

Yearly Status Report - 2019-2020

Part A			
Data of the Institution			
1. Name of the Institution	PRATIBHA NIKETAN MAHAVIDYALAYA, NANDED		
Name of the head of the Institution	Dr. Kishore Gangakhedkar		
Designation	Principal		
Does the Institution function from own campus	Yes		
Phone no/Alternate Phone no.	02462234700		
Mobile no.	8830885790		
Registered Email	pnm_nanded@rediffmail.com		
Alternate Email	pratibhaniketancollege@gmail.com		
Address	Bandaghat road, Vazirabad, Nanded		
City/Town	Nanded		
State/UT	Maharashtra		
Pincode	431601		
2. Institutional Status	·		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr.D.K.Swamy
Phone no/Alternate Phone no.	02462234700
Mobile no.	8087264595
Registered Email	pnm_iqac@rediffmail.com
Alternate Email	pnm_nanded@rediffmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.pnmnanded.org/pdf/feb/aga r-report-2018-2019.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink:	http://www.pnmnanded.org/pdf/feb/academ ic-calendar-2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
1	B++	82.00	2004	16-Sep-2004	15-Sep-2009
2	B+	2.48	2015	14-Sep-2015	13-Sep-2020

6. Date of Establishment of IQAC 15-Mar-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC Date & Duration Number of participants/ beneficiaries			
Health check-up and counseling camp for	22-Aug-2019 1	89	

students		
Students Induction Program	07-Aug-2019 1	500
One day workshop on restructured syllabus for B.A. Ist year English, Hindi and Urdu	25-Jul-2019 1	400
Regular meeting of IQAC is arranged.	10-Jun-2019 1	13
Regular meeting of IQAC is arranged.	05-Aug-2019 1	13
Regular meeting of IQAC is arranged.	09-Dec-2019 1	13
Regular meeting of IQAC is arranged.	14-Mar-2020 1	13
submission of AQAR 2018-19	15-Mar-2020 1	13
Feedback from students, parents and almuni	15-Mar-2020 15	389
Uploading of college data to the Management Information system (MIS) portal of MHRD, Govt. of India	15-Nov-2019 4	1462
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL NIL NIL		2020 00	0	
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View File</u>
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<u>View File</u>

11. Whether IQAC received funding from any of
the funding agency to support its activities
during the year?

No

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

• Timely submission of AQAR 201819 on 15032020. • Pratibha Niketan Mahavidyalaya Youth Festival 2020: Pratibha Niketan Mahavidyalaya, Annual Social Gathering is a three days Academic, Psychological, Intellectual and Cultural celebration on the campus and is titled as SPARK Youth Festival 2020. From 31 January to 2 February 2020, it is a Humanities, Commerce Science Celebration Week with Poster Presentations, Power Point presentations, Model Presentation and Cultural Show followed by Prize Distribution Ceremony. • Preparation and analysis of students database. • Formation of yearwise student faculty committees. The committees meet twice in a semester, record the Agenda and minutes are maintained, for a decentralized organization of various curricular, cocurricular and extracurricular activities on the campus. The report of the committees is submitted to the IQAC office at the end of the academic year. • A newsletter to disseminate information to students is prepared and released by a committee.

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

Plan of Action	Achivements/Outcomes
To conduct Academic Audit	Conducted
To prepare an academic calendar at the beginning of academic year and execute it seriously	The academic calendar was prepared by IQAC at the beginning of academic year and strictly followed in the best possible manner.
Teachers motivated to go for research, obtain research qualification and publish research papers in standard, referred national and international journals.	• 37 research papers were published by the teachers from various departments. • On 18th Dec.2019, Mr. Lathkar R.A. Librarian of College is awarded with Ph.D. in Library & Information Science.
To conduct extension activities through NSS.	As per one of the goals of the institution, extension services rendered through NSS. Special NSS winter camp organized at Pathrad, 75 students were participated in the camp.
To render economic help to poor and needy but clever, sincere students through earn and learn scheme run by college	In this academic year 20 poor and needy but clever, sincere students get benefit of earn and learn scheme
To organize annual prize distribution and to conduct cultural activities.	Yearly cultural activities conducted during 31/01/2020 to 02/02/2020. During these three days, the college organized total 19 types of competitions
Seminars / workshops to be Organize	1. The Department of Commerce organized a two-day Workshop on the topic of

	''Importance of Communication Skills ''. The guest lecture was given by Mr. Rajesh. S. Iyengar. Principal, Srinivasa Computer Typing Institute, Vazirabad Nanded. 2. One day work shop in collaboration with S.R.T.M.U. Nanded, on restructured syllabus for B.A. Ist year English, Hindi and Urdu has been conducted on 25th July 2019. 3. Organized Workshop on the topic of ''Electrical Precautions, Safety and Wiring''. The guest lecture was given by Mr.Rajendra singh Sahoo, Director, Jaya Electrical And Agencies, Gurudwara Chaurasta, Nanded. 4. Dept. of Commerce organized One Day Conference on the topic "Leadership Performance & Management Development In India".
Feedback and suggestions from faculty members / students, Alumni & parents on University Curriculum & Evaluation process	Collected, analyzed and necessary steps taken.
Clean and Green Campus & Plastic free zone	Awareness programme organized and cleanliness of the campus checked regularly.
To Conduct First degree distribution ceremony	Successfully organized First degree distribution ceremony. Nearly 75 students from all the faculties received their degree on 10.02.2020
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	20-Oct-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	15-Nov-2019
17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)

Yes, college has Management Information System. 1. college whatsapp Group the following information is shared through whatsapp group to all the teaching and non teaching staff. a. Notices and Circulars. b. Examinations Display of Internal Marks, external Marks, Old Question Papers, Model Question paper, invigilation duties and examination schedules. c. Open access to E resources through NLIST. d. Faculty can share data on their Research Activities, through whatsapp group. 2. Campus is connected through WIFi. 3. College Website The following information is displayed on the college website. a. notification, instructions, circulars, results, exam schedules for students are displayed on the college website. b. departmental related to placements, alumni, infrastructure and achievements are displayed. c. information related to placements, alumni, infrastructure and achievements are displayed. d. Bulk SMSs are sent to all faculties and students through MASTER SOFTWARE. e. Students can register online.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

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

The College offers 11 academic and research programs including 3 UG, 5PG, and 3 Research Programs. The College has introduced 13 short-term certificate courses to meet graduate attributes and learning outcomes. Except the short-term courses, all the programs taught in the college are affiliated to S.R.T.M. University, Nanded. Hence, all departments implement scrupulously the syllabus prescribed by the parent university. The College aims at empowering rural students of this region through higher education. To ensure a balance between academic and co-curricular activities IQAC plans an Academic calendar that deploys the dates for curricular and co-curricular programs. The Time table committee headed by the Principal and Senior Faculty Member forms a timetable to carry out the curriculum within the stipulated time. The college conducts the induction program to build confidence about the self and the institution among the new students. It provides information to the students about Academic cultural and sports programs. By establishing good rapport students are made to learn comfortably and effectively. The college is well equipped with smart classrooms, audio-visual, and other ICT facilities to make the delivery of the curriculum attractive to the students. The Enterprise Resource Program is used in the office to inform students about admission, timetable, Scholarships, exams, etc. Every department strives for effective curriculum delivery through a combination of time-tested and innovative teaching methods with various ICT tools, Group Discussion, Problem-solving, laboratory practical, field trips,

teaching plan, daily teaching plan, and academic and administrative committee's responsibilities. The Curriculum is carried out according to the teaching plans consist of detailed apportionment of the syllabus among all the faculties of a particular department. Learning problems, as well as the personal problems of the students, have been solved with mentorship. After completion of internal assessment extra periods are taken as remedial classes for slow learners. Teachers provide study material to the students through e-correspondence. For the up-gradation of subject concerned knowledge, the college organized seminars, conferences, and workshops. This activity imparts an opportunity to the faculty as well as students to participate and interact with experts in various fields and enrich and update their subject knowledge. The library provides INFLIBNET, E-Journal, etc to get the study material that is not available in the market. For effective teaching-learning, a campus Wi-fi facility is provided to the students and the teachers. IQAC reviews the teaching-learning process in the periodic meetings with the Principal and HOD of different subjects. It also conducts academic and administrative audits by the external peer for further improvement in the academic and administrative activities and administrative activities. At the end of every academic year IQAC collects feedback on curricula from all the stakeholders, it is then analysed. Analyses report of feedback is communicated to the concerned department. The college encourages faculty members to attend orientation, Refresher courses, and workshops and to present papers in seminars to acquire necessary skills for effective curricula

field projects, tutorials, seminars, and oral and written exams. Each teacher is provided with an academic diary, containing time table workload semester

