

CRITERION VI 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

Vision:

Bharat Liberal Education Society was established in 1972 with the motto “*Satyam Shivam Sundaram*” by Adv. Madhavrao Patil, a renowned personality in Udgir in order to provide education to the masses in and around Udgir, the society initiated with Sangram Smarak Primary and Secondary School and then institution established Shri Havagiswami Mahavidyalaya, Udgir in 1972 to facilitate the students of the region with higher educational facility. The institution began with a vision:

1. To provide quality education to the students of all caste, creed and gender.
2. To inculcate values in students and enable them to acquire adequate skills and techniques to face challenges of modern era.
3. To empower the students with new areas of knowledge and creativity.
4. To encourage students to face the challenges of changing scenario and be a responsible citizen of the nation.

Mission:

The institution became functional with a mission:

1. To impart value based education to the students.
2. To create awareness about community and social development and national integration through activities of NSS and NCC.
3. To achieve holistic development of students through curricular and extra-curricular activities.
4. To cultivate scientific and rational outlook in the students.
5. To create self sufficient, self-reliant and responsible citizens of the country.

Nature of Governance:

Bharat Liberal Education Society Udgir manages Shri Havagiswami Mahavidyalaya that follows a democratic and participatory mode of governance with all stakeholders who actively participate in its smooth conduct and administration. The institution has a General Body which has democratically established the Governing Body that functions constantly to look into the developmental aspects of the college. The constitution of the Society has given certain power and authority to the President and Secretary of the Society to implement its policy with the help of the Principal of the college. The Principal shares it with the different levels of functionaries in the college. The College Development Committee constantly pursues different matters related to the overall development of the institution. The Internal Quality Assurance Cell, all the Heads of various departments, the Chairmen of various committees, Coordinators of different cells along

with the staff representatives are involved in the process of decision-making bodies. They play a pivotal role in determining the institutional policies and implementing the same.

Perspective Plans

Shri Havagiswami Mahavidyalaya has a Perspective Plan for its over development in a systematic and planned way.

1. Infrastructural development through vertical expansion to accommodate more classrooms, laboratories, auditoria, staffrooms etc.
2. Application for grants from UGC, State Government and non-government organizations.
3. Renovations to revive the ageing infrastructure of the institution.
4. Improvement in the Profile of the Teachers
5. Improvement in the Learning Experience of Students through the use of ICT and other innovative means in the classroom.
6. Achievement of national and international recognition in the form of grants and awards.
7. Partnering with nearby Institutes/colleges for academic dissemination.
8. Mobilization of funds and projects through various sources.
9. Conducting academic events for students and teachers at national level.

Participation of the Teachers in the Decision Making:

- ✓ All the Teachers working at different levels like Professor, Associate Professor and Assistant Professor discharge important roles in the implementation of the vision and mission of the institution.
- ✓ Teachers' proactive role is also considerably seen in the decision-making process. All the teachers are included in various committees which function throughout the year in order to make the institution an abode of knowledge and skills.
- ✓ All the Heads of various Departments are given full freedom and autonomy for administrative and academic activities.
- ✓ Teachers are given proper representation at all levels like CDC, IQAC, Purchase Committee, Finance Committee, UGC Committee, Hostel Committee, etc.
- ✓ The college has a number of committees like Academic Council, Admission Committee, Examination Committee, Library Committee, Research Committee, UGC Committee, etc.
- ✓ In addition, teachers also discharge their duties in cultural, social, and academic activities, environmental activities, NSS, NCC, Women's Cell, the Literary Clubs, Science Forums, the Sports Club, Reading Club, etc.

Web Link: <http://shrihavagiswamicollege.org.in/Management.aspx>

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

A Case Study

The institution gives full freedom and autonomy to all the HoDs and faculty members. During the COVID-19 Pandemic, we were held up at home due the Lockdown, several faculty members conducted state, national, international events for students in particular. Some of the events conducted by various department and faculty members are:

Dr. M.E. Tangawar

Sr. No.	Event	Date	Total No. of Beneficiaries
1.	Career Guidance Cell Inter-Collegiate General Knowledge Examination	15 Aug. 2020	378
2.	Career Guidance Cell Competitive Examinations and Marathi	21 May 2021	100

