Purushottam Thote College of Social Work
Narsala Road Nagpur-34

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Session 2019-20

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution: Purushottam Thote College of Social Work, Nagpur.

- Name of the Head of the institution: Dr. Purushottam Yashwantrao Thote

- Designation: Principal

- Does the institution function from own campus: **Yes**

- Phone no./Alternate phone no.: 0712-2700485/2700491

- Mobile no.: +919422123312

- Registered-mail: pthotecswn@gmail.com

- Alternate e-mail: pthotecswn@yahoo.co.in

- Address   : Purushottam Thote College of Social Work, Narsala Road, Nagpur-440034

- City/Town   : Nagpur

- State/UT   : Maharashtra

- Pin Code   : 440034

2. Institutional status:
- Affiliated /Constituent: Affiliated
- Type of Institution: Co-education/

- Location :Rural/Semi-urban/Urban: Urban

- Financial Status: Grants-in aid/ UGC 2f and 12 B

- Name of the Affiliating University: Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

- Name of the IQAC Co-coordinator: Dr. Sanjeev Kumar

- Phone No. + 919373155174

- Alternate phone no. +919422123312

- Mobile: +919511605534

- IQAC E-mail address: pthotecswn@gmail.com

- Alternate Email address: pthotecswn@yahoo.co.in

3. Website address: http://pthotecollegesw.org

Web-link of the AQAR: (Previous Academic Year): **Yes**

4. Whether Academic Calendar prepared during the year? Yes. , if

yes, whether it is uploaded in the Institutional website: **YES**

Web link:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1st	C Grade	1.59	2010	from: 2010	to: 2015
2nd	B++ Grade	2.76	2016	from: 2016	to: 2021

6. Date of Establishment of IQAC: DD/MM/YYYY: 30/04/2010

7. Internal Quality Assurance System

7.1 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
Workshop on Blended Learning	10-15 December, 2019.	15

8. Provide the list of funds by Central/ State Government UGC/CSIR/DST/DBT/ICMR/

TEQIP/World Bank/CPE of UGC etc. Staff Payment according to rule and regulations

of State Government

AQAR 2019-20

- Yes, we received Salary and Non Salary Funds from State Government.

8. Whether composition of IQAC as per latest NAAC guidelines: **Yes**
          *upload latest notification of formation of IQAC

9. No. of IQAC meetings held during the year:

                                                                                      02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

                                                            Yes

- Whether IQAC received funding from any of the funding agency to support
  its activities during the year   **No**

     If yes, mention the amount: Year: **NA**

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

   * Reviewed learning process and encouraged participatory learning.
   * Encouraged us of ICT for improving class room teaching and professional development.
   * Improved Social Work practicum skill in student.
   * Skill lab conference and seminar arrange by the institution.
   * Out Reach Programme

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

Plan of Action	Achievements/Outcomes
Academic Calendar for the year 2019-20. Various activities arranged in field work practicum. Students are encouraged for ICT programme usage. Core values will be focused while organizing programmes. Annual report and AQAR prepared.	The academic calendar is uploaded on website. Many community level programmes are organized regularly on the theme of legal literacy, family life, education, personality development, tree plantation, capacity building programme for women and various vulnerable groups. Lifelong learning and extension activates. All students were given orientation about social work syllabus. PPT presentation. Annual report and AQAR is prepared.

12. Whether the AQAR was placed before statutory body?   :   **Yes**

     Name of the Statutory body: **College Development Committee**

13. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Yes   Date: 20/08/2019

14. Whether institutional data submitted to AISHE: Yes

Year: **2019**

Date of Submission: 28/01/2020

15.   Does the Institution have Management Information System? **Yes**

The College have been using management information system where facilities like entry of students details, issue of bona fide certificate, transfer certificate, issue of transcripts generation of payment receipt and list of students (class wise, category wise, subject wise etc.) Are availed by the administrative office through various inbuilt models.

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

Purushottam Thote College of Social work has a well-organized system for curriculum delivery and documentation. Academic planning is done before the start of the academic year and the Faculty members contributes in preparation of the academic calendar. Distribution of workload and preparation of time table is done in advance by the college. Every teacher receives the individual time table along with exam schedules. All the specialization is involved in scheduling academic, co-curricular and extracurricular events to enrich the learning process. All events and committee activities are uploaded online to facilitate effective documentation. This process is smoothly handled by activity report committee and website committee. The special feature of our institution is that all teachers' record the daily activities and lectures documented in their diary. Teachers also retain portion/syllabus completion cards assuring that 100% syllabus is covered. All the new students are oriented to the college in the beginning of the academic year. College thus ensures gearing every student for effective transaction of knowledge. Our institution believes in reaching out to students by adopting learner centric approaches. We have remedial teaching to keep them abreast with the syllabus for the advanced learners. Though syllabus is prescribed by the university, teachers use innovative methods for better delivery of curriculum transactions. Every classroom is well equipped with LCD projector, and black boards. Use of audio visual aids and ICT tools, student presentations, group discussions in the classroom enrich the learning experience. College adopts various innovative methods to facilitate the process of teaching and learning. Teachers use Innovative teaching methods. The institution has a well maintained library, with the latest books required for curriculum delivery. Teachers coordinate with the librarian by giving the requirements and ensuring that the list of books needed for their subjects are available for the students. Students are motivated to visit the library. where students have access to books and journals. Our teachers are a part of the university, Our Honorable Principal is the Member of BOS, RTM Nagpur university, Nagpur. All faculty members are paper setter and moderators too. Institution encourages all teachers to attend syllabus revision workshops and other FDP programmes to update themselves and ensure effective curriculum deliverance. Institution also has an Internal Academic Audit at the end of every academic year which helps to ascertain that adequate and effective quality assurance mechanisms regarding curriculum planning and delivery are applied to ensure quality inputs and consequently quality outputs and suggest improvement measures wherever required. Feedback is solicited from students at the end of the semester on the relevance of the courses and Fieldwork practicum offered and suggestions are reviewed by teaching staff during Faculty Meetings held in April every year.

