Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

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

Write description of initiatives in not more than 200 words

Shri Havagiswami Mahavidyalaya ensures effective delivery of curriculum as one of the most essential curricular aspects. As we are affiliated institution, we follow the curriculum prescribed by Swami Ramanand Teerth Marathwada University Nanded through its Boards of Studies for various subjects in the faculty of Arts, Humanities, Commerce and Sciences. Our faculty members have been working on the various Board of Studies and their sub-committees. They substantially contributed to the curriculum development. The college ensures effective curriculum delivery through systematic and strategic transparent mechanism:

Academic Calendar:

- ✓ The college follows the Academic Calendar issued by SRTMU, Nanded and executes it rigorously.
- ✓ The HoDs conduct the meetings to distribute workload, allot subjects/papers, plan the action of the department and to review the completed syllabus.
- ✓ The Principal monitors the effective implementation of the Calendar.

Time-Table Committee:
- ✓ The college constitutes the Time Table committee.
- ✓ The Departmental and Faculty wise Time Table is prepared by respective departments.
- ✓ The Time Tables are displayed on the Notice Board

Teaching Plan and Teaching Diary:
- ✓ The University syllabus for each subject and paper is also provided to the students.
- ✓ Every faculty member prepares Teaching Plan.
- ✓ They record the conduct of classroom teaching and practical in the teaching diary.
- ✓ The faculty engages extra classes as and when necessary.

Laboratories:
- ✓ There is optimum utilization of well-equipped laboratories
- ✓ The faculty members certify the lab records.

Teaching Aids:
- ✓ The faculty uses charts, maps, models and specimens along with chalk and board.

- ✓ Online Teaching Methods with the help of Zoom or Google Platforms are effectively used for the delivery of curriculum during the pandemic.
- ✓ Study materials, notes and question banks are provided in the class and through social media.
- ✓ Social sites such as YouTube, WhatsApp etc. are used for effective communication.
- ✓ ICT based materials are provided to the students on the social media
- ✓ Online Career Guidance is constantly done by department.
- ✓ Internet, Computer, and other Audio-Visual aids are utilized.

Department Library for PG:
- ✓ Each PG Department maintains a Department Library to facilitate the students to access to latest books available in concerned subjects and topics.
- ✓ The books are issued to the students as and when needed by them.
- ✓ The record of the same is maintained in Department Library and Issue register maintained by the respective Departments.

File Description

- • Upload relevant supporting document
- • Link for Additional information

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

Write description in maximum of 200 words

The institutional level *Continuous Internal Evaluation* adheres to various reforms which includes the two Internal Assessments in every semester. Course-wise assignments are taken from the students time and again. The departments concerned maintain the records and semester-end question papers. The CIE also is catered with the parent university which includes the Semester-End examination, the project viva-voice; this keeps the student on constant evaluation. The Institution adheres to the University Academic Calendar and the Action Plan prepared by the College on the basis of the former. The continuous Internal Evaluation is assessed at two levels by the Institution,

1) Institution Level

2) University Level

The College with respect to the University guidelines and the Action Plan prepared holds the I and II Theory Internal Tests for the Students for 25 Marks. This is further followed with the format given by the University for the respective Courses. The Practical Exams; Internal Exams are held by the College and the External Examiners are appointed by the University. The Unit Tests are also conducted for the Students by all the U.G. Departments for the Slow Learners criteria set by the College. The university conducts Semester End Examinations for 50 Marks and declares results for the same.

File Description

- Upload relevant supporting document
- Link for Additional information

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

Year	2020-21
Number	32

1. Academic Council / BoS of Affiliating University
2. Setting of Question Papers for UG / PG programs
3. Design and Development of Curriculum for Add on / certificate / Diploma Courses
4. Assessment / Evaluation process of the affiliating University

Options

1. All of the above
2. Any 3 of the above
3. Any 2 of the above
4. Any 1 of the above
5. None of the above

Data requirement: (As per Data Template)

- Number of teachers participated
- Name of the body in which full time teacher participated
- Total number of teachers

Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t. the activity in which the teachers are involved

File Description:

- Details of participation of teachers in various bodies/activities provided as a response to the metric
- Any additional information

Key Indicator- 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.

Year	**2020-21**
Number	**08**

Data Requirement: (As per Data Template)

- Name of all Programmers adopting CBCS
- Name of all Programmes adopting elective course system

File Description (Upload)

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

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)

The template is combined with 1.2.3

Year	**2020-21**
Number	**00**

- Names of the Add on /Certificate programs with 30 or more contact hours
- No. of times offered during the same year
- Total no. of students completing the course in the year

File Description (Upload)

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

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

1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year

Year	2020-21
Number	**00**

Data Requirement: (As per Data Template)

- Total number of students enrolled in certificate / Add –on programs
- Total number of students across all the programs

File Description (Upload)

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

Key Indicator- 1.3 Curriculum Enrichment

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

Institutional inclusion of Professional Ethics

In the Marathi Elective Subject, the university Curriculum reflects Professional ethics which are included in the following topics and these values are inculcated among the students.