Dr. V. G. Gore

Sr. No.	Event	Total No. of Beneficiaries	You Tube Link
1.	Skill Development Programme Scientific Point of View Part 1	20/274	https://www.youtube.com/watch?v=awcWsm9_S0Q
2.	Skill Development Programme Self Discovery Part 2	35/274	https://www.youtube.com/watch?v=Us-Oi2pEjfY
3.	Skill Development Programme Soft Skills: An Introduction Part 3	120/274	https://www.youtube.com/watch?v=o2aS6Lkm238&t=140s
4.	Skill Development Programme Positive Attitude Part 4	133/274	https://www.youtube.com/watch?v=Z2M-3TSvdGg
5.	Skill Development Programme Building Relationship Part 5	123/274	https://www.youtube.com/watch?v=41wagltNs6A

The institution has a proper and systematic mechanism for decentralization and participative management. Management and administration is responsible for quality initiative to promote education to all sections. The institution enhance the quality at various levels through Management, College Development Committee, IQAC, NAAC Committee, Academic staff welfare, administrative and non-teaching staff, NCC, NSS and all the stakeholders involved in the decentralization and participative management. All work together for efficient functioning of the institution.

Management:

The top management gives generous freedom and flexibility to the College Development Committee and the principal to work together for over all development of the institution. The Academic Committee leads all the academic activities of the college. Management regularly formulate and implement the perspective plan of the institution and put in the effective measures to implement it..

Administration:

Administration plays a pivotal role in the entire development of the institution. Institution firmly believes to provide quality education to the learners of this region. The college administration puts in very sincere role in the implication of policies, programs and initiatives associated with vision and mission of college. The administration ensures smooth functioning in all areas like admission, account, finance, record keeping, examination, evaluation and supervision and maintenance.

IQAC, Departments, Cells, and Faculty Members:

Principal:

The Governing body along with the principal provides the entire academic and operational support to all the academic and administrative matters.

IQAC Coordinator:

Internal Quality Assurance Cell monitors the academic and administrative activities.

HoD:

The Heads of the various departments and the faculty members perform their active role and responsibilities associated with the vision and mission of the college. The faculty members represent the ethics and professionalism in education.

Librarian:

Library also plays important role in initiating vision and mission of college.

Physical Director:

Physical Director looks in to the sports affairs in the college and constantly monitor the sports activities and events in and outside the college.

Non Teaching staff plays crucial role in managing and accomplishing the work.

The institution has a mechanism for providing operational autonomy to all the various functionaries.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic/perspective plan is effectively deployed A Case Study

The college puts in sincere efforts under the aegis of IQAC and conducted several academic events for students and teachers:

The institution organized National Level Virtual Seminar on *Intellectual Property Rights, Plagiarism and Research Ethics* on 27 August 2021. 363 participants across the country (23 States) and Nepal registered for the event. Zoom Meeting was full with 100 participants till end and the YouTube Live streaming was also made available for the rest of the registered participants. The esteemed Resource Persons for the event were Dr. N.D Chaudhari, Principal, NTVS Law College, Nandurbar, Maharashtra and Dr. Milind Solanki, Assistant Professor of English, KSKV Kachchh University, Bhuj, Gujarat. The event was organized by Dr. V. G. Gore as the Convener and other staff members in Organizing Committee contributed for the success of the event.

