC, Student welfare Association, Student Grievance Redressal Cell, Anti Ragging Cell,etc. Student's`

representation incommittees: 1. Magazine Committee: The College publishes an Annual Magazine entitled "Apurvai" which provides a platform for our students. 2. Grievance Committee:The students can approach the committee for their academic, administrative and personal problems in the college. 3. Alumni Association:Itoffers a unique platform for the past students of the college to interact with the students from all the faculties of the college. 4. Anti-Ragging Committee: This is established in the college looks in to the problems faced by the victims of ragging. 5. Internal Quality Assurance Cell: This Cell was formed as per NAAC guidelines. It ensures continuous development in all the administrative, teaching and learning aspects. 6. College Development Committee: Students have representation in the Committee.7. Discipline Committee: This committee helps to maintain discipline in the college. 8. Student Welfare Association: It provides support to meritorious economically backward students. Earn and Learn Scheme has been actively implemented for needy students. 9. Organization of Special Events: Students organize National Teachers Dayevery year by honoring teachers and other National celebrations,includeIndependence Day, Republic Day, Science Day,NSS and social service.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

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

03

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Our Institute have an active Alumni Association, which is a registered under the Registering Body of Govt. of Maharashtra with the Registration no. Nashik 0000021/2021.Alumni Association works to promote the bond of brotherhood among the alumni and to help the Institution and its students grow in all the aspects. In order to achieve the same the Alumni association helps in creating opportunities for the students. It provides valuable feedback that helps in providing enriching insights in various areas to the institution and promotes sharing of experiences and knowledge among the various stakeholders. The Institute conducts the following activities on regular basis: Communication with the members of the Alumni Association and the Institution keeping mutually informed the developments on both sides. Organizes social, educational and networking events locally at the institute levels. Provides continuing educational enrichment experience for alumni and students. Undertakes activities contributing to improvement of infrastructure and academic activities in the Institution. Helps the students to look upon the alumni to become a responsible citizen. Conducts periodical meetings for fulfilling the various objectives of alumni association. Raise funds for promoting objectives of the association. Conducts various activities that help in the career and competitive examination guidance to the students. Helps to fulfill the Institution's social responsibility by conducting various donation activities for the welfare of the students and the community. Helps the Institution in its development through the means of financial contribution. 1. Institutional Endowments by Alumni: Endowments donated like sports equipments, Sanitary napkins and tree guards.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

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 VISION of the college is - "Sarvatra Vidya VardhatePraja" – Expansive education leads to enrichment of the people. The MISSION of the College is - Educational improvement is a stepping-stone to economic and social development, and the handiest instrument for empowering the tribal's. Our mission is to reach out to the students of hilly tribal region and uplift them by giving new directions,through education. The multi-layered administrative structure of the college is characterized by inclusiveness and participation of all the stakeholders. The management of the college initiatespolicy decisions including the local appointments and introduction of new programmes, whereas the academic administration of the college is entrusted to the Principal, vice principal and academic supervisor. Various other sections of the college likethe Controller of Examinations, IQAC, Administrative Office, NSS and SWO function under the officialsmanagement. The college has a clearly defined organogram illustrating the hierarchy of leadership, and policy documents like HR manual detailing the roles and responsibilities of each official.The Principal formsthe statutory committees in the collegeand Student representatives are included as per UGC guidelines for overall management of the various operations of the college, such as, NEP implementation etc.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

There is decentralization and participative management that reveal our effective leadership. In the administrative set-up of the institute, the Principal is the head of the Institute and is the ultimate authority in decision-making. However, the administrative set-up is decentralized to theVice Principals, Supervisors for Academics, Finance and Estate, Registrar, Chief Examination Officer and Head of every department. The Principal is assisted by the VicePrincipals and the Supervisors in the decision-making process. The Principal is also a mediator between the management and the institute and communicates all the decisions of the management to the faculty and ensures as well the effective implementation of all the policies. There is a separate Head for every department. The Head of the Department works in association with the Principal and Vice-Principal and plays a key role in the effective execution of the institution's policies. The Head of the Department also moderates the academic performance of the respective department. The institution promotes participative management by forming different committees involving staff and students. These committees plan for Co-curricular and Extra-curricular activities and their execution. IQAC is an established body to assure quality and has freedom and autonomy to implement the decisions for quality improvement of college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality.

1.Curricular Planning and Implementation

2.Teaching- Learning Processes

3.Research, Collaboration and Extension Activities

4.Academic infrastructural facilities

5.Student Support Activities and Student Progression

6.IQAC System

7.Institutional Values and Best Practices

8.Governance, Leadership and Management

At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution,

1.Add-on/Certificate Courses by the Courses Committee.

2.MoUs signed with Academia and Industry

3.Introduction of new certificate and diploma courses through UGC NSQF Scheme

4.Emphasis on using the ICT tools

5.Training workshop are organised for staff and students.

6.Conferences and Seminars are organized by various departments

The Organizational Structure of the College consists of the Management, College Development Committee, Principal, teaching staff, the non-teaching staff and the students.

1.Staff meetings are held twice every semester

2.The College also has Internal Quality Assurance Cell

3.Student Council meetings are held regularly

4.College committees are constituted

5.The objective of the Anti Ragging Cell, Grievance Redressal Committee, Women Grievance and Welfare Committee, VishakhaCommitte

and the Internal Complaints Committee is to ensure that no violation of rules takes place within the College.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mgvsurganasr.kbhgroup.in/pdf/Strategic-Perspective%20Plan.pdf
Upload any additional information	No File Uploaded

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.

Administration : College has its own management system which is operated through software. Finance and Accounts: Every year, there is organization audit. Student Admission and Support: Online admission are done and software allows this to enter each data as per rules. The Organizational Structure of the institution consists of the Management, Governing Body, Principal, teaching staff, non-teaching staff, and students. The Governing Body of the College meets at least ones or twice a year to discuss issues regarding the overall development of the College. The principal is assisted by Departments' head (HoD), the Staff Council (teaching faculty) and the Administrative Staff which encompasses the OS, The HoDs oversees the functioning of the department. Annual Quality Assurance Report of Mahatma Gandhi Vidyamandir's Arts, Science and Commerce College, Surgana, TalSurgana, Dist-Nashik, Maharashtra The Internal Quality Assurance Cell (IQAC) of the college works towards the realization of quality enhancement and monitors its internal quality. It is vigorous and focused. Student Council meetings are held regularly to address student-related issues and organize extracurricular activities. The Library's organizational structure includes the Librarian and Library clerks. Various committees are constituted for planning and executing academic, administrative, and extra-curricular activities.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the institution webpage	https://mgvsurganasr.kbhgroup.in/images/newpdf/6.2%20organogram%20of%20institute.pdf
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

Performance Appraisal System:

1.As per UGC guidelines, teachers have to keep a record of their academics, research and other institutional activities

2.For CAS, a teacher needs to submit an annual self appraisal report

Non Teaching Staff:

1.Promotion for Group B, C and technical Staff

2.Certificate training programmes are mandatory

Welfare Measures for Staff:

Leave Benefits

1.15 days casual leave.