Group research Work at UG level and individual research at PG level is compulsory, supervisors monitor learning of research processes by the student. workshops are also periodically organized to ensure that the students learn the research process. Preparatory viva is conducted along with the assignments and internal viva- voce etc.

In social work practicum through SWP journal reports, conferences- individual and group, skill labs, workshop, extension activities are based on a light theme from curriculum mechanism like midterm evolution agency supervisor feedback classroom presentation self-appraisal form of performance in social work practicum filled by each student at the end of the academic session are used to ensure your achievement of objective of curriculum. For the curriculum enrichment, college regularly organizes talks, seminars, symposia, exposure visits and programmes based on various current issues which are also part of the curriculum of the students. Students are helped to translate the theory in the practices through activities of the field action project. Participation in different social activities, networking with various GO's and NGO's, internship etc. are routinely done.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name Of The Certificate Course	Name Of The Diploma Courses	Date Of Introduction And Duration	Focus On Employability/ Entrepreneurship	Skill Development
Certificate Course in Social Science Research	Pre Primary Certificate Course.	1993-1994	Yes	Yes

1.2 Academic Flexibility

1.2.1 New programmes /courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
MSW (CBCS)	--	PG	2015-2016		6 June, 2016

Already adopted (mention the year)

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

1. Ph.D course work certificate	15
2. Yaswantrao Thote Aganwari Balwadi Prasikshan Kendra (Certificate of BALWADI Training)	20
3. Certificate Course in Social Science Research.	14

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
1- Gandhi Vichar Pariksha	15-6-2015	30
2- Gramgita Jeevan Vikas Prakisha (Run by Gurukunj Asharm, Mojari, Amravati.)	15-6-2013	40
3- Certificate Course in Ambedkar Thought	15-6-2020	20

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students
1. Unnati Prakalap.	30
2. Rashtrasant Sanskar Prakalap	30
3. Jilha Vidhi Seva Pradhikaran	07

1.4 Feedback System:

1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	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 collected from all stakeholders. Feedback on faculty, for example, is collected from students at the end of every semester. The feedback form is designed to incorporate depth of knowledge of the subject, presentation skills, sincerity, commitment, regularity, punctuality, syllabus coverage, ability to relate the course to real life situations, ability to generate interest, accessibility of teachers for clarifications outside the class, ability to command and control the class, and overall rating students give their feedback on faculty on the basis NAAC Format. The feedback is analyzed by the Principal and feedback committee. In analysis, the feedback committee compares the feedback of the previous and current semester. If any improvements are called for, the matter is brought to the Principal's notice. Then the feedback committee and Principal share the feedback with the faculty concerned and suggest necessary steps for improvement. Feedback on curriculum is collected from all stakeholders, and the findings are communicated to the respective Boards of studies/Boards of Examiners. Faculty members are appraised of their role in syllabus completion, based on feedback from students.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications Received	Students Enrolled
BSW I & II sem	60	44 (for Admission Year)	44
BSW III & IV	60	42	42
BSW V &VI	60	37	37
MSW I & II	60	60 (Centralized Admission)	60
MSW. III & IV	60	58	58

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG Courses
2019-20	123	118	16	16	16

2.3 Teaching - Learning Process

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

Number of	Number of	ICT tools and resources	Number of ICT enabled	Number of smart classrooms	E-resources and techniques

teachers on roll	teachers using ICT *(LMS, e-Resources)*	available	classrooms		Used
15+1 (Principal)	16	Laptop, Internet Computer, Projector	5	5	Teachers use Library Internet for Resources, OHP, Projecter, Audio, video system, online classes etc.

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

Yes, Mentor students mentoring system has practiced a system of mentoring called teacher mentor system. At the beginning of the academic session, the students name along with mentor displayed on the college notice board. The mentors are responsible for academic progress and Psychological counseling to those who need them at the beginning of academic session, mentor conduct orientation programmes for the students. Also maintain record of the class attendance, class performance and academic progress. The maintenance use both formal and informal means of mentoring. The mentor system a part from its formal part also exist as a robust in formal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.

The college has many committees to monitory the teaching learning process like academic planning committee, Time table committee, Social work practicum monitoring committee, research activity monitoring committee. IQAC takes feedback from search committee and also given suggestions if required.

Helping student in improving computer skill, English speaking skill monitoring of academic calendar for smooth functioning. Review and analysis of regularly undertaken by IQAC. By undertaking talks with student of all level.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
BSW / MSW. 241	16	15 :1

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 positons	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	16

2.4.2 Honours and recognitions 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
2020	Dr. Jaishree Barai	'Kartvavaan Mahila'	Nagpur Municipal Corporation, Nagpur.

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	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

	Code			
Bachelor of Social Work	BSW	I & III & V, Sem	30-10-2019	11-12-2019
Bachelor of Social Work	BSW	II, IV&VI Sem	30-04-2020	27-11-2020
Master of Social Work	MSW	I & III Sem	30-10-2019	10-01-2020
Master of Social Work	MSW	II & IV Sem	30-04-2020	09-10-2020, 28-11-2020

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

It also provides base for new areas of the specialization to the identified students. Evolutions of internal college committee to decide how to plan teaching and learning also as conference, seminar, guest lecturer, organize by the institution. IQAC arrange the meeting regularly for the evaluation of the teachers. IQAC committee check the student feedback form of the student, doing class room diagnostic learning difficulty solve, it is policy, quality review it evaluate while student do in the class room field work research. Most of the student involve in teaching and learning college continuous internal evaluations by the IQAC. Institutions provide to the students' knowledge learning and teaching infrastructure like library internet facility computer lab etc.,

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

Every think environment the students in the teaching learning activities of the class setting of the question paper by the class teacher, subject teacher, plan the conduct examinations. Examination related work in the academic year all the subject syllabus over by the subject teacher as well as field work practicum work complete by students under the guidance of supervisor in academic year project work research work paper presentation and viva-voce other extension activities organize by the institution with the help of NSS, NGO and other MOU Institution. Industry, Community other social services provided for the people welfare, all the collaboration with other social and economical institution those who are provide services to the poor people. College affiliation Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur University conduct the examination regularly.