Web Link: <https://www.youtube.com/watch?v=Yd-pLbjxko>

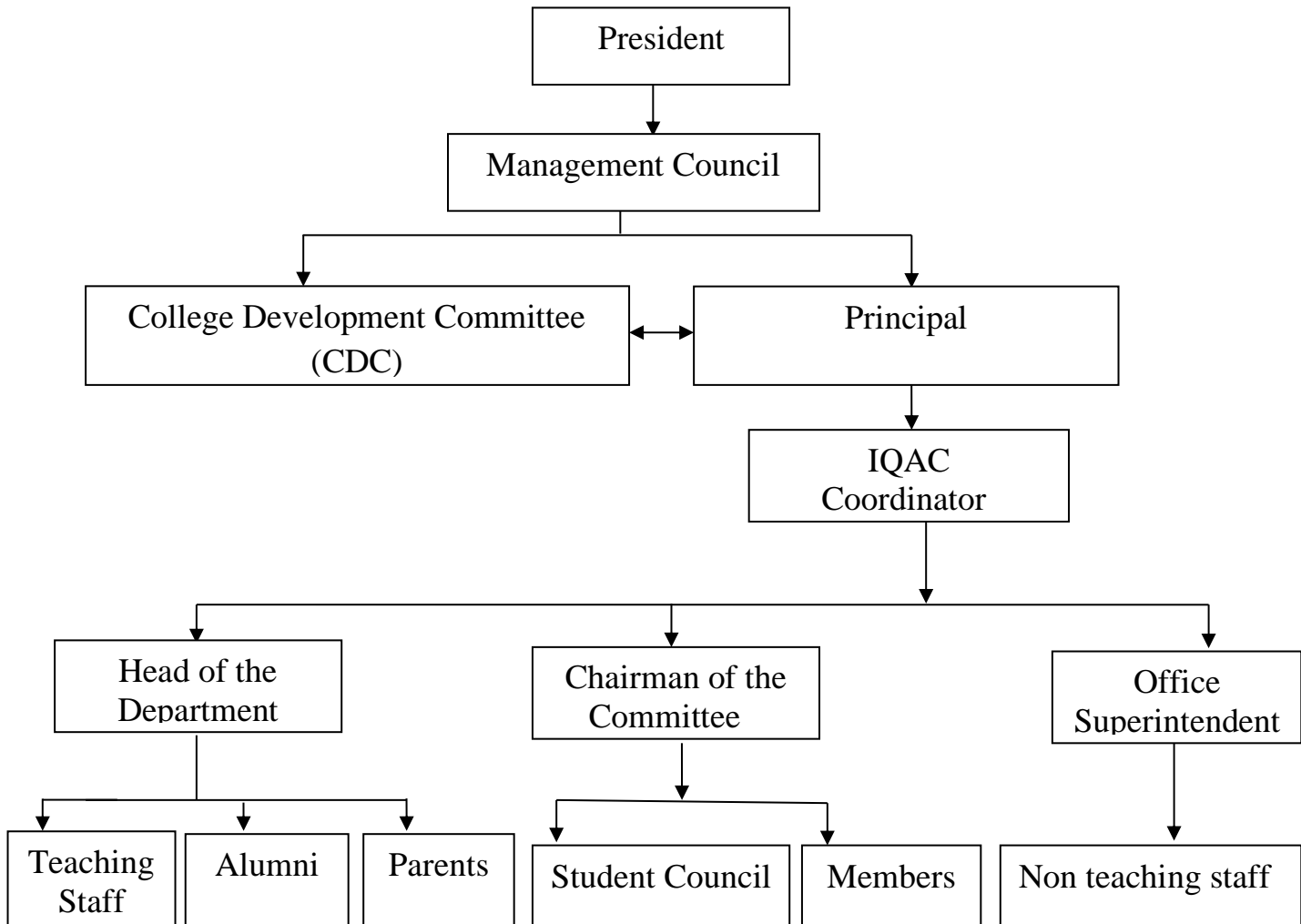
Sr. No.	Event	Date	Organizer	Total No. of Beneficiaries
1.	Career Guidance Cell Inter-Collegiate General Knowledge Examination	15 Aug. 2020	Dr. M.E. Tangawar	378
2.	Gender Sensitization International Women's Day Celebration	8 March 2021	Dr. Hungund & NSS	60
3.	Health Awareness Programme: Distribution of Sanitary Pads	8 March 2021	Dr. Hungund & NSS	40
4.	Environment Awareness Programme: Tree Plantation to mark the event	8 March 2021	Dr. Hungund & NSS	8 Indian trees planted
5.	Career Guidance Cell Competitive Examinations and Marathi	21 May 2021	Dr. M.E. Tangawar	100
6.	Environment Awareness Programme: Tree Plantation	06 June 2021	NSS	5 Indian trees planted
7.	Health Awareness Programme: Yoga Day	21 June 2021	NSS	65
8.	Social Responsibility Blood Donation Camp	05 July 2021	NSS	52 Blood bottles collected
9.	Career Guidance Cell	30 July 2021	Dr. V.G. Gore Mr. D.V. Bande	74/327