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Hindi Wartini ka Manak Roop	NA	05/01/2020	22	Employabil ity	Skill Development
Certificate Course in Co mmunication and IT skills	NA	23/09/2019	17	Employabil ity	Skill Development
Certificate Course in Marathi Proof Reading	NA	22/08/2019	20	Employabil ity	Skill Development
Certificate Course in Marathi Proof Reading	NA	11/11/2019	10	Employabil ity	Skill Development
Certificate Course in Introduction to Life	NA	04/10/2019	26	Employabil ity	NA

Insurance					
Certificate Course in Introduction to Indian Financial	NA	06/01/2020	25	Employabil ity	NA
System Certificate Course on Heritage	NA	02/09/2019	25	Employabil ity	NA
Tourism in Maharashtra Certificate Course on	NA	06/01/2020	25	Employabil ity	NA
Heritage Tourism in Maharashtra	NA	21/11/2019	40	Employabil	NA
Certificate Course in Human Rights				ity	
Certificate Course in Rural Development	NA	01/08/2019	30	Employabil ity	Skill Deve lopmentSkill Development
Certificate Course in Consumer Protection	NA	01/08/2019	30	Employabil ity	Skill Development
Certificate Course in Co- operative Accounting	NA	01/08/2019	30	Employabil ity	Skill Development
Certificate Course in Rural Development	NA	01/01/2020	30	Employabil ity	Skill Development
Certificate Course in Consumer Protection	NA	01/01/2020	30	Employabil ity	Skill Development
Certificate Course in Consumer Protection	NA	01/01/2020	30	Employabil ity	Skill Development

Certificate Course in	NA	18/12/2019	23	Employabil ity	Skill Development
Vedic Mathematics					
Certificate	NA	23/12/2019	24	Employabil ity	NA
Course in Ve				_01	
rmicompostin g Technique					
	NA	01/09/2019	20	Employabil	NA
Certificate				ity	
Course in					
Food And					
Nutrition					

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme/Course Programme Specialization				
Nill Nil		Nill			
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Marathi, Hindi, English, Urdu, History, Sociology, Economics, Political Science, Public Administrati	17/06/2019
BCom	Taxation, E-banking and Insurance	17/06/2019
BSc	Physics, Chemistry, Mathematics,Botany, Zoology, Electronics, Computer science	17/06/2019
MA	Marathi, Urdu, English, History	01/07/2019
MCom	Marketing , Human Resource Management.	01/07/2019

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

	Certificate	Diploma Course
Number of Students	432	0

1.3 – Curriculum Enrichment

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

Value Added Courses Date of Introduction		Number of Students Enrolled			
Nil	Nill	0			
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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships		
BA	Six monthly core module course in compulsory Environmental Studies	79		
BCom	Six monthly core module course in compulsory Environmental Studies	177		
BSc	Six monthly core module course in compulsory Environmental Studies	42		
BCom	Banking	56		
BCom	Taxation	86		
MCom	HRM	12		
MCom	Marketing Management	16		
MA	History	78		
MA	Urdu	3		
MA Marathi		3		
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1.4 - Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback is an essential element of the teaching-learning process. It is used to assess and improve the teaching-learning process and the overall campus environment. The college collects the feedback from different stakeholders such as Students, Alumni, and Teachers through Offline as well as online mode. The inputs received from their feedback were taken into consideration for necessary action wherever applicable. The information provided through the received feedback is kept confidential and is used for quality improvement by IQAC. The received feedback is then analyzed and conveyed to the concerned department if necessary. For the academic year 2019-20, students' feedback is collected from around 356 students, 22 parents, 08 alumni, and 51 teachers about the curriculum, teaching-learning, library, and campus environment. Feedback is collected online by using Google Forms and analyzed from the response sheet. The students were asked 23, while the Alumni 14, the teachers 14, and the parents 11 different questions about curriculum, teaching-learning evaluation, physical facilities in the college, curricular, co-curricular activities, and corporation of teaching and non-teaching. staff. The feedback clearly displayed that the alumni experienced quality education in the college. Most of the

alumni acknowledged the contribution of the curriculum and teachers in their development. The feedback committee suggested some recommendations after analyzing the feedback received from the stakeholders. Those recommendations are as follows. 1) 44 percent of students found the curriculum was easy to understand but at the same time about 18 of students mentioned that it was difficult or very difficult to understand. So the committee suggested that modern teaching aids should be used in teaching to ease the understanding of average or below-average students. 2) About the internal evaluation approximately 42 of the students were unsatisfied therefore committee suggested using more transparent methods for continuous evaluation of the student at the college level. 3) The analysis shows that some teachers sometimes go to class without preparation, and all heads of departments are asked to look into this matter seriously. The teaching diaries of teachers should be verified randomly with regular verification. 4) Committee appreciates the efforts made by the teachers to arrange field visits for the students. Committee also asked them all to extend it further up to every student this tool of experimental learning. 5) By both parents' and alumni's feedback they have underscored the canteen facility in the college campus. Considering the same committee suggested the improvements in canteen facility for and visitors as well. 6) As per the feedback from the parents it can be noted that there is a scope to improve the use of information and Communication Technology in the college. So the committee suggested that to enhance the use of ICT in college administration for students. 7) Teacher's feedback shows the need to improve the toilet and the washroom facilities. In this respect, the committee suggested to make special arrangements for the washroom for teachers and staff. The committee also resolved to send these recommendations before the principal and coordinator of IQAC for further necessary action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Social Sciences	660	402	402
BSc	Sciences	360	233	233
BCom	Commerce	660	644	644
MA	Marathi, Engl ish,Urdu,Histor Y	640	194	194
MCom	Commerce	160	141	141
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	institution	Number of teachers teaching both UG and PG courses
2019	1269	335	16	0	5

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e- Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
16	16	6	3	0	3

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Yes the college has Mentor –Ward (presently Mentor- Mentee) system The college has since last cycle of NAAC system of mentoring called Mentor –Ward is practiced, whereby a Mentor is provided to every ward to look after his/her academic, personal and psychological wellbeing and also to note performance time to time. The same system has now been restructured and named Mentor system. Under the Mentor system, all the full-time teachers of the college have been engaged as mentors of group of 100 students from all the classes. Students of each class in the college are having a teacher as their mentor. At the beginning of the academic session, the group-wise names of the mentors are displayed on the college notice Board. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They also provide primary psychological counseling to those who need them. At the beginning of the academic session, the college conducts orientation programmes for the all (Students) mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the details of each individual mentee including educational background and socio-economic status. They also maintain record of their class-performance and academic progress. The mentors use both formal and informal means of mentoring. In the mentor- mentee system, apart from its formal communication its informal mechanism boosts inclusiveness, gender sensitivity and social responsibility of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio	
1604	16	1:100	