2.20 half-pay leave

3.Commuted leave

4.Duty leaves of maximum 30 days to the teaching staff. Non teaching staff is also given duty leave.

5.Maternity Leave of 180 days.

6.Paternity Leave of 15 days.

Retirement Benefits

1.GPF

2.Gratuity

3.Group Insurance Scheme

4.NPS

5.Earned Leave for non teaching employees.

Medical Benefits

1.Medical reimbursement

2.Health Checkup Camps are regularly organized by the College

Loan Benefits

1.Loan facilities as per Government rules .

2.Quick Provident Fund Loan Facility.

3.A MGV Cooperative Credit Society provides loans

1.Financial support

1.Canteen

2.Grievance Redressal cell

3.Internal Complaints Committee

4.Parking facilities

5. R.O. drinking water

6.Rampsfor differently abled

ICT Facilities

1.Wi-Fi facility.

2.Computer labs andeach Science hasinternet facility

3.Desktop facilities are provided in the library and staff room.

Recreational Activities for Physical and Emotional Wellbeing

1.Common staff room

2.Outdoor and indoor sport facilities.

3.College gymnasium with instruments

File Description	Documents
Paste link for additional information	NA
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

03

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

04

File Description	Documents
IQAC report summary	**No File Uploaded**
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

The assessment of API is collected and evaluated aftercompletion of one year of service forevaluatingthe performance as per UGC University and Government norms. The salient features of the performance appraisal system are as follows:1. Teaching Staff: a) The performance is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS). b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score. c)The PBAS proforma is checked and verified by the Heads, IQAC and the Principal. d)API basedpromotionsare recommendedand are required to appear before the screening-cum selection committee. 2.Non-Teaching Staff All non-teaching staff are also assessed through annual confidential reports. The comprehensive Annual Confidential Report comprises of 32 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor.

File Description	Documents
Paste link for additional information	NA
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 accounts of the college are audited by the Govt. Auditor regularly as per the provision of the Maharashtra University Act 1994 and the state Government norms. The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the management of the institution through principal. External audit isconducted once in every year by an external agency. The accounts of the college are also audited by the Govt. Auditor regularly as per the provision of the Maharashtra University Act 1994 and the state Government norms. The college has a mechanism for internal and external audit. The mechanism: Before the commencement of every financial year, principal submits a proposal on budget allocation made by all heads, to the management. College budget includes recurring expensesand non – recurring expenses. The expenses will be monitored by the accounts department. The depreciation costs of various things purchased in the preceding years are also worked out.

File Description	Documents
Paste link for additional information	NA
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)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

Sources of funds are as follows: 1. Fees: Fees charged as per the university and government norms . 2. Salary Grant: The College receives salary grant from the State Government. 3. UGC Grants. Our resource mobilization policy and procedures are as follows: 1. The institution set up a UGC Committees per the directions of the UGC given in the XII Plan. 2. The UGC Committee, in coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated. 3. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. 4. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings. 5. Regular internal audits from the Charted Accountant and external audits from the government make sure that the mobilization of the resources is being done properly. 6. The time-table committee looks after the proper utilization of classrooms and laboratories. 7. The Library Advisory Committee takes care that the resources in library are utilized optimally. 1. Botanical garden is maintained by department of Botany.

File Description	Documents
Paste link for additional information	NA
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

IQAC of the College endeavors to enhance a culture of quality consciousness in all processes of teaching, learning and administration. Another important aspect dealt with the IQAC was to ensure the overall wellbeing of the students when the College reopened after almost two years. A COVID Taskforce was formulated to ensure strict adherence to COVID related protocols and also assist the students in any kind of challenges they may be facing. Feedback collection, analysis and taking consequent corrective measures to address the issues raised in feedback analysis is another vital area where IQAC maintains overall standards in teaching learning processes. Feedback from Students, Teachers, Parents, Employers, Alumni and Staff helps to get an honest and

unbiased opinion about the quality of services being rendered at the College level. The IQAC leads the following significant contributions for institutionalizing the quality: 1. State Level Conference on NEP2020

File Description	Documents
Paste link for additional information	https://mgvsurganasr.kbhgroup.in/images/newpdf/NEP.2020%20Report.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 IQAC has been constituted as per the guidelines specified by NAAC. The primary focus of all initiatives taken by the IQAC is to provide high quality teaching learning experience where they can realise their full potential. The College strives to inculcate values of compassion, conscience and inclusion among its students so as to make them good human beings besides successful professionals. For this the IQAC collects feedback from all stakeholders such as Students, Faculty, Parents, Alumni, Staff and Employers. This helps in identifying our strengths and weaknesses and taking corrective measures to enhance our teaching learning endeavours.The respective stakeholders, especially faculty, are apprised by the IQAC, about their feedback and areas where they need to improve based on the feedback received. Theemployersfeedback helps in devising specific programmes and policies to help them meet the expectations of the prospective employers such as Resume Writing, Soft Skills training, Communication and Interview skills etc. The IQAC also initiated the constitution of a specialised Committee called the Academic Advisory Committee, to streamline the academic processes in the College, particularly during the post-pandemic transition period. The Committee looked into issues of faculty workload, course choices for the students etc.

File Description	Documents
Paste link for additional information	https://mgvsurganasr.kbhgroup.in/images/newpdf/FEEDBACK%20ATR%202022-23%20(1).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://mgvsurganasr.kbhgroup.in/images/newpdf/FEEDBACK%20ATR%202022-23%20(1).pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
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 has initiated several measures in gender equity & sensitization in curricular can be seen from the courses introduced by the institution.The institution promotes gender sensitization through co-curricular activities. Awareness programs related to the safety and security of women employees and students are conducted periodically. Women Grievance Cell and Vishakha Committee conducted 'Gender Equality Progrmme to create awareness regarding male female equality. The institution constituted the Grievance Redressal Committee, Anti-Ragging and Vishakha Committee

as per norms laid by University/UGC. All these committees cares for the well-being of students and staff in the institution. The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs. The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance . Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins.