	Competitive Examinations: Challenges and Opportunities	Friday		
10.	Career Guidance Cell MPSC: An Introduction	30 July 2021 Friday	Dr. V.G. Gore Mr. D.V. Bande	33/327
11.	Career Guidance Cell Police Recruitment and Preparations	31 July 2021 Saturday	Dr. V.G. Gore Mr. D.V. Bande	32/327
12.	Career Guidance Cell Preparing for SET/NET	31 July 2021 Saturday	Dr. V.G. Gore Mr. D.V. Bande	37/327
13.	Career Guidance Cell How to Prepare for Banking Examinations https://www.youtube.com/watch?v=rxiZ9ZmPFRg	01 Aug. 2021 Sunday	Dr. V.G. Gore Mr. D.V. Bande	55/327
14.	Environment Awareness Programme: Catch The Rain Programme https://www.youtube.com/watch?v=n-MSJXj9grc	13 August 2021	Dr. V.G. Gore Dr. S.Y. Chimore Mr. D.V. Bande Dr. N.S. Hungund	36
15.	Environment Awareness Programme: Interview with Mr. Vishnu Enkile, Satmev Jayete Water Cup 2019 Winner and creator of an Abode of Water Percolation and Greenery https://www.youtube.com/watch?v=HIRINtaKelQ	16 August 2021	Dr. V.G. Gore Mr. D.V. Bande Dr. M.E. Tangawar	124
16.	Environment Awareness Programme: Interview with Mr. V.S. Kulkarni, Journalist, creator of an Abode of Greenery, Hatti Bet, Devergen https://www.youtube.com/watch?v=HjUDWmOwUqg	16 August 2021	Dr. V.G. Gore Mr. D.V. Bande Dr. M.E. Tangawar	129
17.	National Virtual Seminar on <i>Intellectual Property Rights, Plagiarism and Research Ethics</i> https://www.youtube.com/watch?v=Yd-pLbjixko	27 August 2021	Dr. V.G. Gore	100+612

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.

In the organizational structure of Bharat Liberal Education Society, Udgir, the President of the society is highest position in the hierarchy. The powers are given to President by the Management Council which plays a crucial role in the institution. The Management Council approves CDC and appoints a principal to look after the institution and take the institution ahead with leaps and bounds. In the administrative point of view, the Principal exercises full freedom and power to develop the institution in all areas of academics, infrastructure and administration. In the qualitative point of view, IQAC Coordinator plays a key role and constantly involves into the qualitative measures for academics, infrastructure and administration. Similarly HoDs, Chairman of each committee, faculty members and office superintendent are also given autonomy to execute the vision, mission and policy of the institution.

Organogram of Shri Havagiswami Mahavidyalaya, Udgir



6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

For the smooth conduct of Administration, Finance and Accounts, Student Admission and Support and Examinations, the institution implements E Governance for rapid and transparent functioning:

- ✓ The Principal liaises with Governing Body members as well as the teaching and non-teaching staff through email, WhatsApp Group and during the Lockdown over Video Conferencing.
- ✓ All important administrative information including Notices, Circulars, Government Orders, etc. are regularly circulated in the digital form.
- ✓ The college is connected through high-speed internet of bandwidth 100 MBPS and the entire campus is provided with a WiFi facility for all the teaching and non-teaching staff and students.
- ✓ Fully computerized office with 24x7 broadband internet facility.
- ✓ The college office is linked through intranet with the other terminals in the office for online supervision, exchange of data and smooth functioning.
- ✓ The salary and all types of funds to be credited to all the staff members or any other vendor is done through the bank RTGS facility.
- ✓ Biometric attendance of all the staff members is maintained electronically.
- ✓ Preparations Students' list, generation of students' data is also done electronically.
- ✓ Examination Branch is fully equipped with broadband connection, 1 computer, 2 printers, etc. for online and offline examinations.

6.3 Faculty Empowerment Strategies

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

The institution always takes up the responsibility of welfare of teaching and non-teaching staff. The details of the welfare schemes available for the teaching and non-teaching staff are given below:

1. Free Gymnasium
2. Free Vehicle Parking
3. Unlimited access to Books from the library
4. Co-operative Society Payments on the date of retirement of staff.
5. College Uniform to the non-teaching staff.
6. Scholarship to the wards on demand to the non-teaching staff.
7. Urgent loan facility to the members of the SHMU Co-Operative Society.
8. Free Medical Check-up by the College Health Unit

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

NIL

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

NIL

6.3.4 Number of teachers undergoing online/face-to-face Faculty Development Programmes (FDP) during the year 2020-21 (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