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)

NAAC is conducting student satisfaction serve regarding teaching, learning and evaluation which will help to upgrade the quality in higher education a study will have to response to all the question given in the formate with her/his be related.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BSW	BSW Final	35	34	97.14%
MSW	MSW Final	48	48	100.00%
PhD Course Work	PhD Course Work			1+ 1 Awarded

2.7 Student Satisfaction Survey

Our college is conducting a student's satisfaction serve regarding teaching that learning and evaluation, which will health to upgrade the quality in Higher education. A student will have to respond to all the question given in the following format with her/his sincere effort and though her/his identity will not be revealed. Instruction. All question should be compulsorily to attempt

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

Yes, in Our College we go for Student Satisfaction Survey. We have Designed Questionnaire and we use this questionnaire and upload the results of Student Satisfaction Survey on the College Website.

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

As per the 'NAAC' assessment and accreditation guidelines, teaching – Learning and Evaluation Guidelines for Students College has been conducted student's satisfaction survey. Survey form was used as provided in 'NAAC' guidelines. Some necessary additional questions were included. The survey was conducted by using Google forms by sending link through the College E mail ID and what's aap groups. The report of the SSS has been uploaded on college website and record has been documented.

During the Covid-19 pandemic the responses' submitted by the students were stored in Google drive. The responses were analyzed systematically and scientifically.

- 50 percent of the male and equal female students have been responded to the Students Satisfaction Survey.
- 42.86 percent UG and 57.14 percent PG students were participated in Students Satisfaction Survey of the academic year 2019-2020.
- 89.29 percent of the students presentation shows that up to 85 to 100 percent syllabus were covered in the classes by the faculty during the academic session; hence they were satisfied by teaching learning process of the college.
- According to the 89.29 percent of the students teachers prepare for the classes thoroughly and satisfactorily.
- According to the 92.86 percent of the students teachers are well effective and satisfactorily able to communicate with the students.
- According to the 60.71 percent, 21.43 percent and 17.86 percent student's teachers approach to teaching is found excellent, very good and good respectively.
- 78.57 percent and 17.86 percent students presentation in their satisfaction survey shows that the internal evaluation process by the teachers are always fair and usually fair respectively.
- The majority of 85.71 percent and 7.14 percent students have been responded that their performance in assignments discussed with them every time and occasionally respectively.
- 82.14 percent and 21.43 percent students responded that the college takes active interest in promoting internship, student exchange, field visit opportunities for students regularly and often / sometimes respectively.
- The majority of 89.29percent students reported that the teaching and mentoring process in college facilitates them in cognitive, social and emotional growth significantly and very well.
- The majority of 57.14 percent and 35.71 percent (92.86 %) students are found agree and strongly agree regarding the college provides multiple opportunities to learn and grow them.
- The majority of 78.57 percent and 10.71 (89.29 %) students reported that the teachers inform them about your expected competencies, course outcomes and programme outcomes every times and usually respectively.
- 89.29 percent students the mentor does a necessary follow-up with an assigned task to them.
- The majority of 67.86 percent and 21.43 percent students presentation shows that the teachers illustrate the concepts through examples and applications every time and usually respectively.
- 75 percent and 21.43 percent students reported that the teachers identify their strengths and encourage you with providing right level of challenges fully and reasonably respectively.
- According to the 75 percent and 17.86 percent students teachers are able to identify your weaknesses and help them to overcome them every time and usually respectively.
- 100 percent students reported that they are strongly agree and agree that the college makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.
- 85.71 percent students reported that the college / teachers' use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing

learning experiences to a great extent.
- The majority of 85.71 percent students are found strongly agree and agree with the teachers encourage them to participate in extracurricular activities.
- 53.57 percent and 39.29 percent (92.86 %) students reported that efforts are made by the college / teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work to a great extent and moderate level respectively.
- All students reported that teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.
- The majority of 64.29 percent and 28.57 percent (92.86 %) students reported that they are strongly agree and agree with the statement the overall quality of teaching-learning process in your institute is very good respectively.

Inspite of the above presentation of our students in students satisfaction survey (SSS) they have given observation / suggestions to improve the overall teaching – learning experience in our college. The students suggested that Blended Learning, Market/ Job oriented Syllabus, Localized Approach, Social Work Approach should be adapted to improve the overall teaching – learning experience in our college as well as Online learning should be more interesting and entertaining creating interest of students and motivational sessions would be helpful to motivate students in covide-19 pandemic situation.

The students also suggested that the college should take some efforts regarding the drainage water NALA, which is very harmful and hazardous to the health of the students and the employees.

The student's satisfaction survey (SSS) report has been given to the IQAC, CDC and Academic Planning Committee of the college for further improvements in this regards

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 organizations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	One Month	GTSS	5,000	5,000
Students Research Projects *(other than compulsory by the College)*	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL
Any other (Specify)				
Total				

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(s)
1- Jal Jagruti Saptha	College	18 March 2019
2- Social Work in Changing Times	Social Work	13 & 14 June 2019
3- Inter University Workshop	College	02-04 November 2019
4- Stress Management and Personality, Research Methodology and Interview	College	09, October 2019

5- Guest Lecture on Positive Psychology on World Mental Health Day	College	10, October 2019.