File Description	Documents
Annual gender sensitization action plan	https://mgvsurganasr.kbhgroup.in/pdf/7.1.1%20Annual-gender-sensitization-plan.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://mgvsurganasr.kbhgroup.in/pdf/7.1.1%20Specific%20Facility%20provided%20for%20Women.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	No File Uploaded

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

a) Solid waste management: To promote solid waste management dustbins are kept at strategic places so as to facilitate easy collection of solid waste. Compost pits are formed for organic waste which turned into bio-fertilizer that is used for plants in

the campus. The torn out and old newspapers from the library are sold out for recycling,Broken glassware is re-fabricated and reused. Maintenance, repairing and remodelling of furniture are done regularly. b) Liquid waste management: Use of micro-scale techniques for experiments in Chemistry is practiced for UG students to avoid generating large scale liquid chemical waste. c) E-waste management: Institute categorized e-waste based on hazardous and nonhazardous substances. Institute has implemented various strategies of E-waste management in campus. d) Biomedical waste management: It is not generated in the college. e) Hazardous chemicals and radioactive waste management: The chemicals used in chemistry lab and environmental lab are diluted and disposed in sand pits. We are not using any radioactive materials. Waste recycling system: There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**No File Uploaded**

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	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

B. Any 3 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	No File Uploaded

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	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

Institute believes in cultural diversity and cultural tolerance asa key to social harmony. Cultural diversity focuses on aspects like: Tolerance and harmony towards cultural and communal diversities: Independence Day, Republic day are celebrated every year with grand auspicious function and faculty, staff, students attend it. To ensure culture harmony among students, major cultural festivals are celebrated in the premises. The institute has been established in 1992 and most of the other tahasil of Nashik district students also took admission and successfully completed graduation. These alumni proudly share good compliments during alumni meet and in social media updates. Currently, majority of faculties are from Maharashtra-Nashik district and from other districts. It creates well comprehensive. Culture among the faculties. Marathi Language Day celebrated in the in the institute. Tolerance and harmony towards socioeconomic diversities: The Earn and Learn Scheme is effectively implemented for Economically Backward Class students in which apart from University contribution, institute is also contributing for the students. The institute implements the Government schemes like EBC and SEBC scholarship. The institute allows such type of students to pay fees in instalment.

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	No File Uploaded

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

MGV's Arts, Science and Commerce College takes pride in imparting a higher education experience for its students that includes an awareness of one's constitutional obligations and a respect for one's fundamental rights and duties. We strive that all employees and students of the college share a commitment to being responsible citizens of the country. Various programmes and activities are organized by departments and societies, throughout the year for the same. Our college has an active National Service Scheme (NSS) unit where students engage in diverse community service programmes. The academic session of 2021-2022 witnessed a number of celebrations and competitions by the NSS for awarenessbuilding on a vast array of issues, like 'International Day of the Girl Child', Beti Bachao Beti Padhao etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	NA
Any other relevant information	NA

7.1.10 - The Institution has a prescribed 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   **C. Any 2 of the above**

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Our college regularly observes national and international commemorative days, events, festivals like Republic Day, Independence Day, International Yoga Day, Swachh Bharat Abhiyan Day, etc. In addition, various other activities like Health Checkup camps, Covid vaccination drives are conducted for the welfare of students, faculties and employees. A formalannouncement is made before conducting these events for mass awareness.Besides, students in coordination with faculties and staff conduct various students event like Vivaan, students from all the leading invited to participate in the event. Republic day- The institution celebrates Republic day on 26thJanuary every year. Independence Day is celebrated every year on 15th of Augus. Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year. Sadbhavana Diwas International Yoga day is celebrated on 21st June every year. Voters Day is celebrated on 25th January .

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1:Conceptual learning of Chemistry for weak Learners of school and junior college students.

Most of the students are from poor, rural and tribal background who do not have strong foundation in the chemistry subjects are the target audience of such best practiceincluding those students who scored less than 50% marks in chemistry have to mandatorily register for the programme. We run best practice throughout the year depending on the requirement of the students. The pre-assessment criteria are basedon marks obtained by the students in their previous year.

Best Practice 2:Seed Bank for Rare and Endangered Plants Germplasm Conservation

1. **Seed Bank and Millet Bank wereestablished in Botany Laboratory and has been preserving varieties of common, endangered and rare plants.**
2. **Rescued plants are being conserved for regeneration and some are planted in the campus and botanical garden.**

Initiatives of Seed Bank to make a green & beautiful college campus

Seed Bank constitutesa team of 3 active members and botany students from the department of Botany for taking part in conservation works, plantation, propagation in the college campus. The team is also involved in rescue of 90 wild edibles, endangered plants from deforested areas.

File Description	Documents
Best practices in the Institutional website	https://mgvsurganasr.kbhgroup.in/pdf/best-practice%20of%20chem%20surgana.pdf
Any other relevant information	NA

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 was founded in 1992 with a Vision of "Bahujan Hitay Bahujan Sukhay" and mission to provide quality education to tribal, socially and economically backward people. To accomplish

our vision, we conduct following activities and practices which facilitates the students for their overall development such as College Magazine, Campus Beautification, Alumni Association, Student Welfare, Commerce Association, Literary Association, Science Association, Career Katta, Feedback, Parents-teacher Association, Excursion and study tour, Soft Skill Development, Earn and Learn Scheme, NSS For quality enhancement of the students, the institution has conducted various practices like Study tours, Blood donation camps, guest lectures, Seminars, Webinars,Covid-19, Haemoglobin check-up camp, cleaning campaign, Tree plantation in campus & adopted villages etc. We motivate our students to participate in various intercollegiate activities. As a result, our students participated and awarded by affiliating university, SPPU, Pune in Avishkar research competition and various sports. Sports and Physical Education: The College not just provides an education to students but supports the whole student body Self-development through sports. Physical fitness is promoted through the best sporting activities offered in institution along with Green Gym.

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

The College follows the curriculum prescribed by the Savitribai Phule Pune University. The Institute has a plan of action and means to strengthen the teaching-learning process in the following ways:

1 The faculty prepares their individual Academic and teaching plan which is included in the academic calendar. 2 "Induction Program" forthe newly admitted students orienting students. 3 Experts guest lecturers are organized to give exposure of the current trends and the latest subject knowledge. 4 Faculty members take efforts to complete the syllabus within time. Students feedback is collected at the end of each semester. 5 Periodic meetings of IQAC take stock of the progress of teaching and learning where progress of the delivery of curriculum is regularly monitored. 6.Adopting new and innovative teaching techniques and employing learner-centric techniques (Google Classrooms, you tube channel), peer learning, group discussion in the delivery of the academic courses. 7Mentor-Mentee is implemented for identifying problems of the students regarding academic, social and financial issues. 8 Academic Audit is effectively implemented. 9 Faculty members are motivated by content creation. Below is the list of contents developed by various course owners for their respective courses. https://www.youtube.com/@somnathpawde9318

https://www.youtube.com/@vinayakkadam1027

https://www.youtube.com/@SagarPalwe

https://youtube.com/@chemistrywithbagulsir1083

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mgvsurganasr.kbhgroup.in/pdf/2022-23%20Academic%20Calender%20Surgana%20College.pdf

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

In the form of an academic calendar, the schedule of the internal examination is determined at the beginning of the semester. The institution conducts continuous evaluation and assessment in accordance with the University's curriculum requirements. Our college follows the Academic Calendar issued SPPU, Pune. It clearly delineates schedule for teaching, examination, semester break and vacations. College makes its own calendar of events which is communicated to all stakeholders. Academic calendars are uploaded on college website. Aforementioned information is reinforced during collegiate and departmental orientation of new students. Principal conducts meetings with Teacher (s), faculty members, Convenors of committees & societies, and non-teaching staff to ensure smooth execution of scheduled activities. For conducting effective Continuous Internal Evaluation, teachers prepare teaching schedule, tests and assignments in accordance with time table and academic calendar. Students are informed in advance about deadlines for assignments, dates for tests and presentations, and criteria of assessment. Students are also informed about their internal assessment before marks are uploaded online. Multiple assessments are taken, with the aim of making learning a continuum and creating opportunities for students' growth.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mgvsurganasr.kbhgroup.in/pdf/2022-23%20Academic%20Calender%20Surgana%20College.pdf