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
39	16	23	0	16

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	2019 Dr.SANJAY K HAPGUNDE		RESEARCH SUPERVISIOR
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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
			semester-end/ year-	results of semester-

			end examination	end/ year- end examination	
BA	UG	2019-20	16/08/2020	24/09/2020	
BSc	UG	2019-20	16/08/2020	24/09/2020	
BCom	UG	2019-20	16/08/2020	24/09/2020	
MA	PG	2019-20	02/09/2020	30/09/2020	
MCom	PG	2019-20	02/09/2020	30/09/2020	
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Physics: Organization of quiz, multiple class-tests, online internal examinations Encouraging students to attain e-lectures available in the websites of esteemed institutions and bodies Prepare and appear for groupdiscussion on their views and feedback Chemistry: Online evaluation of assignments submitted by students on the emails, ? Regular class tests ? Student Seminar, ? Industrial Visits Botany: ? Intermittent field visits to college campus and nearby places in areas to evaluate the students understanding on local flora and vegetation and Ecological conditions of the area. ? Asked to submit the excursion report and the specimens collected during the visits etc. Zoology: ? Group discussions, Power Point presentations, debate competition, ? short-term field tours and report preparation, ? Assignments etc. Economics: ? Surprise test ? Departmental seminars on burning topics in Economics ? ?Regular field survey basis in the neighboring areas within the district. English: ? Students' areas of weakness are filtered from the evaluation of their series of internal assessment ? Students are divided into groups, each group comprising academically strong and not-so-strong students and made to discuss and write assignments together contribution/ knowledge gained by members of the group is tested through interactions Hindi: Class tests, assignments and presentations History: For skill enhancement course under CBCS curriculum, students visit to museum was organised and students were asked to submit project reports Political Science: ? Oral presentations by students during the last 10 minutes of the class periods ? Writing up the class summary ? Students deliver a short lecture on the taught topic in the same class, subject to availability of time ? Welcome discussions on topics from the syllabus on which research may be initiated Mathematics: ? Assignments, Class tests ? Problem solving competition ? Presentations ? MCQ, Viva etc Commerce: ? Orientation program organized for first semester students ? Gathering questions from students on different topics from the syllabus ? Welcome discussions on topics from the syllabus on which research may be initiated ? Students asked to take classes of their fellow students in presence of any one faculty member

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

The institution is an affiliated college. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website, subject whatsapp group and also verbally by the faculty members of the department. All departments conduct internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session.

2.6 – Student Performance and Learning Outcomes

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

https://www.pnmnanded.org/pdf/PROGRAM-OUTCOME-AND-COURSE-OUTCOME.pdf

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	SOCIAL SCIENCES	80	44	55
UG	BSc	SCIENCE	40	28	70
UG	BCom	COMMERCE	171	145	84.79
PG	MA	MARATHI	6	5	83.33
PG	MA	HISTORY	31	23	74.19
PG	MA	URDU	5	5	100
PG	MA	ENGLISH	2	0	00
PG	MCom	COMMERCE	92	85	92.39
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2.7 – Student Satisfaction Survey

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

https://www.pnmnanded.org/pdf/Feedback-for-AY-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	4.7	4.7
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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
SEMINAR ON INTELLECTUAL PROPERTY RIGHTS	Department of Library, Pratibha Niketan College, Nanded.	29/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Savitri Gaurav Purskar	Dr. Tasneem Anjum	Savitri Mahila Manch	08/03/2020	National
Savitri	Dr. Tasneem	WIRC of ICAI	08/03/2020	Regional

Gaurav Purskar	Anjum			
Bharatratna Dr. A. P. J. Abdul Kalam Ant arrashtriyaSanm anPuraskar	Dr. K. P. Baheti	Universal Research Ground ISSN 2395-0404	08/09/2019	International
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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement
N.A.	N.A.	N.A.	N.A.	N.A.	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	00	00

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

Name of the Department	Number of PhD's Awarded
English	2

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

Туре	Department	Number of Publication	Average Impact Factor (if any)			
National	Hindi	2	5.62			
National	Chemistry	3	00			
International	English	11	5.53			
International	Economics	1	6.39			
International	History	3	6.04			
International	Zoology	4	5.98			
International	Botany	1	00			
International	Hindi	8	4.82			
International	Public Administration	3	6.17			
International	Commerce	1	6.62			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication			
Commerce-Book-national	1			
Hindi -chapter edited	2			
English chapter edited	2			
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Death: A Challenge	DR. TASNEEM ANJUM	Internat ional Journal of English, Literature and Social Science (IJELS) Pg. No. 186-189, Vol-5, Issue-01, Jan-Feb 2020 (Refereed, Double -blind, Peer- Reviewed)	2020	5.553	ISSN: 245 6-7620	0
Suicide: Death Burdened Psyche	DR. TASNEEM ANJUM	Online I nternation al Interdi sciplinary Research Journal, Pg. No 189-196, Vol10, Issue-03, May-June 2020 (Refereed, Double -blind, Peer- Reviewed)	2020	3.816	ISSN 2249-9598	0
The Vision of a New Woman	DR. TASNEEM ANJUM	n Intern ational Mu ltidiscipl inary Quarterly Research Journal AJANTA -Pg. No11-15, VolIX, Issue-I, J an-March-2 020	2020	6.399	ISSN-227 7-5730	0

		(Refereed, Double -blind, Peer- Reviewed)				
Are There Any Final Solution?	DR. TASNEEM ANJUM	Online I nternation al Interdi sciplinary Research Journal, Pg. No 106-108, Vol10, Issue-04, July- August 2020 (Refereed, Double -blind, Peer- Reviewed)	2020	6.375	ISSN- 2249-9598	0
Ecofemin ism: Explo itation of Women and Nautre	DR. TASNEEM ANJUM	Internat ional Journal of English, Literature and Social Science (IJELS) Pg. No. 846-848, Vol-5, Issue-04, July- August 2020 (Refereed, Double -blind, Peer- Reviewed)	2020	5.553	ISSN: 245 6-7620	0
Religion for Peace and Prosperity	DR. TASNEEM ANJUM	Online I nternation al Interdi sciplinary Research Journal, Pg. No 83-86, Vol10, Issue-04, July- August 2020 (Refereed,	2020	6.375	ISSN 2249-9598	0

		Double -blind, Peer- Reviewed)				
An Artist at Heart in "Doll's House"	DR. TASNEEM ANJUM	LangLit Pg No. 87 to 91 Vol-6, Issue No.4, May, 2020 (Refereed, Indexed, Double -blind, Peer- Reviewed	2020	5.61	ISSN 2349-5189	0
Mailaaan chal me ra jnitikyata rth page no 103-105	Dr. K. P. Baheti	Ajanta I nternation al	2019	5.5	ISSN 2277-5730	0
Nirmala Putul Ki k avitaonmei nAdsiwasiS trichetana page no 236-238	Dr. K. P. Baheti	Vidya Warta Special issue 2019	2020	6.02	2319-9318	0
Hnidikah aniSahitya me Viklang charitra Page no 190-192	Dr. K. P. Baheti	Current Global Reviewer UGC approved I nternation al Journal	2020	7.139	ISSN 2319-8648	0
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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N.A. N.A. 2019 0 0 N.A.						
No file uploaded.						

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

Number of Faculty	International	National	State	Local	
Attended/Semi nars/Workshops	0	12	3	31	
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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities		
Environment day	NSS unit of Prathibha Niketan Mahavidyalya	6	31		
International yoga day	NSS unit of Prathibha Niketan Mahavidyalya	13	52		
Vasundhara day	NSS unit of Prathibha Niketan Mahavidyalya	12	55		
Tree plantation	NSS unit of Prathibha Niketan Mahavidyalya	11	46		
One day orientation program	NSS unit of Prathibha Niketan Mahavidyalya	13	51		
Death anniversary of LokmanyTilka	NSS unit of Prathibha Niketan Mahavidyalya	12	55		
Nuclear Day	NSS unit of Prathibha Niketan Mahavidyalya	10	83		
Kranti Din	NSS unit of Prathibha Niketan Mahavidyalya	11	59		
Celebration of Rakshabandhan festival	NSS unit of Prathibha Niketan Mahavidyalya	10	52		
Teachers day /birth anniversary of Dr.SarvpallyRadh akrishn	NSS unit of Prathibha Niketan Mahavidyalya	16	90		
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited			
N.A.	0					
No file uploaded.						

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Participation	NSS unit of	National	4	50

Swachchata Abhiyan after Ganesh Visarjan mur	oyees,Collect	SwachchataAbh iyan ,Maintaining the Cleanliness	4	50
1	or office Nanded	,(social Awareness for Ganesh and Durga immersion, discipline and peace)		
participatation in the Mahashramdan in SRTM university premises, nanded	NSS unit of PNM,Nanded	Mahashramdan	4	60
One Day Camp of NSS	NSS unit of	Campus cleanliness	4	50

3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Duration			
N.A.	00	N.A.	00			
No file uploaded.						