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL

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

Incubation Centre	Name	Sponsored by
1	Sevam Rojagar Prasikshan Karaykram	Aajewan Adyayan Evam Vistar Vibhag

Name of the Start-up	Nature of Start-up	Date of commencement
NIL	NIL	NIL

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	No. of Ph. Ds Awarded
Social Work	**3**

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

	Department	No. of Publication	Average Impact Factor, if any
National	Social Work	3	--
International	--	--	--

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

Department	No. of publication
Social Work	**8**
Sociology	**1**

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
--	--	--	--	--	--	--

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the Publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	05	08	06	06
Presented papers	04	04	04	02
Resource Persons	00	00	00	02

3.4 Extension Activities

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

Title of the Activities	Organizing unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
1- Jal Jagruti Saptha	College	03	20
2- Role Play	District Legal Services	01	14
3- Lok Adalat	District Legal Services	01	14
4- Tree Plantation	NSS, RTM Nagpur Unirsity	01	15
5- Role Play	District Legal Services	01	15

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	No. of Students benefited
-	--	--	--

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
1- Sawachh Bharat Abhiyan	Nagpur Muncipal Corporation	College campus sanitation	16	250

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
1. Faculty and Student Exchange Programme with B.P. National Institute of Social work Nagpur, Rajiv Gandhi School Of Social Work, Gondia, Dr. Babasaheb Ambedkar Institute of Social Work, Nagpur.	16 Faculty and All Students	College	2019-20

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-To)	Partici pant
1- Field Work and Research	Concurr ent Field work Practice	Government Schools, ICDS Centers	16 June 2019 to 30 April 2010	180

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

Organization	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Faculty and Student Exchange Programme with B.P. National Institute of Social work Nagpur, Rajiv Gandhi School Of Social Work, Gondia, Dr. Babasaheb Ambedkar Institute of Social Work, Nagpur	16-06-2019	Research, Library Sharing, Field Work and Teaching	60

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
Rs. 27,000	22635+4260= Rs.26,895

4.1.2 Details of augmentation in infrastructure facilities during the year 2019-20

Facilities	Existing	Newly added
Campus area (Library)	1,528 sq.ft.	--
Class rooms	05	--
Laboratories	--	--
Seminar Halls	01	--
Classrooms with LCD facilities	05	--
Classrooms with Wi-Fi	05	--
Seminar halls with ICT facilities	01	--
Video Centre	01	--
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--
Others	--	--

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 partially)	Version		Year of Automation
--	--	--		--

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value (In Rs.)**	**No.**	**Value (In Rs.)**
Text Books	6084	564320	53	Rs.22635	6137	58,6955
Reference Books	141	71160	7	4,260	148	65,420
e-Books	--		--	--	--	
Journals	12	11,886	--	--	12	11,886
e-Journals						
Digital Database	--	--	--	--	--	--
CD & Video	25	--	--	--	25	--
Library automation	--	--	--	--	--	--
Weeding (Hard & Soft)	--	--	--	--	--	--
Others (specify) -Research Project 1. B.S.W. 2. M.S.W.	106 724		10 47		116 771	

4.3 IT Infrastructure:

4.3.1 Technology Upgradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Departments	Available band width (MGBPS)	Others
Existing		1		1	1	3	6	20 Mbps	--
Added		0	Yes	0	0	2	5	20 Mbps	--
Total		**1** (10computers)		**1**	**1**	**5**	**11**		

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

High Speed Network

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	Nil

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
—	—	—	—

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 incurred on maintenance of physical facilities
--	--	--	--

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):

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

LIBRARY -

The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. -

The proper account of visitors (students and staff) on a daily basis is maintained.

Accession register is regularly maintained.

We use DDC Classification method.

Suggestion box is installed in library.

Library services of issue/return is fast and up to the mark.

Book arrangement in library is maintained subject wise.

Library premises are kept neat and clean to ensure good surrounding.

Open access is provided in the library.

25-30 book titles are available in the Library.

We celebrate Ranganathan Jayanti, APJ Abdul Kalam Wachan Prerna Diwas and also arrange Book exhibitions.

SPORTS -

Regarding the maintenance of indoor game in the college, the college sports in charge consults coaches and in their guidance accommodations are arranged. During the session 2019-20 college won the Kabaddi intercollegiate championship. And other game Univ. level sports.

COMPUTERS -

Centralized computer laboratory established by **UGC** funds and more funds are used to maintain computers in the college. Computer maintenance through **AMC** is done regularly and non-repairable systems are disposed off.

CLASSROOMS -

The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repairs of Furniture and other electrical equipment's.

With the help of the two full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner. A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.

Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

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	Financial Support for Financially and Socially Weaker Student	20	2,300/-
Financial support from other sources			
a) National	GOI Scholarship	124	Non Govt. transfers the funds Direct to Students Bank Account
b) International	Nil	Nil	Nil
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 implementation	Number of students enrolled	Agencies involved
Counselling and Mentoring	16-06 19 to 30-04-2020	240	College Students
Yoga Day	16-06 19 to 30-04-2020	240	College Students
Language lab,	16-06 19 to 30-04-2020	49	College Students

Remedial coaching,	16-06 19 to 30-04-2020	26	College Students

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2016-17	NET-SET Coaching	17	98	--	01
	Placement	20			03

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	No. of grievances redressed	Average number of days for grievance redressal
#	#	#

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Learning Campaign	39	02	--	--	10

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-20	24	BSW	Social Work	Purushottam Thote College of Social Work Nagpur	MSW
	01	MSW	Social Work	Kumbhalkar Evening Social Work College Nagpur	M. Phil

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	No. of Students selected/ qualifying	Registration number/ roll number f or the exam

NET	01	MR 1751822312
SET	02	778286, 778355
Civil Services	--	--
State Government Services	02 (students passed exam and joined)	
Any Other		

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

Activity	Level	Participants
Sports Activity (Tug of War, Kabbadi, Langdi, Sack Race, Shot put, Long Jump, Badminton, 100 meter Race, Three Lagged Race, Volley Ball, Kho-Kho) Intea-mural activites	College	240
- Swimming	University	03Boys
- Annival Atheletices meet	University	02 Girls
- Kabbadi	University	10 Boys
- Volley Ball	University	10 Boys
- Cross Country	University	02 Boys
Cultural Activity (Solo Dance, Group Dance, Solo Song, One Act Play, Street Play.	College	240
Cultural Activity: (Dhammasandesh Abhiyan at Deekshabhoomi Nagpur, Debate)	University	30

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/ International	Sports	Cultural	Student ID number	Name of the student
2019	Participation Certificate	National	Blind Cricket	--		Akshay Choudhary
2019	Man of the Match	State	8th State Level Cricket Tournament For Blind by SONY TV, Mumbai.	--		Akshay Choudhary