1.1.3 - Teachers of the Institution	A. All of the above

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

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

04

File Description	Documents
Any additional information	**No File Uploaded**
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)

01

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	<u>View File</u>

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

16

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the Savitribai Phule Pune University decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below: 1. Gender: The committee for Woman Antiharassment, VISHAKHA and internal complaint committee organizes programs on Organization of Rangoli competition, hemoglobin check up camp, Nirbhay Kanya Abhiyan, Gender Audit,Woman Empowerment, Women's Day, Save girl child and Child merriages, etc. 2. Environment and Sustainability: Promotion throughtree plantation,village cleaning, soak peats, plastic free drive,Invited talks are organized onbiodiversity, environment and sustainability. Activitiessuch as Cleaning at hospitals.Celebration ofWorld Environment Day, Ozoneday.Initiative in Swachch Bharat Abhiyan and Tree plantation programs which are introduced by the Indian Government. 3. 3. Human Values and Professional Ethics: Programs conducted under N. S. S, Student welfare, and Political science department help to inculcate human values among students. Guest lectures on value education have been

organized for students. National festivals like Maharashtra Day, Independence Day and Republic Day serve as a platform to enliven patriotic and moral values.

File Description	Documents
Any additional information	No File Uploaded
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

04

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

229

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://mgvsurganasr.kbhgroup.in/pdf/Student%20feedback%20.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	No File Uploaded

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://mgvsurganasr.kbhgroup.in/pdf/Student%20feedback%20.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

1107

File Description	Documents
Any additional information	No File Uploaded
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

1068

File Description	Documents
Any additional information	**No File Uploaded**
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 students admitted in our college are coming from economically backward sections and communities of the society. Most of the students are from backward category. After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified as per their responses in the class room as well as the performance in the Unit test, internal examinations. Home assignments and projects are given to the students. Students are motivated to take part in various competitive examinations, quiz competitions, debates, cultural events, Avishkar Competition, Seminar and poster presentation, field workas per their syllabus. Following are the activities carried out for students: Slow learners:

Individual counseling.

Remedial Coaching.

Extra notes.

Group discussion session.

Internal examination process.

Encouragement in NSS, Sports and academic activities.

Extra library books guidance

Advance learners:

Advance notes

Seminar sessions

Participative learning sessions i.e. Self Discipline Day & Teachers Day

Experimental learning sessions i.e. Industrial Tour, Field visits

Projects

Group discussion sessions

File Description

Internet facility is provided as per students need and interest

Advance questions papers, Old question papers

Avishkar research festival participation

The college conducts various activities such as Cultural, NSS, and Sports to develop their overall personality.

File Description	Documents
Paste link for additional information	NA
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
1107	17

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

Response:

Faculty members guide the students in their final year projects & monitor their progress at a regular interval. Students are also encouraged to sent their research papers for publication in UGC CARE listed Journals and conference proceedings. Faculty members monitor their academic performance and counsel them regarding their performance, apart from regular teaching. Experiential learning & Participative learning: Students are given special training programmes such as Computer training, Personality development; Spoken English classes etc. in order to face industry based needs. They are encouraged to take up Industry related projects under the supervision of the teacher/mentor & selected projects are also encouraged for submission in different competitions. To give better exposure to industries the college has entered into MOUs with different organizations. Problem Solving Methodologies: To keep the students motivated for higher studies, research and government jobs & to enhance their practical problem ability, special training programs are organized at regular intervals for competitive exams and higher studies.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://asckrc.weebly.com/

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

The integration of computers and communications i.e. Information and Communication Technology (ICT) offers unprecedented opportunities to the education systems with its capacity to interact over a wide geographic area. The following tools are used by the Institute 1. Projectors- Projectors are available in different classrooms / labs 2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins . 3. Auditorium /Seminar Room- It is digitally equipped with a mike, projector, cameras and computer system. 4. Printers- They are installed at Labs, HOD Cabins etc. 5. Photocopier machines & Scanners – Multifunction printers are available at all prominent places in the institute. 6. Online Classes: Online classes are conducted through Zoom, Google Meet, Microsoft

Team, Google Classroom etc. 7. Digital Library resources are also available. 8. Video Conferencing- Students are counseled with the help of Zoom/ Google meet applications. 9. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
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

07

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

75

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.

Being affiliated to Savitribai Phule University, Pune the college adheres to syllabus prescribed by the university, The examination department coordinates internal and external exams as per the examination schedule of affiliating University. Institution also adopts continuous internal evaluations to assess all aspects of student's development on a continuous basis throughout the year. Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. Due to covid 19 pandemic situation Internal/ Term end

examinations were conducted for UG students through online mode in first term in the form of multiple choice question base as in final university examination so that students get an idea about paper format and need of coverage of answer in each section . Continuous Internal Assessment is done by Teachers through their interaction with the students throughout year including one or more mechanism.For PG students seminars, projects dissertation,group discussion, study tours and visit report are compulsory activities engaged throughout the year . Reforms like earningcompulsory ten credits for courses on cyber security/ information security, human rights and online skill development are also introduced by the college.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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

Departmental Level: The continuous evaluationis carried out by faculty regarding theory, practicals, assignments, unit tests. The concerned teacher will resolve the discrepancyin question paper, mark allocation, correctionis , and then ecessary corrections are made. College Level: The Institute appoints a Senior Supervisor for conduction of examinations. If students are facing any problems, they are solved by the institution Chief Examination Officer. The grievances during the conduction of online/ theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section. Redressal of grievances at University level:The queries related to results, corrections in mark sheets, other certificates issued by university are forwarded to University Examination sections through the college examination section.Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mgvsurganasr.kbhgroup.in/images/pdf/Internal%20Assessment%20Policy.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.

We follow the Program Outcomes (POs) defined by National Board of Accreditation (NBA), New Delhi and are to be fulfilled by all the programs in higher education. The Course Outcomes (COs) for eachsubject is available in university syllabus or defined by concerned faculty member in consultation with other faculty teaching the same subject and Hod. The POs, PSOs and COs are available on college website and are also communicated to students, teachers and other staff by displaying at following location:

Departmental Laboratories

College corridors

Staff room

Course files.

The COs is also disseminated to students through faculty announcements to the students during the beginning of each semester and from time to time during the entire semester.

Link on website:
https://mgvsurganasr.kbhgroup.in/pdf/COs,%20%20POs.pdf

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://mgvsurganasr.kbhgroup.in/pdf/COs,%20%20POs.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.

Our institute has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The objective and outcomes are properly mapped for testing and evaluation of students so that PSO's are attained through the competency mapping in terms of knowledge and skills. The Departments adopt both direct and indirect methods of assessment to ensure attainments of PO's and CO's. Direct Assessment methodsInternal Test Group discussion Laboratory performance Student projects Assignments Semester Test Term end theory result The score of this assessment is taken into account for evaluation CO's.