Faculty / Professional Development Programmes

Sr. No.	Name of teacher	Title of the Program	Organizer	Duration (from – to) (DD-MM-YYYY)
1.	Dr. D. B. Surywanshi	Teaching, Learning Centre (Under PMMMMNMTT, Dept. of Higher Education MHRD, GOI)	Koimbatore Institute of Technology	06-07-2020 to 10-07-2020
2.	Dr. B.D. Achole	One week FDP on “ E-Content Development in Teaching “	PG Dept. of Comp. Sci. , Sant G. B. A. Univ. , Amravati	04/06/2020-10/06/2020
3.	Dr. B.D. Achole	National level Five Day FDP on “Scilab” [One week]	IIT- Bombay & St. Peter’s Engin. College , Hydrabad	15/06/2020-19/06/2020
4.	Dr. B.D. Achole	Five Day FDP on “Innovative Teaching Learning Methodologies.” [Daily 2.5 Hours] Assessment Percentage is 90 %	Teaching Learning Centre, Coimbatore Institute of technology, Under PMMMMNMTT, MHRD, GOI	6/07/2020-10/07/2020
5.	Dr. B.D. Achole	FDP on "ICT Based New Paradigms of E-Teaching and E-Learning : Digital Pedagogy" [Two week]	PMMMMNMTT, MHRD, GOI Org. by. Department of Computer Science, Mata Sundri College for Women University of Delhi	15/09/2020-30/09/2020
6.	Dr. B.D. Achole	AICTE- ATAL online FDP on “Photonics” [One week]	AICTE Training & Learning (ATAL) Academy organized by R. S. College, Latur	November 03/11/2020-07/11/2020

7.	Dr. B.D. Achole	AICTE- ATAL online FDP on “Green Technology and Sustainability Engineering” ” [One week]	AICTE Training & Learning (ATAL) Academy organized by Gautam Buddha University.	9/012020-23/01/2021
8.	Dr. B.D. Achole	Online Faculty Development Programme [FDP] DST sponsored “ Entrepreneurship Training Programme” [Two week]	Natonal Science & Technology Entrepreneurship Development Board [NSTEDB] , Department of Science & Technology (DST) , Ministry of Science and Technology, Govt. of India.	8/03/2021-19/03/2021
9.	Dr. R. V. Patil	FDP	S.R.T.M.U. Nanded	01-07-2020 to 06-07-2020
10	Dr. M. L. Bhandare	FDP - MHRD P.M.M.N.M. Delhi & Ramanujan College, Delhi	Ramanujan College, Delhi	18/05/2020 to 05/06/2020
11	S. L. Usturge	Ramanujan Collegejhhjjghjgh RamanDelhi University of Delhi	Ramanujan College, Delhi	18/08/2020 to 25/06/2020
12	S. L. Usturge	Ramanujan Collegejhhjjghjgh RamanDelhi University of Delhi	Ramanujan College, Delhi	26/12/2020 to 09/01/2021
13	Dr. L.K. Ulgade	Online one week FDP	Ramanujan College, Delhi University	23/06/2020 To 29/06/2020
14	Dr. L.K. Ulgade	Two week FDP	Ramanujan College, Delhi University	25/07/20 To 10/08/2020

Orientation / Induction Programmes

Sr. No.	Name of teacher	Title of the Program and Organizer	Duration (from – to) (DD-MM-YYYY)
1.	NIL		

Refresher Courses

Sr. No.	Name of Teacher	Title of the Program	Organizer	Duration (from – to) (DD-MM-YYYY)
1.	Dr. N.S. Hungund	Refresher Course (Two weeks FDP on “Managing online classes & Co-creating MOOCS : 2.0”)	Teaching Learning Centre, Ramanujan College, University of Delhi	18-05-2020 to 03-06-2020
2.	Dr. N.S. Hungund	Refresher Course (Two weeks FDP on “Advanced Concepts for developing MOOCS”)	Teaching Learning Centre, Ramanujan College, University of Delhi	02-07-2020 to 17-07-2020
3.	Dr.U.S. DHaswadikar	RC	HRDC, JNU, New Delhi	07/09/2020-19/09/2020
4.	Dr.U.S. DHaswadikar	RC	HRDC, Guwahati University, Assam	09/12/2020-22/12/2020
5.	Dr. A. R. Kawthale	R.C.	Ramanujan College, Delhi University	30/01/2021 To 14/02/2021
6.	Dr. V.G. Gore	UGC-HRDC Sponsored Refresher Course in <i>English Language</i> Hyderabad, Telangana (On-line Two Weeks)	UGC HRDC, University of Hyderabad, Hyderabad, Telangana	02/11/2020 To 14/11/2020
7.	Ms. J.D. Sampale	Refresher course	UGC,HRDC,BPS Women University, kalan Sonipat, Haryana	3.12.20-16.12.20