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

Student Council formed in accordance with the direction of University Norms. For the smooth functioning of the college Students Council plays a vital role. The new body takes the oath and charge from the old body. The fresher students are welcomed by the Seniors with the floral bouquet and with the warmth and healthy atmosphere so that the new comer should feel at home. The council arranges Teacher's Day program, and take part in active management in the annual social gathering and all the program organized in the college.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No

5.3.2 No. of-enrolled Alumni: **68**

5.3.3 Alumni contribution during the year (in Rupees) **: Rs. 6800/-**
Outgoing students annually give membership fees of Rs. **100/-**
5.3.4 Meetings/activities organized by Alumni Association :
Meeting of regular students with visiting alumni are held frequently. Two meetings in a year and Annual Day Celebration.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT 2019-20

6.1 Institutional Vision and Leadership

Institution's vision :

To be an institution of excellence in social work education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centered democratic society that promotes and protects the dignity, equality, social justice and human rights for all by developing manpower for professional social work practice to strive for creation of a just and equal society Which ensures freedom from all forms of oppression and exploitation.

Institution's Mission:

• To maintain and develop the Purushottam Thote College of social Work as aTeaching and research institution.

• To utilize a value-based generalist social work practice model at the micro, mezzo and macro levels of social work practice.

• To apply empirical knowledge and theories of individual behavior and human Development to understand interactions among and between individuals,

Families, groups, organizations and social systems;

• To demonstrate respect for all clients by practicing without discrimination as

• To age, class, colour, culture, disability, ethnicity, family structure, gender,

Marital status, national origin, race, religion, sex or sexual orientation.

• To conduct and demonstrate the application of empirical research studies to

 Select appropriate intervention strategies.

• To cooperate with other organizations for undertaking action projects

In the area of social work. Which are innovative and demonstrative in the area of

Of practice service delivery and serve as a centre for training and research.

• To respond professionally to national calamities through relief, rehabilitation

And disaster management.

• To arrange lectures, seminars, conferences, symposia, etc. for the benefit to

Those who are interested in the subjects studied at the college.

To publish books, monographs, periodicals and papers in the subjects

Studied at the College.

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

The management of our college is observing the various functions of college. The management representatives are involved in the IQAC functions. In our Local Management Committee two teaching representatives and two non-teaching Representatives are included for the transparency of work in college. For the purpose of knowledge upgradation of students, our management takes interest and participates in different activities. For reviews of the various college activities, issues, and for college development the Meetings are taken. The head of the institution, our principal takes initiative for decentralizing the work. For the smooth working of the institution, forming various committees. Each staff member takes active participation in the planning, implementation and policy making for the Development of college. The planning and organization of curricular and extra-curricular Activities are done by faculty members, non-teaching staff members and students too.

| 6.1.2 **Does the institution have a Management Information System (MIS)?** |
| Yes/No/Partial: |

| **Partial** |

| **6.2 Strategy Development and Deployment** |

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

- **Curriculum Development:**
    Faculty members of our college are participate in the Board of Studies of   Rashtrasant Tukdoji Maharaj, Nagpur University, Nagpur. The books of our college faculties are include in syllabus of BSW and MSW Degree courses. Faculty members in our institution are included in various committees related To Examination of RTM University.   For the overall development of students college organizes various programs, historic movements, social and economic, current issues which may gave Proper guidance to develop themselves.

- **Teaching and Learning:**
    For the teaching make innovative the use of ICT is compulsory in todays Education. For that the Faculties regularly used teaching aids, powerpoint presentations, projector, etc. Agency visits, Educational study tours, village camps,remedial teachings and various other facilities for the students which are not progress satisfactory are make available.
    Renowned guest lectures are conducted to enhance the knowledge of the
     Students from the faculties.
    For the encouragement of teachers for upgrade them through various
    training programs like Orientation program, Refresher Course, Seminars,
    Conference, Workshops and Short term courses are allowed.

- Examination and Evaluation
    The college has its own examination committee for effective implementation for evaluation of students as per university semester examination pattern, college also conducted the Internal test examination of each semester to evaluate students also conducted the internal viva-voce examination in college level.
    Midterm evaluation of the students on the basis of social work practicum was
    Also done by the college examination committee.

- Research and Development
    College organizes the orientation program for the BSW and MSW. For last year
    Students choose their research topic, for making synopsis, and for the guidance to do their entire research work our faculties take extra efforts for students.
    College has reputed p. hd. research center. The viva-voce of P. hd. are
    Conducted in our college premises as it is a center.
    For the convenience of research scholars college developed its computer lab With a Wi Fi facility.Our institution has 10 P.hd guides also.
    To promote the research college has a Library facility too.
    As faculties of social work college, our faculties always make research surveys
    on the recent/current issues.

- Library, ICT and Physical Infrastructure / Instrumentation
    Our college library has well equipped with the books of various streams as
    Well as issues. Each classroom in the institution is with a projector fitted.
    Computer lab facility is also available for students with Wi Fi facility.

- Human Resource Management
    The appointments of the faculties are made as per the rules and regulations of University Grants commission.
    For the development of faculties, they attend the orientation program, Refresher

	Course and short term courses. Biometrics for attendance is available, CCTV cameras for surveillance, social networking Are also available in the institution.
• Industry Interaction / Collaboration	As per the syllabus of social work, the field work practicum is essential part of education .For the fulfillment of these agencies requirements institution always Approach with the various Government as well as Non- government institutions. Institution also trying to connect with industries for the purpose of job placements of students. Study tour is also one integral part of syllabus, for that purpose college also interacts with various agencies and organizations outside the city and state also.
• Admission of Students	College ensures publicity and transparency in the Admission procedure. Admission procedure of the college was done as per the directions of RTM Nagpur university. Our faculty members also involved in the admission process, The faculties did counselling to the students which may come to take admissions.