Indirect Assessment Methods

Feedbacks Alumni survey

Co-curricular activities

Extracurricular activities

Feedback mechanism is used to improveTeaching learning process in outcome based education. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes.Besides, the institute also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Red Cross ,Career Counseling, Personality Development Program, and Communication Skills, organizations of Scholarly Lectures, Health Awareness Programs etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NA

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

200

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	No File Uploaded
Paste link for the annual report	NA

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://mgvsurganasr.kbhgroup.in/pdf/SSS%20Report24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
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

03

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

00

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	[NA](#)

3.2 - Innovation Ecosystem

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

Our college encourages students to gain knowledge through innovations and involvement in creative ideas along with an academic knowledge system. They are given a chance to develop entrepreneurship-related skills and come up with productive and constructive ideas. In the academic year of 2021-2022, several departmental-level curricular and extra-curricular activities, and events organized by various departments of the college to helped in building a bridge between students, faculty members, and industry/organizational level experts to create an ecosystem for innovation and creative transfer of knowledge. Soft skill development cell, Placement cell, Student welfare cell, Grievence redressal committee, vishakaha samiti for girls are formed for various activities. In order to promote a research culture among employees, staff, and students, a committee for research and development was established. Faculty members were given the opportunity to participate in summer research fellowships and training programmes in order to expand their knowledge and present their research at national and international seminars, workshops, and conferences. IPR, research, and data management seminars and lectures were given by eminent scientists and subject matter experts from a range of disciplines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

01

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

00

File Description	Documents
URL to the research page on HEI website	https://mgvsurganasr.kbhgroup.in/pdf/AY%202022-23%20Research%20Papers_.pdf
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	No File Uploaded

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

26

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

04

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

MGV's Arts Science and Commerce College is committed to and hasensured to share its knowledge and experience with society. Towards this end, we encourage our students to participate in various activities inside and outside the college in society. Various National Days are observed by spreading awareness in the surrounding residential areas, and students travel to schools and commercial areas and perform related activities. Our NSS unit, hold regular camps in various places to conduct National Drives. Students Participated in extracurricular activities as part of their social responsibility requirements for the Public and Health Scheme.The students were involved in educating the public about immunization, the value of wearing masks, and how to maintain social distancing throughout the pandemic. As a civic-minded educational institution, our college gave away masks and hand sanitizer to the neighborhood. Additionally, lectures were delivered to the neighborhood as part of outreach efforts to educate the populace on the importance of social values and good hygiene during pandemics. The pupils learn about social justice, values, accountability, and sustainability most of all.

File Description	Documents
Paste link for additional information	[NA](#)
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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

06

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
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

265

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
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.

1 Classrooms: There are 12 classrooms 1Sminar hall. The College functions in two shifts. Laboratory: Total Labs = 6

2 Administrative office: Seperate administrative building is available. A separate office is allocated toCollege Examination Officer (CEO).

3 Seminar Hall: with ICT facilities present.It is allocated for the public and government purposes.

4. Sport facility: All sports facilities present in the campus are mainly used for sports education, training, competition and used by college students and staff.

5 Free green gym available.

6 Library: Library membership is provided to all students and staff with Identity card. Library Committee is functional and functions as per SOP. Reading room is available.

7 Canteen facility is available.

8 Parking: Parking shed is available for staff and students.

9 The class rooms and Laboratories havefans and ventilation. Labs,furniture likedesks, chairs and tables are cleaned to provide a hygienic environment. All laboratories are ICT enabled.

10 Campus 360 software developed by Hiray Media and Technology Pvt. Ltd. Nashik for office automation.

11 All departments are ICT enabled. The library is automated with Campus 360 Software. College library provides e-journal e-books, e databases through N-list programme of Inflibnet to students and teachers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

Sports/Games: Diverse sports facilities are provided to the students within the campus focusing sports as one of the

extracurricular activities. The College is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students. Various sports competitions such as Intracollege, Intercollegiate, Interuniversity, etc help in developing team spirit in students. Outdoor Games: The College caters to the needs of all major outdoor sports events with groundand track facilities.Indoor Games:Table tennis, carom, chess and other indoor sportsare provided to students in the college campus. Gymkhana: Gymkhana has been provided in an area of 300 sq.ft room. In addition to these students are encouraged to take up field events. Cultural Activities& Yoga: The College also encourages students to participate in various culturalactivities and Yoga activities to make the students expert in their fields of interest. The college conducts various cultural activities like Annual day, Cultural gathering and other celebrations in which students exhibit their talents.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA
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)

`0.8`

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

Name of LMS Software: Campus 360 Nature of automation: Fully automated Version : 1.0 Year of Automation:2020 Membership: Library membership is provided to every student and staff. By using the member's data library generates the ID card for the member and the library management software will generate a Barcode for the member which will be helpful for book transactions. Bar code: Barcode generated by system while registration of Library member for library card and accession process for books. Book circulation: This library automation software helps to keep track of all the existing books. There is a unique Id for every user and unique accession number for books. A Library can define the number of books that can be issued to a specific member in the system. There is a renewal limit after which members have to return the book or pay the fine. OPAC: Library (Online Public access catalog) provides search options for the student by Title, Author, Publisher, Book Editor, Edition Year, and Subject. Library Module: Book Accession, Serial control, Circulation, Reports and OPAC. The library staff manages the entire stock of the library veryquickly and conveniently with the help of Campus 360 library management System.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NA

| **4.2.2 - The institution has subscription for** | **A. Any 4 or more of the above** |

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	

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)

`0.1814`

File Description	Documents
Any additional information	**No File Uploaded**
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

`35`

File Description	Documents
Any additional information	**No File Uploaded**
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

Our institute frequently updates its IT facilities including Wi Fi, LAN, Softwares and hardwares. College has purchased broadband collection LAN Network connection from MahaNet internet service agency Surgana, with bandwidth speed of 100 Mbps. College has an Internet Cell for network access to students and teachers with 10 computers. College administrative building and campus are WiFi enabled. College Knowledge Resource Centre has developed KRC Website and Android app for information deployment and online library service to its users. The College has installed solar power off grid and UPS backup to overcome interruption or power failure situation. The college is using Campus 360 Software for office automation, online Admission process, Examination process etc. Departments are allotted with LCD projector K-yan and computer equipments like desktop computers, printers, internet connections, wi-fi, LAN etc. The library is automated, using Campus 360 Software. College library provides e-journal e-books, e databases through N-list programme of Inflibnet to students and teachers. Upgradation of software and hardware and maintenance of ICT facilities is done by the Dnyanai Computers, Surgana and IT Department of Mahatma Gandhi Vidyamandir, Panchvati Nashik.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

15

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

33.79

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

Maintenance of Classrooms is done regularly by support staff and the electrician. Classroom engagement Schedule is decided by time table committee. Maintenance of Laboratories equipment and instruments is done by the laboratory assistants. The Head and time table committee decides the allocation of the laboratories according to batches. Sports facilities: The play ground and maintenance of Gymkhana is done by support staff. Grounds are cleaned and maintained regularly.Library: The Library cleaning is done by the library attendants and pest control is in place to protect the library books. Minor repairs are done by the library staff. Utilization: The Need based maintenance of building and furniture is done by estate department. The college campus is under constant 24-hour CCTV surveillance. Separate parking is available for students and staff. The Garden is maintained by peons and students from

"Earn and learn" scheme. The college also provides canteen facility for students and staff on the campus at reasonable rates. Electrical Maintenance: The maintenance of generator, solar system and UPS is regularly done. Electrical maintenance is done with the help of 'electricians' appointed by institute and major work is outsourced to local skilled agencies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

738

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
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

733

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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	**D. 1 of the above**

File Description	Documents
Link to Institutional website	<u>NA</u>
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

00

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

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

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	**No File Uploaded**
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

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

35

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
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

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
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.