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship /Training	Taxation	Arif Khan and company	01/01/2020	31/01/2020	1

1 1		(C.A)			
Internship /Training	Taxation	Tausif Ahmad and associates (C.A)	01/09/2019	30/09/2019	3
Internship /Training	Taxation	J S J and associates	05/09/2019	04/10/2019	5
Internship /Training	Taxation	Adv. Sanjay S. Pawar	01/09/2019	30/09/2019	2
Internship /Training	Banking	The Nanded Merchants CO. OP. Bank Ltd. Nanded	01/09/2019	03/10/2019	10
Internship /Training	Taxation	Adv. Amol R. Sharma	01/01/2020	31/01/2020	1
Internship /Training	Taxation	Mahesh Totala and company	03/09/2019	03/10/2019	2
Internship /Training	Taxation	Mayur S. Maniyar	05/09/2019	05/10/2019	5
Internship /Training	Banking	The Bhagyalxmi mahila sahkari Bank Ltd.	11/09/2019	10/10/2019	39
Internship /Training	Taxation	M.K.L. and company	16/09/2019	15/10/2019	5
		View	<u>File</u>		

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kishor Karwa CO, C.A., Nanded	10/01/2017	1. to enrol students for providing them training and internship. 2. to enhance expertise by exploring the knowledge of both parties in the best possible manner.	50
Adv. Mahesh Bang, Tax Consultant, Nanded	01/07/2017	1. to enrol students for providing them training and internship. 2. to enhance expertise by exploring the knowledge of both	54

		parties in the best possible manner.	
Adv. Dhiraj S. Sharma, Tax Consultant, Nanded	12/10/2018	1. to enroll students for providing them training and internship. 2. to enhance expertise by exploring the knowledge of both parties in the best possible manner.	58
Godateer Itihas Sanshodhan Mandal, Nanded (GISM)	01/07/2018	1. to exchange mutual expertise and recognize importance of research in the area of History. 2. mutual use of library and infrastructure for the students of the college and member of the trust. 3. to enhance expertise by exploring the knowledge of bo	49
Director of Distance Education Maulana Azad National Urdu University, Gachibowali Hydrabad	05/02/2019	1. to exchange mutual expertise in various academic areas. 2. to use library and infrastructure for the student faculties and staff of the college fir mutual benefits. 3. to extend cooperation in various administrative areas for mutual betterment.	53
Director of Distance Education Maulana Azad National Urdu University, Gachibowali Hydrabad	01/01/2020	1. to exchange mutual expertise in various academic areas. 2. to use library and infrastructure for the student faculties and staff of the college fir mutual benefits. 3. to extend cooperation in various	51

		administrative areas for mutual betterment	
VAI. Dhunda Mahraj Deglurkar College, Degloor	15/08/2017	1. to exchange mutual expertise in various academic areas. 2. to use library and infrastructure for the student faculties and staff of the college fir mutual benefits. 3. to extend cooperation in various administrative areas for mutual betterment	52
	Vie	w Fil <u>e</u>	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
600000	620754

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Video Centre	Nill
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Nill
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation	
SOUL 2.0	Partially	Aplication Version 2.0.0.14	2014	

4.2.2 - Library Services

Library	Existing	Newly Added	Total
Service Type			

Text Books	40401	2723397	545	117257	40946	2840654		
Reference Books	1162	461218	11	8493	1173	469711		
CD & Video	264	1400	0	0	264	1400		
Library Automation	1	66830	0	0	1	66830		
Others(s pecify)	8	7990	0	0	8	7990		
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & Earning Management System (LMS) etc

Name of the Teacher Name of the Module		Platform on which module is developed	Date of launching e- content		
nil	Nil	Nil	Nill		
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4.3 - IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	62	2	62	2	0	10	10	10	3
Added	15	1	0	0	0	0	0	0	0
Total	77	3	62	2	0	10	10	10	3

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

10 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	<u>Nil</u>

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1459500	1544782	1295000	1430657

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

classrooms, electrical appliances and other physical infrastructure of Pratibha Niketan Mahavidylaya, Nanded. is done by the college authorities. Principal, Pratibha Niketan Mahavidylaya, Nanded intimates the construction, maintenance and repairing related requirements, as and when required, to the respective authorities. 2. The college collects fees from the students, out of which tuition fee college development fund is utilized for maintenance expenses. Besides, the college also utilizes the fees received under non-grant course. 3. While purchasing an equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment. 4. The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. 5. Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. 6. Library: The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. 7. Sports: Regarding the maintenance of sports equipment the college sports in charge is deputed. 8. Computers: Centralized computer laboratory established to enrich the students. CMS software is used for maintaining faculty and students details. Each Department having appropriate computer for their requirements. Internet and WIFI Enabled campus. Open access journals facilities are available. 9. Classrooms: The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. 10. Additionally: Lab department maintains the stock register by physically verifying the items round the year. Department wise annual stock verification is done by concerned Head of the Department. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

1. Construction, maintenance and repairing of academic buildings, library,

http://pnmnanded.org/pdf/Policy%20Document.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	for poor economically weak students by institution	3	3250
Financial Support from Other Sources			
a) National	Rajarshi Chhatrapati Shahu	162	91155

	Maharaj Shikshan Shulkh Shishyavrutti Scheme (1st Installment)				
b)International NA 0 0					
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Student Mentoring System	22/07/2019	1556	Faculty Members and Placement cell of college
Remedial Coaching System	29/07/2019	560	Faculty Members
Personal Counseling	05/08/2019	600	Faculty Members
Meditation	22/08/2019	137	Dr. Rameshwar Bole, Mandarpan Hospital, Nanded
Meditation	22/08/2019	137	Dr. Mahesh Batewar, Panchvati Hospital, Umarkhed Dr. Aasha Vibhutwar, Swami Vivekanand Hospital , Nanded
Soft skill Development	14/08/2019	14	Faculty Members
Soft skill Development	15/08/2019	18	Faculty Members
Soft skill Development	22/08/2019	90	Godavari Urban Co- op Bank, Nanded
Soft skill Development	27/08/2019	150	Mr. Dattatraya R. Sawant, Executive Engineer, Dept of Irrigation, Nanded.
Soft skill Development	17/09/2019	14	Faculty Members
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

activities	Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
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2019		60	50	0	0
	Departmental mentoring activities related to career counseling and guidance for students				
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	14

5.2 - Student Progression

5.2.1 – Details of campus placement during the year

	On campus			Off campus	
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	0	0	NA	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA	BA	SRTMUN, Nanded	MSW
2019	1	BA	BA	VITM, College, Nanded	MSW
2019	5	BA	BA	J. N. College, Nanded	MSW
2019	10	BA	BA	P. N. College, Nanded	MA (History)
2019	5	BA	BA	SRTMUN, Nanded	MA
2019	6	BA	BA	Vivekvardhi Mahavidyalay a, Nanded	B.Ed.
2019	8	BA	BA	People's College, Nanded	MA

2019	7	BA	BA	Yeshwant M ahavidyalaya , Nanded	MA
2019	21	B.Com.	B.Com.	P. N. College, Nanded	M.Com.
2019	10	B.Com.	B.Com.	People's College, Nanded	M.Com.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying	
NET	1	
SET	1	
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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants		
Sports	intra collegiate	180		
cultural	intra collegiate	150		
No file uploaded.				