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

• Planning and Development	Every classroom has a projector facility. College campus has a Wi-Fi facility. The college library Provides computer facility. As an adequate number of books, journals, etc.
• Administration	The entire campus of our college is under CCTV surveillance. Notice display Systems available for students outside every classroom. In front of the staff room for other stakeholders notice the display system available. For the proper communication with the students as well as their parents, class in charge form the WhatsApp group and always convey the message of every event and activity.
• Finance and Accounts	Fully computerized office is available. All non-teaching staff is very much helpful for the students.
• Student Admission and Support	Our college Admission procedure is very simple. Every staff member is very much helpful For the students. Faculties always guide students to do much better.
• Examination	Faculties are fully involved in this process. For the internal assessment of student's faculties are setting subject wise question sets. Also taken a schedule wise examination. Midterm evaluation of students was also made.

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
2019-10	03	National and University Conferences	GTSS	6,000

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)	
2019-20	One Week Training Progamme on Counselling		December, 2018	15	--	

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	Date and Duration (from – to)
1. Faculty Development Programme on Advanced concepts for Developing MOOCs	Dr. Jayashri P.Barai Dr. vaishali M.Malwar Dr. Vijay R.Bhange	02-07-2020 to 17-07-2020 -------------------------
2. Online Refresher Course in Environmental science (Interdisciplinary Course)	Dr. Aarti B.Padole Dr. Vaishali M. Malwar	01-08-2020 to 14-08=2020
3. Online Interdisciplinary course on ICT Applications and Soft skills	Dr. Vijay R.Bhange Dr. Sanjiv Kumar Dr. Ashol Salame	------------------------- 01-08-2020 to 14-08-2020
4. Refresher Course in Marathi	Dr. Prashant B. Suryawanshi	
5. Faculty development programme --6. Refresher Course in Computer Application ICT online Mode	Dr. Prashant B. Suryawanshi	25-02-2020 to 08-03-2020 -------------------------
7. Refresher Course Yoga and Mental Health	Dr, Aarti B.Padole --------------------------------- Dr. Aarti B. Padole	18--6-2020 to 03-07-2020
8. Faculty development programme on " Managing online classes and co-creating moocs;2,0	Dr. Aarti B. Padole	------------------------- 26-05-2020-to 08-06-2020
9. Faculty Development programme on " Open Source Tools For Research"	Dr. Aarti B. Padole	------------------------- 10-06-2020-21-06-2020 ------------------------- 18-06-2020 to 03-07-2020 ------------------------- 08-06-2020 to 14-06-2020

6.3.4 Faculty and Staff recruitment (no. for permanent/full time recruitment):	
Teaching	Non-teaching
Permanent	Full Time/temporary

Nil	Nil	Nil	Nil

6.3.5 Welfare schemes for	
Teaching	Nil
Nonteaching	Nil
Students	Nil

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

College conducts internal and external financial audits regularly. Institutions of the trust have some vision of the college regularly audit for the development of the student. The objective decision taken by the Governing body are systematically Implemented for the promotion of the Academic quality sustenance and enhancement management and the Principal of the college conduct regular faculty/ Staff meeting to ensure communication and responsibility to the of the college Regarding Financial management and resource mobilization. Continuous efforts are taken to improve the functioning of organization and management. Among this are: - periodic meeting of all the committees and bodies, committees are constituted with faculty& Administrative Staff, Review of the various functions by the concerned bodies. Principal of the college plays a key role in governance and management of the institutions. College keeps attendance records, regular communication motivating and giving instructions for proper functioning.

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/ Grants received in Rs.	Purpose se
Nil	Nil	Nil

6.4.2 Total corpus fund generated

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
Yes	University, Department of Social Justice MOS	Yes	Yes	IQAC, College Management Committee
Yes	University, Department of Social Justice MOS	Yes	Yes	University, Department of Social Justice MOS

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

- In our college we conduct Annual Meetings of Parents and Teacher.

6.5.3 Development programmes for support staff (at least three)

1. Workshop on Computer Skills.

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

6.5.5

a.   Submission of Data for AISHE portal: (Yes)

b.   Participation in NIRF : (No)

c.   ISO Certification   : (Yes)

d.   NBA or any other quality audit: (Yes)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration (from to------)	Number of participants
2019-20	Workshop on Counselling.	December, 2019	2 weeks	15
2019-20	Workshop on Computer Skills.	October, 2019	2 weeks	15+25

7.1 - Institutional Values and Social Responsibilities

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

Title of the Programme		Period **(from-to)**	Participants	
			Male	Female
1	Orientation Programme in Women Development Centre	01 August,2019	22	68
2	Two day programme in Narsala Village on Women Empowerment, Skill Development and issues related to women.	21-22 August,2019 at Narsala Village	02 Stu.	28
3	Rally on Girls Education Savitribai Fule Birth Anniversary.	3rd March,2020	41	72
4	Guest Lecture International Women's Day	8 March ,2020	29	69

7.1.2   Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

1- Our college is very sensitive regarding Sustainability/Alternate Energy initiatives so we use less electricity in our college and we use More Sunlight and LED bulbs.

2- We conduct various programmes to create awareness and protection of environment.

Some activities are:

3- Tree plantation program organized by N.S.S. on 15-08-2019.

4- World Water Day Programme at PTCSW, Nagpur -22.3.2020 5-

World Earth Day programme at PTCSW, Nagpur Dt.22.4.2020

7.1.3 **Differently abled (Divyangjan) friendliness**

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/ Rails	Yes	08

Braille Software/facilities	No	Nil
Rest Rooms	Yes	01
Scribes for examination	Yes	02
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	08

7.1.4 Inclusion and   Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year 2019-20	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating student s and staff
1	Village Camp Kalmana, Nagpur.	4	03-02-2020 To 09-02-2020	• Shramdaan • Street plays • Programme with School • Cultural activity for villagers	Rural Reconstruction and Rural Development	90 Student 05 Staff
2	Bharat Swachhata Abhiyan	3	2-Oct,2019	• Celebration Mahatma Gandhi Jayanti with rally • Shapat vidhi with Teacher, Student and People • Class Cleanliness Competition	Control Physical Illness	All Students And all faculty
3	Health Awareness	3	04-02-2020 05-02-2020 06-02-2020	• Eye Checkup Camp • Health Check up Camp • Blood Donation Camp	Sound health	All students , Faculty and People