00

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
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)

Students are represented actively in academic and administrative bodies like IQAC,CDC, Student welfare Association, Student Grievance Redressal Cell, Anti Ragging Cell,etc. Student's representation incommittees: 1. Magazine Committee: The College publishes an Annual Magazine entitled "Apurvai" which provides a platform for our students. 2. Grievance Committee:The students can approach the committee for their academic, administrative and personal problems in the college. 3. Alumni Association:Itoffers a unique platform for the past students of the college to interact with the students from all the faculties of the college. 4. Anti-Ragging Committee: This is established in the college looks in to the problems faced by the victims of ragging. 5. Internal Quality Assurance Cell: This Cell was formed as per NAAC guidelines. It ensures continuous development in all the administrative, teaching and learning aspects. 6. College Development Committee: Students have representation in the Committee.7. Discipline Committee: This committee helps to maintain discipline in the college. 8. Student Welfare Association: It provides support to meritorious economically backward students. Earn and Learn Scheme has been actively implemented for needy students. 9. Organization of Special Events: Students organize National Teachers Dayevery year by honoring teachers and other National celebrations,includeIndependence Day, Republic Day, Science Day,NSS and social service.

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	**No File Uploaded**

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

03

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Our Institute have an active Alumni Association, which is a registered under the Registering Body of Govt. of Maharashtra with the Registration no. Nashik 0000021/2021.Alumni Association works to promote the bond of brotherhood among the alumni and to help the Institution and its students grow in all the aspects. In order to achieve the same the Alumni association helps in creating opportunities for the students. It provides valuable feedback that helps in providing enriching insights in various areas to the institution and promotes sharing of experiences and knowledge among the various stakeholders. The Institute conducts the following activities on regular basis: Communication with the members of the Alumni Association and the Institution keeping mutually informed the developments on both sides. Organizes social, educational and

networking events locally at the institute levels. Provides continuing educational enrichment experience for alumni and students. Undertakes activities contributing to improvement of infrastructure and academic activities in the Institution. Helps the students to look upon the alumni to become a responsible citizen. Conducts periodical meetings for fulfilling the various objectives of alumni association. Raise funds for promoting objectives of the association. Conducts various activities that help in the career and competitive examination guidance to the students. Helps to fulfill the Institution's social responsibility by conducting various donation activities for the welfare of the students and the community. Helps the Institution in its development through the means of financial contribution. 1. Institutional Endowments by Alumni: Endowments donated like sports equipments, Sanitary napkins and tree guards.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

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 VISION of the college is - "Sarvatra Vidya VardhatePraja" – Expansive education leads to enrichment of the people. The MISSION of the College is - Educational improvement is a stepping-stone to economic and social development, and the handiest instrument for empowering the tribal's. Our mission is to reach out to the students of hilly tribal region and uplift them by giving new directions,through education. The multi-layered administrative structure of the college is characterized by inclusiveness and participation of all the

stakeholders. The management of the college initiatespolicy decisions including the local appointments and introduction of new programmes, whereas the academic administration of the college is entrusted to the Principal, vice principal and academic supervisor. Various other sections of the college likethe Controller of Examinations, IQAC, Administrative Office, NSS and SWO function under the officialsmanagement. The college has a clearly defined organogram illustrating the hierarchy of leadership, and policy documents like HR manual detailing the roles and responsibilities of each official.The Principal formsthe statutory committees in the collegeand Student representatives are included as per UGC guidelines for overall management of the various operations of the college, such as, NEP implementation etc.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

There is decentralization and participative management that reveal our effective leadership. In the administrative set-up of the institute, the Principal is the head of the Institute and is the ultimate authority in decision-making. However, the administrative set-up is decentralized to theVice Principals, Supervisors for Academics, Finance and Estate, Registrar, Chief Examination Officer and Head of every department. The Principal is assisted by the VicePrincipals and the Supervisors in the decision-making process. The Principal is also a mediator between the management and the institute and communicates all the decisions of the management to the faculty and ensures as well the effective implementation of all the policies. There is a separate Head for every department. The Head of the Department works in association with the Principal and Vice-Principal and plays a key role in the effective execution of the institution's policies. The Head of the Department also moderates the academic performance of the respective department. The institution promotes participative management by forming different committees involving staff and students. These committees plan for Co-curricular and Extra-curricular activities and their execution. IQAC is an established body to

assure quality and has freedom and autonomy to implement the decisions for quality improvement of college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality.

1.Curricular Planning and Implementation

2.Teaching- Learning Processes

3.Research, Collaboration and Extension Activities

4.Academic infrastructural facilities

5.Student Support Activities and Student Progression

6.IQAC System

7.Institutional Values and Best Practices

8.Governance, Leadership and Management

At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution,

1.Add-on/Certificate Courses by the Courses Committee.

2.MoUs signed with Academia and Industry

3.Introduction of new certificate and diploma courses through UGC NSQF Scheme

4.Emphasis on using the ICT tools

5.Training workshop are organised for staff and students.

6.Conferences and Seminars are organized by various departments

The Organizational Structure of the College consists of the Management, College Development Committee, Principal, teaching staff, the non-teaching staff and the students.

1.Staff meetings are held twice every semester

2.The College also has Internal Quality Assurance Cell

3.Student Council meetings are held regularly

4.College committees are constituted

5.The objective of the Anti Ragging Cell, Grievance Redressal Committee, Women Grievance and Welfare Committee, VishakhaCommitte and the Internal Complaints Committee is to ensure that no violation of rules takes place within the College.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://mgvsurganasr.kbhgroup.in/pdf/Strategic-Perspective%20Plan.pdf
Upload any additional information	**No File Uploaded**

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.