5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Particip ant	National	1	Nill	388790	IRFAN KHAN RAHIM KHAN
2019	Particip ant	National	1	Nill	388446	SHAIKH WAQHAS FAISAL
2019	Particip ant	National	1	Nill	1821648	MASKE ASHISH PANDURANG
2019	Particip ant	National	1	Nill	388228	KAPSE MA NPREETSING H KANHAIYA SINGH
2019	Particip ant	National	1	Nill	2170148	GADIWALE MANINDERSI NGH BALWAN TSINGH
2019	Particip ant	National	1	Nill	473088	NANDE HEMANT VIJAY

2019	Particip ant	National	1	Nill	453456	SHAHU TA RANJEETSIN GH JITENDE RSINGH
2019	Particip ant	National	1	Nill	451569	NISHANCHI KULJEETSIN GH BALDEVS INGH
2019	Particip ant	National	1	Nill	450847	RAMGADIYA GURVINDAR SINGH JASPAL SINGH
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5.3.2 – Activity of Student Council & Expresentation of students on academic & Expresentative bodies/committees of the institution (maximum 500 words)

Student Council of the college is an elected body and always joins hands with faculty members and college administration to ensure overall development of the college. Student Council organizes different cultural programmes to observe important days such as ,"Independence Day "Marathwada Mukti Din", "Gandhi Jayanti", "Republic Day", "Dr. Babasaheb Ambedkar Jayanti", etc. in the college campus. "Tree Plantation" is organized in the college by Students' council to protect environment. Participation of students in the students' council helps in the development of their organizational skills. Every year, students' council organizes annual college festival in the college named as Spark. It has not only touched and surpassed past benchmarks but created new milestones for the years to come. The event was diligently organized. There was a soul to it. A soul that was vibrant, contagious and exuberant. This festival was a vibrant roof under which many upcoming talents have showcased their skills and abilities thankfully this year, the much talked about Spark festival, comes with a brand new theme where students, expect the unexpected. The three day festival was arranged between 30th January to 1st Feb.2020, brings a new theme, titled, A Fun frolic ride. Such as event for against, nail arts , PPT Presentation , best out of waste, soap carving , warm up show , portrait shayari , quiz time ,fish pond ,Aap Ki Adalat , crazy selfie , sport ,talent show Spark not only facilitates the interaction of stressed students, with refreshingly melodious music and remarkable activities but also gives exemplary opportunities for students to build confidence among themselves, about their talent. The fest executed with a total of 15 events and 15 talent shows along with the sports activities planned and organized at its best of quality. Focusing on the types of events to include in the fest was decided by the college Principal and fest arrangement committee keeping the interest and need of the student into consideration, with little emphasis on the fun full events behind the scene. This festival also enjoys massive publicity and popularity and is a true delight for every college student because of its refreshing experience. College festival also involves an interdepartmental competition and thereafter prize distribution through proper judgment by invited eminent persons of the locality. College festival highlights different social, academic and cultural subjects and issues through charts, models and excellent representation of craft work by the students. It gains wide participation from the locality as well. General Secretary (GS) of the students' council is the member of governing body of the college. GS puts forward his/her suggestions and different issues related to the academic and administrative affairs of the

college to the Head of the institution and to the IQAC. Problems faced by students are sometimes communicated to the college authority through GS of the students' council.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

0

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

0

5.4.4 - Meetings/activities organized by Alumni Association:

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Pratibha Niketan Mahavidyalaya (Management) has Hierarchical Governance System under the able guidance of our Principal. The Committees are formed as per the constitutional guidelines of UGC and Swami Ramanand Teerth Marathwada University Nanded. The Committee heads are responsible to submit reports to the Principal. The departments are headed by coordinators, HODs and senior staff members who are responsible to conduct the lectures and activities of the department followed by the departmental academic calendar. Decentralization The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the College Development Committee, the IQAC and the teachers council. 2. Faculty level Faculty members are given representation in various committees/cells nominated by the Teachers council, in the College Development Committee, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different committees which have been nominated by Teachers' Council (2019-20): Admission committee Research Proposal committee Library committee Student disciplinary committee Committee for games and sports Canteen Committee Journal and Publication Committee Cultural committee Following committees are constituted accordance to government guidelines: Counseling and Career Guidance and Placement Unit Grievance Redressal Cell Service Book Opening Updating Committee Anti Ragging Committee Press Media Committee 3. Student level As per the policy of the Swami Ramanand Teerth Marathwada University, Nanded no elections were held for the said year since it is not in their policy. 4. Non-teaching staff level Nonteaching staff are represented in College Development committee and the IQAC. Suggestions of nonteaching staff are considered while framing policies or taking important decisions. Participative management The institution promotes the culture of participative management at the strategic level, functional

level and operational level. Strategic level: The Principal, College
Development committee, Teachers council and the IQAC are involved in defining
policies procedures, framing guidelines and rules regulations pertaining to
admission, examination, discipline, grievance, support services, finance etc
Functional level: Faculty members share knowledge among themselves, students
and staff members while working for a committee. The College also supports with
its own inputs along with the University authorities in respect of research
activities. Operational level: The Principal interacts with University
authorities, faculty members maintain interactions with the concerned
departments of affiliating university. Students and office staff join hands
with the Principal and faculty for the execution of different academic,
administrative, extension related, extracurricular activities.

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

Yes

6.2 – Strategy Development and Deployment

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

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):				
Strategy Type	Details			
Admission of Students	The Principal of the College along with the admission committee carry out the admission process. The admission process of 2019-2020 is fully online for all the streams. Admission of students commenced in June 2019 for 2019-20 after declaration of results of 10 examinations by different boards. The college ensures wide publicity for admission through Institutional website, Advertisement in Regional Newspapers and through Prospectus. The admission procedure is duly mentioned in the prospectus. List of selected candidates is displayed on notice board for public. The admission process is conducted as per the rules and regulations laid down by the S.R.T.M. University Nanded and government of Maharashtra. Admission is given strictly on the basis of merit with clear provision for reservation of seats for backward communities as per State Government rules. The students are selected for admission according to their academic records. After collecting admission application forms, the merit lists are prepared. The merit lists are displayed on the notice board and students are asked to pay their fees within a stipulated time period.			
	The reserve quota admission and their merit lists are simultaneously announced. The college strictly observes the rules of admission			
	regarding the quotas of SC, ST, OBC and handicapped candidates in the institution. Faculty members at the			

help desk, guide the prospective students and their parents regarding admission formalities. Industry Interaction / Collaboration Faculty members have collaborated with eminent academicians and researchers in the current year 1 Internship and project works with the industry. 2 In order to enhance industry academia interaction, college has signed MoUs with CA's and Banking and Insurance institution. 3 In order to enhance students academia interaction college has organized Industry and online interaction.. 4 Taxation and Banking Institute Interaction and training during period. 5 Faculty members are involved as consultants for Training project Work. 6 Entrepreneurs and industry experts are frequently online communication under various associations by the Institution. 7 Conducted various career guidance programs on online platforms by various speakers Permanent Faculty is recruited as per Human Resource Management the Roaster system, Reservation policies and norms of UGC, Government of Maharashtra and S.R.T.M.U. Nanded University. Recruitment of CHB staff by the administration as per the workload of respective departments as per norms of Government of Maharashtra. Assignment of departmental work load by HoD. Assignment of various tasks and committees to the staff as per their interests by Principal. Faculty members are encouraged to participate in trainings, workshops and the active staff members are encouraged to play lead roles in various, functions / activities / events. The CHB posts are advertised and Walk-in-Interviews are conducted and the qualified candidates are selected purely for one academic year. So, the full time and CHB teachers take care of the various students curricular and co-curricular activities. Students are encouraged to participate in seminars, field tours, quiz, debate etc to increase their skill and experience. The NSS and Sports department teachers and students help in various programs such as Cleanliness Drives, Plantation, Awareness etc. by online guidance. Library, ICT and Physical Library, ICT and Physical Infrastructure / Instrumentation Infrastructure /Instrumentation College

has constituted a Library Committee. Its meetings are conducted regularly. Through these meetings the decisions related to enrichment of learning resources, services to be provided, Library facility, availability of e resources etc, are taken. Renovation and upgrading of laboratories, subscribing journals for the library. SOUL 2.0 software is used in most of the activities of the library. ICT facilities strengthened by procuring advanced software and hardware. To keep pace with multidimensional growth of the college, the infrastructure has been augmented in a phased manner.

Research and Development

The college has 03 recognized research centers i.e Commerce, Marathi and Chemistry. Conducting the Pre-Ph.D. viva of the Ph.D. students at research centers. Providing Open access to E resources through NLIST facility to research scholars. Encouraging research by faculty members, which has resulted in their national and international publications Encouraging faculty members to undertake major and minor research projects and disbursement of received research funds for purchase of items without delay. Faculty members are presently undertaking minor research projects funded by UGC. Arranging National Conference webinar on current burning issues in society for encouragement in research culture use of methodology for our research students in Arts, Commerce streams., Introduced Research Promotion Scheme for students to promote research attitude.

