



Yearly Status Report - 2018-2019

Part A

Data of the Institution

| | | |
|---|--|------------------------------|
| 1. Name of the Institution | | LOK MAHAVIDYALAYA |
| Name of the head of the Institution | | Pushpa Subhash Tayde |
| Designation | | Principal |
| Does the Institution function from own campus | | Yes |
| Phone no/Alternate Phone no. | | 07152-242580 |
| Mobile no. | | 9423119221 |
| Registered Email | | principal@lokmv.edu.in |
| Alternate Email | | pushpa_lm@rediffmail.com |
| Address | | Bachelor Road, Pratap Nagar, |
| City/Town | | Wardha |
| State/UT | | Maharashtra |
| Pincode | | 442001 |
| 2. Institutional Status | | |

| | |
|--|--------------------------------|
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Urban |
| Financial Status | Self financed and grant-in-aid |
| Name of the IQAC co-ordinator/Director | Dr. Mahendra G. Sahare |
| Phone no/Alternate Phone no. | 07152242580 |
| Mobile no. | 9403098804 |
| Registered Email | saharemg@gmail.com |
| Alternate Email | iqaclmvwardha@gmail.com |

3. Website Address

| | |
|--|---|
| Web-link of the AQAR: (Previous Academic Year) | http://www.lokmv.edu.in/uploads/LMV_AQAR_2017-18.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.lokmv.edu.in/uploads/academics/1459007261Academic_Calendar_2018-19.pdf |

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity | |
|-------|-------|-------|-----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 3 | B | 2.04 | 2019 | 17-Oct-2019 | 16-Oct-2024 |
| 2 | B | 2.20 | 2014 | 05-May-2014 | 04-May-2019 |
| 1 | C+ | 62.30 | 2004 | 16-Sep-2004 | 15-Sep-2009 |

6. Date of Establishment of IQAC

11-Jul-2005

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 |
| | | |

| | | |
|--------------------------------|-------------------|----|
| ICT Training to Teaching Staff | 23-Feb-2019 02 | 24 |
| Workshop on Usage of Computers | 28-Dec-2018 02 | 36 |
| View File | | |

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| No Data Entered/Not Applicable!!! | | | | |
| No Files Uploaded !!! | | | | |

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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)

Strengthening of Remedial and Value Added Courses Collaboration and MoU with Mahalaxmi Gruh Udyog Deoli Intellectual and Cultural Competitions for students Field Visits, Study Tours, Industrial Visits and training Survey of nearby community for sensitizing students with the local issues

No Files Uploaded !!!

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 | Achievements/Outcomes |
|--|--|
| Field Visits, Study Tours, Industrial Visits and training: | Organised by History Dept, Sociology Dept, Economics Dept, Psychology Dept |

| | |
|--|--|
| | and Library Dept. |
| Workshop on 'Personality and Soft Skill Development' for students: | Conducted by English Department. |
| Career Counselling and Placement Initiatives for students | Career Counseling programmes are conducted. |
| Survey of nearby community for sensitizing students with the local issues: | Conducted and project report is prepared by Sociology Dept and Economics Dept. |
| Organising Intellectual and Cultural Competitions for students: | Intellectual competitions like Debate, Speech, Poetry Recitation and cultural competitions like Singing, Dance, Drama, Mime, Rangoli, Recipe, Floral Decoration etc. are organised by Cultural Dept. |
| More extension activities and ISRs- | Implemented by NSS Unit, Psychology Dept , Sociology Dept and Economics Dept |
| Collaboration and MoU with Mahalaxmi Gruh Udyog Deoli: | Implemented |
| Guest Lectures : Gender Sensitization Programmes: | Organised by Women Development Cell. |
| Strengthening of Remedial and Value Added Courses | Bridge Course for first year students are conducted for Economics, English and Accounts and Commerce subjects |
| • Improving the exam results: | Results improved partially, marks numbers obtained by students have increased. |
| View File | |

| | |
|--|-------------|
| 14. Whether AQAR was placed before statutory body ? | No |
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | Yes |
| Date of Visit | 13-Sep-2019 |
| 16. Whether institutional data submitted to AISHE: | Yes |
| Year of Submission | 2019 |
| Date of Submission | 08-Jan-2019 |
| 17. Does the Institution have Management Information System ? | Yes |

| | |
|---|---|
| <p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p> | <p>The institution has Management Information System of Higher Educational Institution. The portal is administered by Directorate of Higher Education, Govt of Maharashtra. The data is uploaded and record is maintained every year. The operational modules and submodules of the MIS are as follows:</p> <ul style="list-style-type: none"> • Staffing Information ? General Details of the Office/Institute ? Details of the Courses Conducted in the Institution ? Total Approved Seats ? Details of the Approved Seats, designation wise ? Details of Approved Seats, Subjectwise ? Details of Research activities in the institution PhD ? Details of M. Phil Students ? Details of the Students Enrolled in Different Course ? Details of the Minority Students Enrollment ? Details of the Physically Handicapped Students ? Details of Hostel Facility ? Details of Scholarship Availing students ? Details of Physical Education Facilities ? Details of Physically Handicapped Students and Expenditure thereon ? Details of Examination Results ? Breakup of Fees Received ? Expenditure Status of Plans Scheme • Academic Information ? Details of Research activities in the institution PhD ? Details of M. Phil Students ? Details of the Students Enrolled in Different Course ? Details of the Minority Students Enrollment ? Details of the Physically Handicapped Students ? Details of Hostel Facility ? Details of Scholarship Availing students ? Details of Physical Education Facilities ? Details of Physically Handicapped Students and Expenditure thereon ? Details of Examination Results ? Breakup of Fees Received ? Expenditure Status of Plans Scheme |
|---|---|