Short Term Courses

Sr. No.	Name of teacher	Title of the Program and Organizer	Duration (from – to) (DD-MM-YYYY)
1.	Dr. S.S. Biradar	Short Term Courses UGC-Human Resource Development Centre Goa	20-06-2020 to 26-06-2020
2.	Dr. S.S. Biradar	Short Term Courses UGC-Human Resource Development Centre Goa	04-08-2020 to 10-08-2020
3.	Dr.U.S. DHaswadikar	HRDC, JNTU, Hydrabad	08/06/2020-13/06/2020
4.	Dr.U.S. DHaswadikar	HRDC, Univrsity of Hydrabad, Hydrabad	03/08/2020-08/08/2020
5.	Dr.A.A. Kalgapure	HRDC, Gujrat University, Ahamadabad	28/05/2020-03/06/2020
6.	Dr. R.V.Patil	UGC Human Resource Development Centre Goa University. Gao	20-06-2020 to 26-06-2020
7.	Dr. M.E. Tangawar	UGC HRDC,Gujarat University	24/05/2021 – 30/05/2021
8.	Dr. M.L. Bhandare	J.N.T.University, Hyderabad	25/01/2021 to 01/02/2021
9.	Dr. M.L. Bhandare	Gujarat, University, Ahmedabad	31/05/2021 to 06/06/2021
10	Dr. M.B. Katkade	HRDC University of Hyderabad, Hyderabad (TS)	17/05/2021 to 22/05/2021
11	Dr. L.K. Ulgade	STC, Nagpur University	04/08/2020 To 12/08/2020

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

The institution has an effective Performance Appraisal System for teaching and non-teaching staff. Every year the outgoing batch of students are provided with Teacher Feedback Forms but this year due to COVID-19 Pandemic and Lockdowns, the Feedback of all the teachers was conducted online. In addition, Students Satisfaction Survey based on the NAAC Questionnaire was also conducted and published on the institutional website:

Web Link:

<http://shrihavagiswamicollege.org.in/img/Student%20Satisfaction%20Survey%202021.pdf>

This process contains Teacher Evaluation and Campus Evaluation surveys. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed for the betterment of the Teaching-Learning process. In case any lacunae is observed the teacher in question is counseled by the Principal and urged to improve his/her performance in the interest of professional up gradation and better service-delivery to our primary stakeholders, namely the students.

The performance of the non-teaching staff is appraised by the Final Year students in the Student Satisfaction Survey. They are assessed on the parameters of efficiency, cordiality and overall helpfulness. These questionnaires too are analyzed by the Principal who counsels those non-teaching staff members whose performance has invited criticism or needs improvement. The performance of those teaching and non-teaching staff members who have not fared well in the students' feedback is closely monitored. An improvement in the subsequent performance of the said staff members has usually been noticed. In the infrequent instances when this does not happen systematic reminders are issued to the concerned staff member in a bid to correct imbalances and restore optimal efficiency in the institution.

The findings of the Teacher Feedback and Student Satisfaction Survey are then summarized and graphically presented through pie charts and bar graphs and published on the institutional website in keeping with transparency norms.

6.4 Financial Management and Resource Mobilization

6.4.1 *Institution conducts internal and external financial audits regularly*

Internal Financial Audits:

Internal Financial Audit is a regular activity in the college. The Cashier is responsible to maintain and provide all the details of the day-to-day financial earnings and expenditure to the Accountant. After the proper verification, the Principal also looks into the same and then the Financial Audit for the respective financial year is sent for the External Audit to be done by a certified CA.

External Financial Audits:

External Financial Audits for the year 2020-21 is still pending.