Examination and Evaluation

Semester examinations are conducted by the affiliated university. College conducts internal assessment of students according to the university guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates etc are conducted by departments to evaluate the students. Department of Commerce also conducts online MCQ Exam through Google Forms from this academic year to review the understanding of a topic by the student. Additional marks are given for participating in co-curricular and extracurricular activities. College ensures that all Examination related rules and regulations of the University

are strictly followed or not. Orientation sessions were conducted for new teachers wherein they were guided about the rules and regulations of the examination and details of supervision duty. Examination sub-committees have been formed by the Teachers Council for effective implementation of the evaluation reforms of the university. Teaching and Learning 1. Teaching is a great way to keep learning. The ICT methodologies including power point presentation, YouTube videos, transcripts with lecture and demonstration methods were used in teaching. 2. One of the strategies for quality improvement in teaching and learning is to make the learning more students centric. 3. Teachers advise students to write keywords short notes of that topic which was taught. The students prepared list of key words written in proper sequence short explanation of each key word. 4. Improvement of computer aided methods of teaching and learning. 5. Enrichment of central library. 6. Encourage experiential learning through participation in Projects, Field Visits by online guidance. 7. Lectures by Experts from various fields were conducted in addition to Bridge courses, Short term and Value Added courses. 8. IQAC of the college monitors the teaching learning process by collecting students' feedback of every subject teacher in institution 9. Special efforts were taken to provide writers and medical facilities to Persons with Disability (PWD). 10. Most of the departments conducted remedial courses. In this course, basic concepts of the particular subject were cleared. When proper meaning explanations of each point get cleared in the course, the students can easily understand the subject which develops interest of students in that particular subject. Curriculum designing and development Curriculum Development

Curriculum designing and development is decided by the affiliating university. In order to enrich the curriculum, the college has collected the feedback on existing curriculum from various stakeholders with the help of a structured questionnaire. This year the feedback on curriculum is received from Students, Faculty members. In order to increase the

learning abilities, the curriculum has been incorporated with internship, Skill Enhancement Courses, Research Projects, Project Works, Latest developments in the subjects like GST and Business Communication.

Implementation of Choice Based Credit System. Every department head and their staff members strive to uplift their curriculum by doing various academic activities in their departments.

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

E-governace area	Details
Planning and Development	Mastersoft cloud software is being used for planning e governance of our institute. For effective e governance the institute has its website, which is being used for communicating with various stakeholders. The activities like admission notification, examination schedule, academic calendar, results, notices, advertisements, various reports etc. are uploaded regularly on website. College has already digitized its office work which runs on a ERP network. Library automation has been initiated by the use of SOUL software. Examination forms are filled up by online and confirmed students list are send by University to college online, Enrolment is done online. SMS whatsapp groups are formed for dissemination of information including regular notice to all stakeholders.
Administration	The college uses Management Information System in its Administrative operations. Notices and circulars are circulated in the college and communicated to different departments through e-mail from the office of the Principal. Each and every IQAC notice is circulated by the coordinator himself through E-mail. To promote the paperless work all notices are sent through email and whatsapp system. Students related circulars/Notices are put on College Notice Board.
Finance and Accounts	1. Receipt of admission fees is given to students through software. 2. Salary of faculty members and staff is transferred directly to the bank account. 3. Salary bills are submitted to the treasury through software. The pay records of the staff are maintained

	by the accounts department in excel and the data is commonly shared within the offices through email when needed. And the accounts officer keeps track of expenses. The annual record of audit balance sheet is properly maintained.
Student Admission and Support	All the relevant information related to admission is available on one click at college website. Applications are submitted for admission to different courses through online. Merit list is prepared and uploaded by fully computerized system. E-mail IDs and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through email. The Mastersoft ERP software is used to generate subject wise list of the students, Transfer Certificate, Migration Certificate, Bonafide Certificate, Caste wise admission reports, Fee receipts, Identity cards etc.
Examination	When the student is admitted to the college, he fills the examination form online with the help of office staff. After filling the form entire database generated in the university. At the time of the semester exam college applies to the university exam section with duly sign of principal for the question paper. Before an hour, University sends the question papers online on college login. The examination department also submits the students' absentee report online to the university. All required information is supplied to the university as per their requisition. All examination related documents such as Hall tickets (admit cards) are prepared by the university and received with the help of an online facility. Evaluation of answer scripts is conducted manually according to University rules and regulations. Faculty members of this college follow regular evaluation system and perform their duties as examiner, head examiner and when appointed by the university. The seating arrangement is displayed on Notice board to avoid chaos and confusion among the students. The internal marks, practical and other marks are filled online through university website as per the

University scheme. This institution also conducts Unit Test, Mid Semester Test, Presentation by student via online mode.

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nill	Nill	NA	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	NA	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Gender Sensitization 01 26 Aug. 2019 31 Aug. 2019 One week	1	26/08/2019	31/08/2019	06
MOOCS/OERS	2	10/10/2019	23/10/2019	14
Degree college Teachers Training	1	22/11/2019	12/12/2019	21
An Approach for Technical Skill Enhancement1	1	05/05/2020	10/05/2020	06
Emerging Trends Technologies in Library Information Services	1	16/02/2020	16/02/2020	01

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

Teac	hing	Non-te	aching
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
1. The College Provides emergency and long term loan through Pratibha Niketan Mahavidyalaya Employees Cooperative Society. 2. Concession of tuition fees to the wards of Staff. 3. Employee Provident fund.	1. The College Provides emergency and long term loan through Pratibha Niketan Mahavidyalaya Employees Cooperative Society. 2. Concession of tuition fees to the wards of Staff. 3. Employee Provident fund. 4. Free uniform distribution to Class IV staff.	1. Various Scholarship Schemes Of State and Center Government. 2. Bus Pass Yojna

6.4 - Financial Management and Resource Mobilization

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

The Institution is a government granted institution. Financial audit is conducted by Chartered Accountant and the frequency of audit is once in a year. The College has appointed one Chartered Accountant M/s. Gandewar Company, Nanded who performs audit and consultation in respect of financial matters. The audit is conducted by making use of specialized Financial Module provided there in. An Audit includes examining on a test basis, evidences supporting the amount and disclosures in the financial statements as well as evaluating the overall financial statement and balance sheet presentation.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose			
00	0	nil			
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6.4.3 - Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No Agency		Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	IQAC

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

1. Although the Pratibha Niketan Mahavidyalaya, Nanded does not maintain formally registered parent teacher association yet interactions of teachers

with parents during parent teacher meetings of different departments come up with new suggestions related to the overall development of the students. The College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders., 2. Faculty members of college maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward.

3. Joint effort of parents and faculty members has ensured good representation of girl students in field based subjects.

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

All the staffs of the college enjoy the following benefits. The provision is for 100 of faculty and staff who are found eligible. Following are the Welfare Schemes: 1. Credit co-operative Society provides loan up to 7,00,000/- Rs. 2. Reservations of seats for wards of the Faculty. 3. Every year two sets of uniforms are given to class IV workers at the college expense. 4. Maternity leave benefits up to six months with pay. 5. Canteen, sports Facilities.