1. Subaltern Poems
2. Rural Poems
3. Muslim Poems
4. Feministic Poems
5. Guests Equivalent to God

As far as English subject is concerned the following topics are comprised of Professional Ethics:

1. Soft Skills
2. Career Planning
3. Employability Skills

Institutional inclusion of Gender

Gender, Equality and Sensitivity is included in the university curriculum and this value is inculcated among the students by the respective teachers

As far as, Marathi Subject is concerned. Gender this value is included in the following topics:

1. Tianmen Chowk
2. Urmila Chakurkar
3. Vandana Mahajan
4. This Earth is Female
5. Equality Say and Gate
6. Tichya Manat Utarne
7. Man-Women Comparison
8. Women: Society and Politics

As far as, Sociology Subject is concerned. This value is included in the topic:

1. Issues and problems in Indian Society - VII

As far as, Political Science is concerned this particular is included in Government and Politics of India

So far, English Subject is concerned. Gender this value is included in

1. Girls by Mrinal Pande
2. We must be all Feminist

Institutional inclusion of Human Values

Human values are also included in the university curriculum in different subjects.

In Marathi subject human values are included in the following topics:

1. Global Aadgao
2. Mulgi Zali Ho
3. Our Mother
4. Eid
5. Bikat Vat Vahivat Nasavi
6. Manasa Ethe Mi Tuze Git Gave
7. Saint Dnyaneshwar, Saint Tukaram, Sant Namdev
8. Nats amrat
9. Middle Age Saint Tukaram

In Music, human values are included in the following topics:

1. Indian Classical Music

In physical Education subject the following topics cover human values:

1. History of Physical Education
2. Principles of Physical Education

Political Science the subject that covers human values in the following topics

1. Western Political Thinker
2. Political Ideology
3. Political Theory
4. Indian Political Thoughts

In English Subject, human values are included in these topics

1. Desiderata
2. Youth
3. Waiting For a Visa
4. The Sniper
5. Courage

Institutional inclusion of Sustainability

Sustainability this particular is also included in the university curriculum in the following way:

As far as Marathi Subject is concerned sustainability this particular is included in these topics

1. Aarathan
2. Future life is shaped in University
3. Marathi Language: Skills
4. Manache Shlok
5. Writing Skills
6. Sanad
7. Biography- Autobiography
8. Edli, An Orchid and Me

In English subject sustainability this particulars is included in these topics

1. Courage
2. The Quest for Happiness by Dalai Lama

Upload a description in maximum of 200 words.

File Description (Upload)

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

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

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

Year	2020-21
Number	02

Data requirement for year: (As per Data Template)

- Name of the Course
- Details of experiential learning through project work/field work/internship
- Name of the Programme

File Description:

- Any additional information
- Programme / Curriculum/ Syllabus of the courses
- Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses
- MoU's with relevant organizations for these courses, if any
- Number of courses that include experiential learning through project work/field work/internship (Data Template)

1.3.3. *Number of students undertaking project work/field work/ internships*

1.3.3.1. Number of students undertaking project work/field work/ internships

Year	2020-21
Number	179

Data Requirement: (As per Data Template)

- Name of the programme
- No. of students undertaking project work/field work / internships

File Description: (Upload)

- Any additional information
- List of programmes and number of students undertaking project work/field work/ /internships (Data Template)

Key Indicator- 1.4 Feedback System

1.4.1. *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*

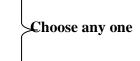*1) Students*
2)Teachers
3)Employers
4)Alumni

Options:
A. All of the above
B. Any 3 of the above
C. Any 2 of the above   **Choose any one**
D. Any 1 of the above
E. None of the above

Data Requirement:
Report of analysis of feedback received from different stakeholders

Feedback Report (2020-21)

The development of any organization greatly depends upon a well developed feedback system. This institution receives the feedback from all the important stakeholders of the college including parents, alumni, students and teachers to improve the performance and effectiveness of the institution.

Parents, Alumni, Students and teachers are the main parts of the stakeholders for the institution. Every year the institute has mechanism to collect feedback from all the stakeholders of the institution but in 2020-2021 due to Covid -19 Pandemic, we were held up at home due to constant lockdowns hence the feedback about the institution and individual teachers collected through online mode. Previous year we collected the feedback from the parents and Alumni. Some parameters were given in order to collect the feedback from various stakeholders for the improvement of the institution.