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

NIL

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

Sr. No.	Funds / Grants	Amount Received
1.	Govt. Scholarship	558425
2.	E.B.C.	312000

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

The Internal Quality Assurance Cell (IQAC) has constantly contributed significantly for institutionalizing the quality strategies and processes in the college. During the Academic Year 2020-21, IQAC encouraged different units and departments in order to create conducive atmosphere in the institution. IQAC initiated 17 different activities.

To mention any two, we organized one activity that comes under the Gender Sensitization programme and celebrated International Women's Day. In addition, seven activities in association with Career Guidance Cell of our college have been conducted.

Sr. No.	Event	Date	Total No. of Beneficiaries
1.	Gender Sensitization International Women's Day Celebration	8 March 2021	60
2.	Career Guidance Cell Inter-Collegiate General Knowledge Examination	15 Aug. 2020	378
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4.	Career Guidance Cell Competitive Examinations: Challenges and Opportunities	30 July 2021 Friday	74/327
5.	Career Guidance Cell MPSC: An Introduction	30 July 2021 Friday	33/327
6.	Career Guidance Cell Police Recruitment and Preparations	31 July 2021 Saturday	32/327
7.	Career Guidance Cell Preparing for SET/NET	31 July 2021 Saturday	37/327
8.	Career Guidance Cell How to Prepare for Banking Examinations https://www.youtube.com/watch?v=rxiz9ZmPfRg	01 Aug. 2021 Sunday	55/327

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

Being the central body within the college, our IQAC monitors and reviews the teaching-learning process of the institution regularly. Based on feedback of students, alumni and parents, various innovative activities and reforms are constantly introduced. Based on feedback, the institution has taken certain steps and a few measures to improve are enlisted below:

A. IQAC:

The internal Quality Assurance Cell periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed. Generally we adopt direct lecture method of teaching.

B. Academic Calendar:

Based on the University Academic Calendar, the Institute prepares its schedules for the academic year well in advance at the beginning of the year. With ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops and many more.

C. Time Table

As per university instructions, the class work for each subject is initiated in the college. Every teacher is expected to follow the Time Table prepared by the Time Table Committee. In case of any grievances or class of timings, the Committee looks into the matter and attempts are made to clarify the matter cordially.

D. Semester wise Lesson Plan:

The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships

E. Daily Teaching Record:

Everyday faculty writes the details of the lectures along with the topic covered in the class. This year, classes were conducted online so faculties were instructed to forward the link of Online Class to the Principal's email ID which was specially created for monitoring Online Classes.

F. Students Feedback about Teachers :

The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the

problems faced by the students. The Feedback Committee evaluates the feedback and Principal monitors the system and takes appropriate corrective actions.

G. Student learning outcomes:

The institute monitors the performance of the students regularly. It has specified procedure to collect and analyze data on student learning outcomes. The following points are adopted by the institute in this context:

1. Class tests and interactions
2. Midterm and Continuous Assessment comprising of internal tests, assignments, group
3. Discussions, and seminar presentations

H. Semester End Examinations:

1. Providing Question bank of various subjects to the students.
2. Providing Lecture notes through an online portal
3. Timely Redressal of students' grievances.
4. At least 75% Attendance is compulsory in each semester.
5. Extra classes for weak students to solve their problems.

I. Effective Internal Examination and Evaluation Systems:

1. Institute maintains an effective Internal Examination and Evaluation System.
2. Students' result analysis record is maintained
3. Institute has the provision of analysis of students' performance after the announcement of their semester results.
4. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counseled and motivated to work towards improvement.

6.5.3 **Quality assurance initiatives of the institution include:**
IQAC INITIATIVES 2020-21

In order to maintain quality and to make it a culture, IQAC puts in the following positive efforts.

A. ICT for Administration:

- ✓ All the terminals in the office premises have been provided with a computer system.
- ✓ Cashier and Accountant use the latest version of the Tally Software.
- ✓ Increased number of cameras for CCTV coverage of the campus for greater safety of students.

B. Internal Financial Audit

C. Promotion Research

- ✓ The institution constantly promotes faculty members to undertake research activities. One faculty member received Rs. 50000/- grants for Minor Research Project from the affiliating university and two more faculty members have submitted proposals for Minor and Major Research Projects to different agencies.

D. Other IQAC initiatives 2020-21

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1.	Career Guidance Cell Inter-Collegiate General Knowledge Examination	15 Aug. 2020
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