4	Environment Related programme	2	22-03-2020 22-04-2020	• Tree plantation • Plastic Ban Movement	Environment Protection	115 NSS Volunteers 12 Staff members
5	Women Study Center	2	07-08-2019 28-08-2019	• Meeting on Women problems • Workshop for Women employment	Women Empowerment	35 women + 10 stu.+ 02 Faculty 26 women+ 12stu+02 faculty

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up(maximum100 words each)
Code of conduct (handbooks) for various stakeholders	10 March, 2020	**CODE OF CONDUCT…** **Responsibility…** Teachers as well as non-teaching staff work assigned by the Head of the institution. Teachers should complete the syllabus in time. Assigned topics are given to the students at the very beginning of the semester. Test or Unit Test should be conducted for the students. Teachers should focus on academic and co-curricular activities as well as encourage the students. **Punctuality…** All the teachers must be punctual. Teacher should sign the attendance register. **Leave…** No more than 25% staff members will be allowed to go on leave in a day. 12 days of C. L. can be availed in a calendar year. Study Leave for higher studies will be granted. **Encourage to write…** Teachers are encouraged to write research papers, books, articles, etc.

		Teachers should attend seminars, Conferences, etc.
		General Rules…
		No teacher should involve in any act of moral turpitude or political activity Teachers are banned from using cell phones while taking classes.
		Teachers and all the staff are banned from using tobacco or such things in the college campus.
		All the staff must attend the Independence Day and Republic Day.
		Teachers are expected to take up extra classes for the sake of students if it requires.
		Department meeting of teachers should be held after the class hours.
		Disciplinary Action…
		The management appeals to all staff members to work as a team for elevating the excellence in higher learning.
		Non-Teaching…
		They should present in the college from 10:30 to 5:30 in the college.
		They should assign to library, toilets, yard of the college, the trees, the staff rooms and the college building for cleanliness.
		They should be prompt in the work related to salary account, P. F. account, N. S.S. account, the service book of the employees on time with the principal's permission.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Ac t i v i ty	Duration (from------ -to)	Number of participants
Gandh i Vichar Sanska r Pariks ha	01/09/2019	50
Huma	10/12/2019	79

n Right Day'		

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

- Use of Sapling as welcoming for guest
- Use of LED light for less power consumption
- Minimum use of papers
- Awareness for garbage free college campus
- NIRMALYA Sankalan at Sakkardara Lake on the occasion of Ganesh Festival…

AQAR 2019-20

7.2 Best Practices Describe at least two institutional best practices Upload details of two best practices successfully implemented by the Institution as per NAAC format in your institution website, provide the link

Best Practice No. 1

Students Mentoring System

Under the Best Practice Model for students, Students Mentoring System was initiated for them. They were given the exact information of how and what to do for their personal and academic enhancement of skills and abilities. Students were selected considering their interest, job condition and family background. Of the total students, 65% of students are from rural background and they are from the poor strata of the society with meagre earning and resources. They are engrossed with their own problems resulting in their several social ordeals including accommodation, purchase of new books, money for living and college fees and several other. It has been noticed that they need a guidance and support to get a line of choice and progress to overcome their hurdles. It is observed that if they are understood, they will open their hearts and mind to share their aspirations and difficulties. With this college initiated this activity in the academic year 2019-20 for UG and PG students. Each teacher mentor was allotted equal number of mentees(students) and the plan was successfully executed with mentors' observations, findings, interaction and action plan to bring them from unnoticed to noticed and surprisingly, the results were remarkable not only for the students who joined this scheme but for the faculty who noticed a different ball game and learnt a lesson that mere classroom teaching will not help them cope with the situation as this proves passive, but reaching to them will help them boost their morale and develop their positivity.
Sharing is caring!

Objectives: -

- To develop interest in social work.
- To develop academic achievement and healthy teacher-student relationship.
- To develop teaching-learning process and maintain student attendance in class.
- To plan and organize student progression activities through various committee.
- To develop understanding for identification of needs and problems of the students.
- To solve students' residential problem, field work problem, teaching and notes.
- To develop future plan with related guidance.
- To develop participation in any activity.
- To create awareness regarding Prevention for Sexual Harassment.
- Student's personal inquiry.
- To give personal counseling and educational counseling for holistic development of students.

The Process -
Mentee: Mentor Ratio
300 students / 15 faculty = ratio-1:20
- Mentoring is a support service available to all students in this college. Our students are grouped and assigned to the care of class teachers and senior faculty for mentoring. A mentor is an adviser, role model and friend who maintains a personal developmental relationship with the mentee. Mentoring involves face-to-face communication and provides psychological support relevant to work, career and professional development. Through commitment in a caring way, taking part in the learning process and by taking the path with learner, the mentor helps the mentee to develop the whole person, to expand and realize potentialities. Mentoring is the foundation of a lasting professional network. Mentoring enables mentees to gain invaluable insight beyond their own education and experience and gives them the edge with support and guidance. Having gained an insiders perspective and clear understanding of career options, the mentor introduces mentees to diverse perspectives, experience and resources. Though mentoring began in this college in an informal way in order to monitor class work, attendance, assignments, career prospects and career objectives, now mentoring is conducted on a streamlined regular and ongoing process: inspiring

encouraging and supporting mentees, thus contributing to their professional and personal development. For mentoring to be truly supportive, the mentor maintains the antecedents and bio-data of the mentee. Meeting with stakeholders are conducted to discuss the plan and success of the scheme.