Administration : College has its own management system which is operated through software. Finance and Accounts: Every year, there is organization audit. Student Admission and Support: Online admission are done and software allows this to enter each data as per rules. The Organizational Structure of the institution consists of the Management, Governing Body, Principal, teaching staff, non-teaching staff, and students. The Governing Body of the College meets at least ones or twice a year to discuss issues regarding the overall development of the College. The principal is assisted by Departments' head (HoD), the Staff Council (teaching faculty) and the Administrative Staff which encompasses the OS, The HoDs oversees the functioning of the department. Annual Quality

Assurance Report of Mahatma Gandhi Vidyamandir's Arts, Science and Commerce College, Surgana, TalSurgana, Dist-Nashik, Maharashtra The Internal Quality Assurance Cell (IQAC) of the college works towards the realization of quality enhancement and monitors its internal quality. It is vigorous and focused. Student Council meetings are held regularly to address student-related issues and organize extracurricular activities. The Library's organizational structure includes the Librarian and Library clerks. Various committees are constituted for planning and executing academic, administrative, and extra-curricular activities.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the institution webpage	https://mgvsurganasr.kbhgroup.in/images/newpdf/6.2%20organogram%20of%20institute.pdf
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

Performance Appraisal System:

1.As per UGC guidelines, teachers have to keep a record of their academics, research and other institutional activities

2.For CAS, a teacher needs to submit an annual self appraisal report

Non Teaching Staff:

1.Promotion for Group B, C and technical Staff

2.Certificate training programmes are mandatory

Welfare Measures for Staff:

Leave Benefits

1.15 days casual leave.

2.20 half-pay leave

3.Commuted leave

4.Duty leaves of maximum 30 days to the teaching staff. Non teaching staff is also given duty leave.

5.Maternity Leave of 180 days.

6.Paternity Leave of 15 days.

Retirement Benefits

1.GPF

2.Gratuity

3.Group Insurance Scheme

4.NPS

5.Earned Leave for non teaching employees.

Medical Benefits

1.Medical reimbursement

2.Health Checkup Camps are regularly organized by the College

Loan Benefits

1.Loan facilities as per Government rules .

2.Quick Provident Fund Loan Facility.

3.A MGV Cooperative Credit Society provides loans

1.Financial support

1.Canteen

2.Grievance Redressal cell

3.Internal Complaints Committee

4.Parking facilities

5. R.O. drinking water

6.Rampsfor differently abled

ICT Facilities

1.Wi-Fi facility.

2.Computer labs andeach Science hasinternet facility

3.Desktop facilities are provided in the library and staff room.

Recreational Activities for Physical and Emotional Wellbeing

1.Common staff room

2.Outdoor and indoor sport facilities.

3.College gymnasium with instruments

File Description	Documents
Paste link for additional information	NA
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

03

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

04

File Description	Documents
IQAC report summary	No File Uploaded
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

The assessment of API is collected and evaluated aftercompletion of one year of service forevaluatingthe performance as per UGC University and Government norms. The salient features of the performance appraisal system are as follows:1. Teaching Staff: a) The performance is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS). b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score. c)The PBAS proforma is checked and verified by the Heads, IQAC and the Principal. d)API basedpromotionsare recommendedand are required to appear before the screening-cum selection committee. 2.Non-Teaching Staff All non-teaching staff are also assessed through annual confidential reports. The comprehensive Annual Confidential Report comprises of 32 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor.

File Description	Documents
Paste link for additional information	NA
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 accounts of the college are audited by the Govt. Auditor regularly as per the provision of the Maharashtra University Act 1994 and the state Government norms. The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the management of the institution through principal. External audit isconducted once in every year by an external agency. The accounts of the college are also audited by the Govt. Auditor regularly as per the provision of the Maharashtra University Act 1994 and the state Government norms. The college has a mechanism for internal and external audit. The mechanism: Before the commencement of every financial year, principal submits a proposal on budget allocation made by all heads, to the management. College budget includes recurring expensesand non – recurring expenses. The expenses will be monitored by the accounts department. The depreciation costs of various things purchased in the preceding years are also worked out.

File Description	Documents
Paste link for additional information	NA
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)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
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

Sources of funds are as follows: 1. Fees: Fees charged as per the university and government norms . 2. Salary Grant: The College receives salary grant from the State Government. 3. UGC Grants. Our resource mobilization policy and procedures are as follows: 1. The institution set up a UGC Committees per the directions of the UGC given in the XII Plan. 2. The UGC Committee, in coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated. 3. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. 4. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings. 5. Regular internal audits from the Charted Accountant and external audits from the government make sure that the mobilization of the resources is being done properly. 6. The time-table committee looks after the proper utilization of classrooms and laboratories. 7. The Library Advisory Committee takes care that the resources in library are utilized optimally. 1. Botanical garden is maintained by department of Botany.

File Description	Documents
Paste link for additional information	NA
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

IQAC of the College endeavors to enhance a culture of quality consciousness in all processes of teaching, learning and administration. Another important aspect dealt with the IQAC was to ensure the overall wellbeing of the students when the College reopened after almost two years. A COVID Taskforce was formulated to ensure strict adherence to COVID related protocols and also assist the students in any kind of challenges they may be facing. Feedback collection, analysis and taking consequent corrective measures to address the issues raised in feedback analysis is another vital area where IQAC maintains overall standards in teaching learning processes. Feedback from Students, Teachers, Parents, Employers, Alumni and Staff helps to get an honest and unbiased opinion about the quality of services being rendered at the College level. The IQAC leads the following significant contributions for institutionalizing the quality: 1. State Level Conference on NEP2020

File Description	Documents
Paste link for additional information	https://mgvsurganasr.kbhgroup.in/images/newpdf/NEP.2020%20Report.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 IQAC has been constituted as per the guidelines specified by NAAC. The primary focus of all initiatives taken by the IQAC is to provide high quality teaching learning experience where they can realise their full potential. The College strives to inculcate values of compassion, conscience and inclusion among its students so as to make them good human beings besides successful professionals. For this the IQAC collects feedback from all stakeholders such as Students, Faculty, Parents, Alumni, Staff and Employers. This helps in identifying our strengths and weaknesses and taking corrective measures to enhance our teaching learning endeavours.The respective stakeholders, especially faculty, are apprised by the IQAC, about their feedback and areas where they need to improve based on the feedback received. Theemployersfeedback helps in devising specific programmes and policies to help them meet the expectations of the prospective employers such as Resume

Writing, Soft Skills training, Communication and Interview skills etc. The IQAC also initiated the constitution of a specialised Committee called the Academic Advisory Committee, to streamline the academic processes in the College, particularly during the post-pandemic transition period. The Committee looked into issues of faculty workload, course choices for the students etc.

File Description	Documents
Paste link for additional information	https://mgvsurganasr.kbhgroup.in/images/newpdf/FEEDBACK%20ATR%202022-23%20(1).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://mgvsurganasr.kbhgroup.in/images/newpdf/FEEDBACK%20ATR%202022-23%20(1).pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
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 has initiated several measures in gender equity & sensitization in curricular can be seen from the courses introduced by the institution.The institution promotes gender sensitization through co-curricular activities. Awareness programs related to the safety and security of women employees and students are conducted periodically. Women Grievance Cell and Vishakha Committee conducted 'Gender Equality Progrmme to create awareness regarding male female equality. The institution constituted the Grievance Redressal Committee, Anti-Ragging and Vishakha Committee as per norms laid by University/UGC. All these committees cares for the well-being of students and staff in the institution. The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs. The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance . Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins.