Teachers

The college conducts faulty meeting regularly where the ways and means of enhancing the curriculum, academic discipline, teaching-learning process, and research and extension activities are discussed. During these meetings, faculty members express their honest opinion on the teaching-learning process. Research and extension activities. The appropriate suggestions are put forward to the respective authority for the implementation. The faculty members are the members of board of studies, and academic body of the affiliating university, they suggest and recommend for the improvement of the syllabus and its effective delivery.

Students

Students are the central and important part of the institution. The feedback from the students is received by taking ten percent sample method. Through Suggestion Box, suggestions are received from the students. The Feedback Form has a rating system - 0-4, 4 carries maximum marks and 0 carries minimum marks.

The Feedback Form comprises 23 questions including points regarding the enhancement of curriculum, advantage and application of the syllabus for life, depth of the syllabus, teaching and mentoring process, teaching-learning process, teacher's Performance, Institutional facilities and quality of teaching.

The student's feedback on the staff is evaluated for the improvements of teaching process. If the students have some issue concerning any teacher, he or she will be counseled by the head of the dept.

A Structured Google Form Based Feedback Form in the respect of every faculty member was circulated among all the students randomly selected and Students Feedback has been collected.

The student's feedback on curriculum, teaching-learning evaluation will be discussed in the appropriate way conducting all faculty meeting as well as suggestions are passed through the medium of Board of Studies, Academic Advisory Committee and Academic Council.

Alumni

Alumni are the brand ambassadors of the institution; their suggestions are considered important for the development of the institution. At the end of the year, Alumni Meeting is held and feedback is received from the alumni with the help of feedback mechanism. Various suggestions are made by the alumni for the development of the institution.

Some of the parameters included in the alumni feedback form are about infrastructure facility, library, internet and computer facility, value based education, discipline, practices, commitment of teachers, academic activities for the personality development, co-curricular activities, etc.

Parents

The college conducts parent meeting every year where parents express their honest opinion on the teaching-learning process, campus facilities, co-curricular activities, discipline practices, etc. the appropriate suggestions are put forward to the authority for the further implementation and action. Their suggestions are considered important for the development of the institution. This year due to Covid-19 we could not conduct Parent Meeting hence their feedback is not received.

File Description

- URL for stakeholder feedback report
- Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)
- Any additional information(Upload)

(Note: Data template is not applicable to this metric)

1.4.2 *Feedback process of the Institution may be classified as follows:*

Options:

      A. Feedback collected, analyzed and action taken and feedback available on website
      B. Feedback collected, analyzed and action has been taken
      C. Feedback collected and analyzed
      D. Feedback collected
      E. Feedback not collected

Documents:
Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management

Shri Havagiswami Mahavidyalaya, Udgir
Student Feedback Form
Action Taken Report
Year 2020-21

The feedback received from the students and parents were analyzed and their suggestions were incorporated in the action taken report is as mentioned below:

Based on some of the suggestions action taken report is prepared.

Sr. No.	Suggestions	Actions Taken Reported to Management
1	Active ICT room facility	Reported to Management in process
2	Tree plantation in the campus	08 trees planted in the college campus
3	Personality Development and Competitive Examination Guidance should be arranged	5 Session on Competitive Examination Guidance were scheduled and successfully conducted online.
4	Facility of boys waiting room in the campus	Reported to Management
5	More books should be available in the library	Reported to Management
6	Reading for girls with internet facility	Wi-Fi for all on the campus is freely made available
7	Night Library Facility	Reported to Management
8	Campus placement should be done	Reported to Management

Shri Havagiswami Mahavidyalaya, Udgir
Alumni feedback form
Action Taken Report
Year 2020-21

The feedback received from the former students was analyzed and their suggestions were incorporated in the action taken report is as mentioned below:

Based on some of the suggestions action taken report is prepared.

Sr. No.	Suggestions	Actions Taken
1	Workshops, seminars and onferences for students should be arranged	Conducted a few activities in this respect
2	Facility of washroom on each floor	Reported to management
3	Facility of E- Learning	Reported to management
4	Guest Lectures should be arranged	A few online events were arranged
5.	To establish research centers in the subjects of Science	Reported to Management
6.	Placement of Students should be done	Placement and Competitive Examination Counseling was arranged
7.	Student should be facilitated with job opportunities	We planned for a job fair
8	Lift facility for handicapped students	Reported to management
9.	Facility of ICT hall for teaching Learning	Reported to management
10.	Guidance of Competitive Exams	Extensively Provided

File Description

- Upload any additional information
- URL for feedback report

(Note: Data template is not applicable to this metric)