- Number of students enrolled in the institution year-2019-2020
- Number of fulltime teachers- 15+1 (Librarian) + 1 (Principal) =17
- In the Orientation programme based on Mentoring scheme, awareness is created among the participants informing them about the scheme. Students are divided proportionately to each faculty and their meeting is
- conducted in each month. In the staff meeting, a detail plan of scheme's effectiveness is discussed. Students are motivated and instructed about the interclass and intercollegiate competitions and other college level activities including N.S.S activities and projects. The goal is set to guide them to develop their all-round personality, to invite their utmost satisfaction and get their feedback analyzed and recorded.
- The alumni are invited in the orientation, seminars, and workshops conducted in the college to interact with the new learners. Also, they prove to be assets for the institution when they help the new students with their academic activities and other cultural activities such as preparing for the inter-college competitions, etc
- Mentoring and Counseling students on their personal & academic problems is regular and continuous activity of the college.
- Mentoring and Counseling students on their personal & academic problems is routine feature.
- Students participation in planning activities like study tour, village camp, annual social gathering and other college activities is encouraged giving maximum scope forcre ativity and innovations and leadership.
- Students are motivated to use websites particularly for research and also for preparing their presentation in the class. Group

Evidence of Success

1	University Exam Above 60%	55%
2.	Cultural events Participation	78 %
3.	Improve Study Habit	Yes
4.	Publication(Yashwant College Magazine)	Yes
8	Research Activity (Dissertation)	Yes
9	Internet use	70 %
10	Writing skill	Yes
11	Increased Knowledge	Yes
12	Presentation skill	Yes
13	Reading	Yes
14	Quality work at field work	Yes
15	Students problem satisfaction	Yes
16	Participate in college activity	75 %
17	Personality development	Yes
18	Counseling and carrier guidance cell	28 % Students Visit
19	Join good profession	Yes
20	Work Satisfaction	Yes
21	Mental Health	Good
22	Number of Book Issue in library	2,800

Resources Required

Resources required: Please mention the resources like manpower, materials and money Required (About 50

words)

- Teacher responsibility.
- Teacher creativity and contribution.
- Group work responsibility and Monthly Teacher Meeting.
- Carrier Guidance & counseling cell.
- Teacher-Student relationship establishment.
- Student responsibility for academic achievement.
- Library contribution, Principle contribution, Non-teaching contribution.
- Online guidance and provide information.
- Teaching-learning innovations.
- Stake holder's contribution.
- Parents initiative and contribution.
- Need of money- To organized programme on academic improvement, personality development, social skill development.

Best Practice No. 2 ICT

The Context...

Our college should be known to be a technological powerhouse. So the college students are well advanced and innovative ICT. In reality, our college has been trying the application of technologies in education for the students by providing them computers and related materials. What we see the scenario of the major university especially in higher education, apathy of students towards their study prevails and university teacher continue. Ignoring such attitude of students, ICT, the student centered learning, is actually used to perpetuate the teacher Centered teaching also. The teacher and student have tried to perceive the innovations in the technology for social work study. In social work colleges, 60% of the classes are lecture based and 40% of are practical. Opinions and comments of students in the field and in group work matters a lot for the college development. So in this case ICT helps such students to express themselves and gain knowledge easily. The use of ICT is encouraged to overcome limitations related to time and distance in education. Our institution seeks to achieve the appropriate use of ICT by the students as well as the teachers. We see transformation of teaching and learning through the use of ITC in our institution, in our departments, and in the faculty.

Objectives:

- Develop confidence among students for ICT
- Prepare the material of ICT for teaching.
- Prepare a well ICT material for students
- Prepare a lower level to improved level ICT methods
- Give some basics to handle the ICT as most of the students are from country side.

The process

- Preparation of teaching-plan and teaching-learning material.
- The academic planning committee of college allot theory, social work practicum, research and camps And tours.
- The teaches encourage themselves for using ICT in classes.
- Power point presentations, self learning material are uploaded the sites and whatsApp group.
- All use computer, Laptop, and LCD projector in class rooms.

- The academic performance of the students as well as the teachers is enhanced because of ICT.
- The academic planning committee of college allotment theory, social work practicum and research.
- Preparation of teaching plan and teaching material.

- The teachers are trained and motivated to use and experiment the use of ICT in their daily teaching sessions
- Many of the teachers prepare support material with help of computers and use them during classroom practice teaching
- The teaching material prepared such as Power Point

Obstacles faced / Problems encountered

- Lack of awareness and interest among some students regarding modern technology.
- Inadequacy of funds
- In the beginning student's participation and support was not much encouraging.
- Inadequate cooperation among the students.
- Evaluation of this practice of integrating ICT in teaching/training is not done through any formal evaluation technique

Resources

- Financial resources for providing training to staff and technology deployment are generated by the institution.
- Financial grants are received by UGC under the plan grants for equipment purchase and library resources. Most of the library grants are used for purchase of digital resources. However, much has to be invested in improving the bandwidth, as the present bandwidth is not sufficient for the institution.
- Faculty development programmes are organized from time to time. Training and workshops by experts from specialized institutions.
- Computer lab.

Problems/hurdles

- Needs lots of additional efforts and time beyond the regular schedule to achieve the objectives.
- Availability of electricity and the required technology is also a problem particularly in college
- Some teacher educators also lack interest in ICT integration and need motivation
- Due to compact schedule students got less time to adjust in the program.

Evidence of Success

Teachers learn using motion picture, animation, simulation training which helped teachers to give model presentation. If the teacher is highly equipped with technology, the student will also be equipped with technology. It removes the traditional method of teaching and prepare teacher to apply modern method of teaching facilitate better communication between the learners thereby promoting greater social understanding and harmony; and, to ensure equity between all learners by providing appropriate qualitative and quantitative opportunities to overcome social and learning disadvantages. The student got an opportunity to learn about international funding organization projects and their strategies of implementation ICT helps the teacher to update the new knowledge, skills to use the new digital tools and resources.

Future Plan

Future Plans of action for next academic year (500 words)

- To prepare new academic calendar for the session 2020-21
- To organize local, State, National and International seminars/workshop/conference.
- To organize faculty development programmes for online teaching .
- To start course in Research Methodology for social science recognized by RTM Nagpur University.
- To start Certificate Course in Community Mental Health.
- To organize various extension and collaborative activities through various field action projects.
- To organize various activities for students support programs through college.
- To organize library orientation programmes for the students.
- To execute the various research projects and also prepare new proposals.
- To organize various programmes in collaboration with Alumni Association.

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