File Description	Documents
Annual gender sensitization action plan	https://mgvsurganasr.kbhgroup.in/pdf/7.1.1%20Annual-gender-sensitization-plan.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://mgvsurganasr.kbhgroup.in/pdf/7.1.1%20Specific%20Facility%20provided%20for%20Women.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	No File Uploaded

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

a) Solid waste management: To promote solid waste management dustbins are kept at strategic places so as to facilitate easy collection of solid waste. Compost pits are formed for organic waste which turned into bio-fertilizer that is used for plants in the campus. The torn out and old newspapers from the library are sold out for recycling,Broken glassware is re-fabricated and reused. Maintenance, repairing and remodelling of furniture are done regularly. b) Liquid waste management: Use of micro-scale techniques for experiments in Chemistry is practiced for UG students to avoid generating large scale liquid chemical waste. c) E-waste management: Institute categorized e-waste based on hazardous and nonhazardous substances. Institute has implemented various strategies of E-waste management in campus. d) Biomedical waste management: It is not generated in the college. e) Hazardous chemicals and radioactive waste management: The chemicals used in chemistry lab and environmental lab are diluted and disposed in sand pits. We are not using any radioactive materials. Waste recycling system: There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

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	B. Any 3 of the above

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	**No File Uploaded**

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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

Institute believes in cultural diversity and cultural tolerance asa key to social harmony. Cultural diversity focuses on aspects like: Tolerance and harmony towards cultural and communal diversities: Independence Day, Republic day are

celebrated every year with grand auspicious function and faculty, staff, students attend it. To ensure culture harmony among students, major cultural festivals are celebrated in the premises. The institute has been established in 1992 and most of the other tahasil of Nashik district students also took admission and successfully completed graduation. These alumni proudly share good compliments during alumni meet and in social media updates. Currently, majority of faculties are from Maharashtra-Nashik district and from other districts. It creates well comprehensive. Culture among the faculties. Marathi Language Day celebrated in the in the institute. Tolerance and harmony towards socioeconomic diversities: The Earn and Learn Scheme is effectively implemented for Economically Backward Class students in which apart from University contribution, institute is also contributing for the students. The institute implements the Government schemes like EBC and SEBC scholarship. The institute allows such type of students to pay fees in instalment.

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	No File Uploaded

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

MGV's Arts, Science and Commerce College takes pride in imparting a higher education experience for its students that includes an awareness of one's constitutional obligations and a respect for one's fundamental rights and duties. We strive that all employees and students of the college share a commitment to being responsible citizens of the country. Various programmes and activities are organized by departments and societies, throughout the year for the same. Our college has an active National Service Scheme (NSS) unit where students engage in diverse community service programmes. The academic session of 2021-2022 witnessed a number of celebrations and competitions by the NSS for awarenessbuilding on a vast array of issues, like 'International Day of the Girl Child', Beti Bachao Beti Padhao etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	NA
Any other relevant information	NA

7.1.10 - The Institution has a prescribed 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	**C. Any 2 of the above**

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Our college regularly observes national and international commemorative days, events, festivals like Republic Day, Independence Day, International Yoga Day, Swachh Bharat Abhiyan Day, etc. In addition, various other activities like Health Checkup camps, Covid vaccination drives are conducted for the welfare of students, faculties and employees. A formalannouncement is made before conducting these events for mass awareness.Besides, students in coordination with faculties

and staff conduct various students event like Vivaan, students from all the leading invited to participate in the event. Republic day- The institution celebrates Republic day on 26thJanuary every year. Independence Day is celebrated every year on 15th of Augus. Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year. Sadbhavana Diwas International Yoga day is celebrated on 21st June every year. Voters Day is celebrated on 25th January .

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1:Conceptual learning of Chemistry for weak Learners of school and junior college students.

Most of the students are from poor, rural and tribal background who do not have strong foundation in the chemistry subjects are the target audience of such best practiceincluding those students who scored less than 50% marks in chemistry have to mandatorily register for the programme. We run best practice throughout the year depending on the requirement of the students. The pre-assessment criteria are basedon marks obtained by the students in their previous year.

Best Practice 2:Seed Bank for Rare and Endangered Plants Germplasm Conservation

1. Seed Bank and Millet Bank wereestablished in Botany Laboratory and has been preserving varieties of common, endangered and rare plants.
2. Rescued plants are being conserved for regeneration and some are planted in the campus and botanical garden.

Initiatives of Seed Bank to make a green & beautiful college campus

Seed Bank constitutesa team of 3 active members and botany students from the department of Botany for taking part in conservation works, plantation, propagation in the college campus. The team is also involved in rescue of 90 wild edibles, endangered plants from deforested areas.

File Description	Documents
Best practices in the Institutional website	https://mgvsurganasr.kbhgroup.in/pdf/best-practice%20of%20chem%20surgana.pdf
Any other relevant information	NA

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 was founded in 1992 with a Vision of "Bahujan Hitay Bahujan Sukhay" and mission to provide quality education to tribal, socially and economically backward people. To accomplish our vision, we conduct following activities and practices which facilitates the students for their overall development such as College Magazine, Campus Beautification, Alumni Association, Student Welfare, Commerce Association, Literary Association, Science Association, Career Katta, Feedback, Parents-teacher Association, Excursion and study tour, Soft Skill Development, Earn and Learn Scheme, NSS For quality enhancement of the students, the institution has conducted various practices like Study tours, Blood donation camps, guest lectures, Seminars, Webinars,Covid-19, Haemoglobin check-up camp, cleaning campaign, Tree plantation in campus & adopted villages etc. We motivate our students to participate in various intercollegiate activities. As a result, our students participated and awarded by affiliating university, SPPU, Pune in Avishkar research competition and various sports. Sports and Physical Education: The College not just provides an education to students but supports the whole student body Self-development through sports. Physical fitness is promoted through the best sporting activities offered in institution along with Green Gym.

File Description	Documents
Appropriate web in the Institutional website	[View File]
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. Curricular Aspects: To apply PG To apply need based courses To arrangefield project.. To take feedback from employers. 1. Teaching, Learning & Evaluation: PO's & PSO's attainment and CO's mapping To motivate staff to acquire ICTknowledge. To develop strong mentor-mentee system.1. Research, Innovations & Extension Motivate staff to pursue doctorate and post doctorate. Apply for Ph.D. guideship. Encourage publish research papers . Create awareness to apply forsponsorship for research. Apply for Minor and Major Research Projects. Encourage staff to present research papers. Organize seminars / conferences and workshops. 1. Infrastructure & Learning Resources Develop E-content Createsmart classrooms Upgrade and extend laboratories. Organize library orientation workshop for students. 1. Student Support and Progression Bridge course for F.Y. Students. Remedial classes. Make efforts for students progression. Strengthen the placement cell. Enhance the student participation in sports. Make efforts for private scholarships tostudents who cannot avail government scholarships. Encourage students to attend different seminars, workshops. Organize field visits 1. Governance, Leadership & Management Conduct academic and administrative audit. Conduct Gender, green,audit. 1. Institutional Values & Best Practices Start consultancy services to local farmers. To promote cleanliness and health consciousness among students. To organize gender equity programmes.