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

Post-accreditation initiatives based on the recommendations mentioned in the Peer team report: 1. Vacant teaching and non-teaching posts should be filled on regular basis Post accreditation initiative: The institution had communicated about the shortage of faculty members in different departments. The State Government at the present time has a ban on Full Time permanent over appointment of teachers due to their policy. 2. ICT should be increased in teaching learning process Post accreditation initiative: various departments have been provided new computers and printers to increase the use of ICT enabled teaching and learning. Computer aided methods are now used by the majority of the departments to deliver lectures. Online submission of home assignments by the some Departments. 3. Faculty should be encouraged to undertake F. I. P. In the current academic session 07 faculty members have participated in different faculty improvement programmes. 4. The college should have some more smart classes Construction of one new smart classroom has been completed and teaching-learning process has started in the smart class rooms

6.5.5 - Internal Quality Assurance System Details

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

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	NA	Nill	Nill	Nill	Nill
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the	Period from	Period To	Number of Participants
programme			

			Female	Male
Class to class aweweness campegin	22/07/2019	22/07/2019	65	85
Savitribai Phule Jayenty	03/01/2019	03/01/2019	9	8
`Rashtramata Jijau Jayenti	12/01/2019	12/01/2019	40	33
Entrepreneurial Development Program	13/08/2019	14/08/2019	12	13

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

Percentage of power requirement of the University met by the renewable energy sources

Percentage of power requirement of the College met by the renewable energy sources? College has sent the proposal for upgradation of the existing solar power system renovation/upgradation . ? "Save energy" initiative is taken by the students to make students aware by making them switch off lights and fans before leaving the classroom. ? Environmental awareness campaigns by organizing seminars under NSS, Organizing student exhibitions annually ? Department of Botany and Zoology conduct field work and study tours to create awareness and conservation of Biodiversity among students. ? Students prepare projects on "Environmental Science" as a part of their course curriculum on different environmental issues such as air, water, land and sound pollution, solid waste management, ecosystem and biodiversity.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	0
Ramp/Rails	Yes	4
Braille Software/facilities	No	0
Rest Rooms	Yes	4
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	13/09/2 019	01	Cleanli ness	Cleanli ness	29

View File

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for staff	05/07/2018	• Teachers should engage the classes assigned by the HOD and complete the syllabus in proper manner as well as produce good results. • Mentor-Mentee system must be implemented effectively. Teachers shall monitor the respective group of students who are attached to them. • Assignment topics for each course must be given in time to the students. • Teachers must be good counsellors and facilitators and have responsibility to guide, encourage and assist the students. • Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students. • Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time-to-time. • Teachers are expected to be present in the college campus at least 10 minutes before the college beginning time. • Teachers should remain in the college campus as per the guidelines of UGC. • Teachers should sign the attendance register while reporting for duty
Code of conduct for student	07/08/2018	GENERAL EXPECTATIONS: • Equality for all who learn and work here. • Professional and expert staff • ID badges to be worn at all times • No smoking and tobacco chewing in the campus • Safe working practices •

Clean and comfortable environment in the campus IN THE BEGENING YOU CAN EXPECT: • A planned introduction to the college and Programme of Study • A student handbook outlining College Policies and Procedures • Written details about your Course • An explanation of the college Student Charter and complaints procedure YOU CAN EXPECT FROM US . Named Mentor • A timetabled tutorial or published times your tutor is available • Regular Assessment, discussion of feedback and monitoring of your progress • Written and Verbal feedback • Lecture to be Punctual, prepared and knowledgeable in their subjects. • Help from our mentor with overcoming difficulties • Lectures to use various ways to help you learn • Resources and equipments which is safe and fit for use • Programme designed, delivered and assessed to support future employability YOU WILL BE EXPECTED TO • Meet set targets by agreed deadlines • Maintain good attendance and punctuality • Adopt a mature approach to learning and behaviors • Participate fully in the learning experience • Follow all health and safety guidelines and take care of Buildings/fu rniture/equipment • Take full advantage of the employability and Job/career opportunities provided • Work well with others • Respect everyone's rights and inform staff of inappropriate behavior

		Seek help when needed and take advantage of the support offered.
Code of Ethics	16/08/2018	The institution has a Research Cell which follows a Code of Ethics for all research activities undertaken by the staff and students of the college. All research activities of the institution are passed through the Research Cell which ensures that the Code of Ethics is followed by the participants. This Code is based on the following general principles: • Essentiality: For undertaking research it is necessary to make all possible efforts to get and give adequate attention to existing literature/knowledge and its relevance and the alternatives available on the subject/issue under the study • Maximisation of public interest and of social justice: Research is a social activity carried out for the benefit of the society. It should be undertaken with the motive of maximization of public interest and of social justice. • Respect and protection of the autonomy, rights and dignity of the participants: Research involving participation of individual(s), must not only respect but also protect the autonomy, rights and the dignity of participants. The participants. The participants. The participants of individual(s) must be voluntary and based on informed consent. • Nonexploitation: Research must not unnecessarily consume the time of

incur undue loss of resources and income. It should not expose them to risks due to participation in the research. The relationship within the research team including students and junior members should be based on the principle of nonexploitation. Contribution of each member of the research team should be acknowledged and properly recognized.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants	
International Yoga Day,	21/06/2019	21/06/2019	21	
Birth anniversary Chatrapati Shahu Maharaj (Samajik Nay Din)	01/08/2019	01/08/2019	17	
`Rahtriya Ekta Rally	15/08/2019	15/08/2019	47	
EId- e-milap Programmae	01/08/2019	01/08/2019	150	
Teacher's Day Celebration	05/09/2019	05/09/2019	72	
"Shrampratishtha" Work is Worship	26/09/2019	26/09/2019	37	
"Constitution Day "(Sanvhidan Din)	26/11/2019	26/11/2019	63	
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The initiatives taken by the college to make the campus Eco friendly: Energy conservation Use of renewable energy Water harvesting Efforts for carbon neutrality. Tree Plantation Hazardous waste management E-waste management The following are the major environmental initiatives undertaken by the College. Energy Conservation Implementing energy saving techniques is ensured that the lights and fans are switched off by floor peons and staff after completion of the last lecture of the day. Classrooms are made with sufficient cross ventilation and light so that the use of electricity can be minimized. This shows the institution's commitment towards energy conservation. Use of Renewable Energy The College installed solar panel. Water Harvesting The College is contemplating installing the water harvesting. The drinking water and the washroom water in the campus is being analysed once in a semester. Efforts for Carbon neutrality The College makes the student aware of the Carbon Credits, Carbon Neutrality its advantages etc as a curriculum in the subjects of Foundation course and Environmental Studies in the first and second year

programmes. Projects/assignments are also given to students based on topics like India's Carbon Credit policy, Earnings from Carbon Credit. Industrial waste, e-waste etc. Plantation Various trees are planted and maintained to keep the campus green. Hazardous waste management There are no hazardous chemicals used in the college laboratory. The minimal wastage is drained after reasonable treatment so as to make it non hazardous. E-Waste management Non-working computers, monitors and printers are discarded and scrapped on a systematic basis. If some parts are useful, in other systems they are kept aside for future uses. The college undertakes various activities through N.S.S. like water and power management. The biodegradable and non-biodegradable waste segregated by the college was utilized for composting. To create eco-friendly awareness among the students college arranges special programmes by inviting the eminent personalities, who in turn train and educate public. Students are encouraged to participate in eco-friendly activities.

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

Best practice 1 1] TITLE OF THE PRACTICE: "INTERNAL ACADEMIC AUDIT" 2] OBJECTIVES OF THE PRACTICE: The main objective of this practice is to make it a best practice to be known as a unique initiative of the College. The prime intention of the practice is to prepare a structure which automatically ensures constant improvement in teaching, learning and evaluation pattern of the curriculum. Following are the other objectives of the practice : 1. To understand the existing system in detail and to assess the strength and weakness of every Department. 2. To suggest a suitable method for improvement in the teaching, learning and evaluation process. 3. To ascertain whether the department is functioning effectively and with appropriate records to support. 4. To encourage capacity building, research projects and publication and extension in every academic year. 5. To suggest methods for improvement in quality education. 3] THE CONTEXT:: In this age of globalization, education plays a pivotal role and that is the reason why Gross Enrolment Ratio (GER) is increasing by the day. Therefore, the process of teaching, learning and evaluation has taken a front stage. In this scenario, it is necessary to maintain high academic standards and constantly improve upon it. In a step towards this direction, the College runs an innovative practice called "Internal Academic Audit". This process has been formed with painstaking effort to include two external members and two internal members who assess the quality in different parameters aimed at developing a robust academic structure. 4] THE PRACTICE: In order to bring this innovative operation into practice the modus operandi followed by the College is as under : a. An assessment team consisting of two external members having vast experience in the field of education and two IQAC members is formed. b. The team provides well-structured formats to collect primary data and information from all the departments. c. The data to be provided shall consist of information related to students enrolment, number of faculty, results, research initiatives of the College etc. d. Besides, the Self Appraisal Forms prescribed by the University is obtained from every faculty in order to collect academic and other information from teachers during the academic year. e. Collection of information also include research projects undertaken, funds mobilised, conferences organised and attended and papers presented by the faculty. f. Yet another essential part of the assessment is to invite feedback and arrange spot visits to each and every department. The team spends quality time in each department and explores the prospect of improvement in every field during its spot visit. 5] EVIDENCE OF SUCCESS: a. The SWOC analysis of every Department helped all the Departments to have an objective view and gear up for new challenges from the next academic year. b. The assessment highlights the strong points of departments, which has spurred a healthy competition between the departments in terms of improvement. c. The

and extra curricular activities apart from teaching, learning and evaluation which is equally important. d. The assessment has geared up all the staff members to face the upcoming NAAC assessment and accreditation process with confidence. 6] PROBLEMS ENCOUNTERED RESOURCES REQUIRED: No progressive task is insulated with problems. Therefore, this practice too is not an exception. The task of internal audit is a bulky one and is an unending process. The process also requires huge resources in terms of manpower and trained staff. Following are the problems encountered while implementing this practice : 1] INADEQUATE STAFF: There is shortage of teaching staff in the College due to Government policy which does not allow recruitment of staff. This creates extra work load and disturbs the schedule of the faculty. The faculty is also stuffed with work related to semester and internal exams which consumes a major chunk of their time. 2] INADEQUATE SUPPORT STAFF: The assessment process requires the help of clerical staff for extracting information. But since the College has upgraded its administration towards ERP network, the administrative staff is facing technical difficulties to support with necessary information. 2] PROGRESSION TO ERP NETWORK: The evolution of office software to ERP network has brought its loads of technical hitches. The data required through the software needed extra training and knowledge. Best practice 2 1] TITLE OF THE PRACTICE: USE OF TECHNOLOGY IN ADMINISTRATION AND OFFICE MANAGEMENT 2] OBJECTIVES OF THE STUDY: This is an attempt aimed at studying the use of technology in the field of Office Management and administration in the College. It goes without saying that administration and office management are the two aspects which are the backbone of any entity. Besides, the Principal has the fundamental task to address all the issues related to teaching, learning and evaluation. The domain which needs the most latest technology is the administrative wing, which comes under the head of the Institution. The Principal is the ultimate Administrative Head of the College and if he wants to keep all the information in his fingertips, no other medium can come handy rather than the use of technology in all the areas. The office which works under the Principal, in a literal sense, is a database of sorts. It is the management of the database which poses to be a herculean task year after year, since records pile up and are recalled as and when need arises. In order to find a solution to this task the College took an innovative and novel step and went for an ERP based software for its office administration which has come a long way from the traditional system. The data collected from the software is effectively used for teaching, learning and evaluation purposes. The College also makes use of internet technology with active use of its official website. The administrative employees also make use of email and google docs for many tasks. The objective of the study is to see as to how technology has played a pivotal role in administration and to find out the outcome of the technology. 3] THE CONTEXT: The context of the study basically revolves around the manual record keeping process on a paper and its journey to using software and then to the web based highest platform of Enterprise Resource Planning (ERP). Previously, the back office of a College consisted of Typewriters, reams of papers, carbon papers, ribbons etc. with piles of files here and there. Record keeping in the form of files was of utmost importance. Thereafter, the place of typewriters was taken by the Computers and Printers which sizeably reduced the work and increased the accuracy of performing duties. It started reducing the duplicating work to a large extent and also keeping record in a computer rather than in a paper. However, still the practice involved typing on to a computer and taking a print and filing it was much the same. The technology further developed by way of offline office management programme which the college hired from outsourcing methods. The technology further graduated to internet technology with the advent of google which helped a lot in terms larger spaces for data saving and record keeping online. This considerably reduced paperwork and stocking of printouts. This new age also brought about reforms in terms of ERP which is

assessment also helped to focus on other areas such as sports, co-curricular

completely an online process with better database management features. 4] THE PRACTICE: The office management technique of yore was traditional which needed expert and diligent staff to maintain records in a systematic way so that when required it can be searched out as early as possible. With the introduction of Master Software the office administration underwent a sea-change in different areas as enumerated below: 1] ADMISSION FORMS: The Admission sheets in paper form is done with and a link of admission is provided on the website which directs to an online form. The forms thus filled are retrieved by the admission committee to scrutinize and then directed to the cashier for further process. 2] ISSUANCE OF RECEIPT: The receipt to students are issued through the online ERP system which ensures a permanent record free from mistakes or fraud. 3] MAINTENANCE OF ACCOUNT BOOKS: The Books of Accounts are maintained with the help of the accounts module provided with the software. The software only needs an input of data related to journal entries with the help of vouchers. This automatically helps generate ledger, cash book, trial balance, receipt and payment and balance sheet. 4] PROVISION OF LISTS OF STUDENTS: The use of software ensures quick preparation of lists of students for academic purposes. The roll numbers and batches can be automatically assigned through the software which ensures proper learning and evaluation practices . 5] WRITTEN COMMUNICATION: The written communication mode followed by the College on paper has reduced to a large extent with the emergence of emails for official purposes too. The College now uses email technology for communicating messages to staff and students. The University and the Government offices too communicate via.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.pnmnanded.org/pdf/feb/best-practices.pdf

7.3 - Institutional Distinctiveness

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

The parent Educational Trust which runs the Pratibha Niketan Mahavidyalaya, Nanded has the rarest distinction of being formed by a group of nationalists and active freedom fighters of Marathwada freedom struggle, the erstwhile region which was under the tyrannical rule of the Seventh Nizam. The Society was formed way back in the year 1939 which established a National School (Rashtriya Shala) with a towering national fervour. It was the time when the freedom fighters were engaged both in freedom struggle as well as imparting the much needed knowledge to the people of Marathwada, who were grappling with poverty and illiteracy. In the year 1972, after nearly 30 years after the establishment of the School, senior educationists and teachers decided to extend the academic zone of the Society for graduate studies and thus formed -"Pratibha Niketan Mahavidyalaya, Nanded", a degree College imparting education in Arts, Commerce and Science faculties. This is the only College in the Nanded region, the foundation of which was laid by teachers for the upliftment of poor and needy students from Nanded as well as the mofussil areas. In its voyage for the last four decades the College has sailed comfortably and emerged as an educational hub for the 'minority students'. The College serves religious as well as linguistic minority students. Right from its inception the College runs the subject "Urdu" as main elective for Arts faculty, as well as as Second Language for Science and Commerce faculty. If the members of religious minority groups are considered then students belonging to Muslims, Sikhs, Parsi and Khoja as well as linguistic minorities such as Gujrathi, Marwadi and Sindhi can be found in copious numbers. These all students make a beeline to get admission in this College. In the academic year 2018-2019 nearly ____ students accounting for ____ of total students belong to these religious and linguistic minority

groups. The College has 02 full time teachers, 03 administrative staff employees and 06 clock-hourly basis teachers from amongst these minority and linguistic minority groups. It is remarkable to note that a College student also secured a place in merit list in the subject "Urdu". The College also heeds the requirement of the minority students by facilitating them to earn minority scholarship from Government and also scholarship- Wazeefa from the Takhat Sachkhand Hazur Sahib Gurudwara Board, Nanded. It is conspicuous to note that the College falls under a "general educational Institution" and does not have a special status catering to the 'religious and linguistic minority'.

Provide the weblink of the institution

https://www.pnmnanded.org/pdf/Distinctiveness-of-the-College.pdf

8. Future Plans of Actions for Next Academic Year

1. Provision for a separate fund to support quality digital content created by the teachers. 2. Develop one smart classroom in the institution. 3. To implement online faculty data management system. 4. To conduct Academic and Administrative audit by University. 5. Use the software for data and document management of the College by IQAC. 6. Enter into MoUs with industries and/or NGOs. 7. Strengthen linkages of the departments with other colleges. 8. To improve the mechanism used for feedback from stakeholders and its analysis. 9. To increase student involvement in institutional development.