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 meticulously takes care to plan and deliver the curriculum effectively. The curriculum designed by the affiliating university is implemented and the evaluation and assessment norms set by the university and Govt of Maharashtra are followed. The university constantly updates and revises

the syllabus. The college delivers the curriculum by enriching its operationalization by adopting diverse methods. Academic Planning and Implementation: • The academic calendar is prepared by functional IQAC which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum in each academic year. • Regular meetings with staff have been conducted to ensure curricular planning, discussing course contents, difficulties in delivering course content, discussing the objectives and outcomes and assessment methods. During each academic year feedback on teaching-learning is conducted and committees are formed to deliver the curricular, co-curricular and extra-curricular activities. • Subject-Paper wise Teaching plans are prepared to ensure the planned curriculum delivery for UG as well as PG programmes. To ensure effective curricular implementation, meticulous planning and implementation are being done. • In some cases, if the course is not covered in the stipulated time, the teachers conduct extra classes on Sundays and Holidays. • Based on the workload and discussions held in the staff club meetings, the syllabus is distributed as per classes and papers for teaching. On account of experience and area of interest, the syllabus is allotted to the teachers intermittently. • The timetable committee designs the timetable for arts and commerce for UG programmes. The Heads of the respective departments finalize the departmental timetable in consultation with their colleagues for PG programmes. • The Teaching Plan implementation is supervised and the heads of departments guide the faculty members regarding the difficulties. • The principal reviews the teaching-learning process at the end of every month. She encourages using innovative methods in teaching and evaluation. • IQAC monitors the process through students' feedback on teaching-learning. The difficulties in curriculum plan and implementation are rectified in due time. • Academic Audits are carried out regularly through external peers and IQAC. • The teaching staff is deputed to the workshops and seminars on curriculum planning and implementation when the syllabi are updated and revised by the university. Curriculum Enrichment Activities: • Group discussions, students seminar, surveys, field visits, study tours, use of English language lab etc methods are implemented to encourage direct participation of students which help to profound infiltration of curriculum amongst the students. • Guest Lectures, workshops, video clips on course contents, Power Point Presentations, e-notes on websites, internet sources are availed to the students to diversify and enrich the learning experience. Evaluation and Assessment: • To ensure the effective and timely delivery of curriculum, regular class tests, oral questions, test examinations, quiz etc activities are conducted. • Assignments, Classroom Seminars, Projects, Viva etc are conducted to develop the presentation, interaction, data collection and analysis skills of the students. The extent of successful articulation of curriculum content by the students is evaluated.

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 |
|---|-----------------|-----------------------|----------|---|-------------------|
| No Data Entered/Not Applicable !!! | | | | | |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

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 | Arts | 01/07/2018 |
| BCom | Commerce | 01/07/2018 |

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

| Certificate | Diploma Course |
|---|----------------|
| No Data Entered/Not Applicable !!! | |

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 |
|---|----------------------|-----------------------------|
| Computer Skills and Internet Surfing | 01/01/2019 | 20 |
| Online Banking and Digital Marketing | 06/11/2018 | 33 |
| Certificate Course in Communicative English | 01/10/2018 | 69 |
| Human Rights | 07/01/2019 | 17 |
| Women Rights | 03/12/2018 | 27 |
| Embroidary Stitching | 03/12/2018 | 20 |
| View File | | |

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 | Arts | 141 |
| BCom | Commerce | 77 |
| MA | Psychology | 13 |
| MLibISc | Library & Information Science | 46 |
| View File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | Yes |
| 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 |
| Online Feedback is also sought from the stakeholders. To make curriculum more relevant and employment oriented, the college collects the feedback on |

curriculum from students, teachers, parents, employers and alumni. The data were collected with the help of a structured questionnaire. More than 87 per cent of the respondents opined that objectives of the syllabi were appropriate and explained clearly, it accurately described the course, and the work required for the course was sufficient. They also expressed the opinion that the tasks in the curriculum enabled analysis and solving of problems. They also stated that the syllabi offered research possibilities, entailed reference work, included useful textbooks, the time allotted to complete the syllabi was sufficient, and the amount of material for the course was reasonable. Thus the responses and suggestions are analysed and communicated to the affiliating university and members of BoS for consultation. IQAC monitors the process through students' feedback on teaching learning. The feedbacks from the students are also taken into consideration regarding the new teaching methods and ICT use. This setup has evolved into successful review methodology for improvement in teaching and learning process. In order to promote the reliable delivery of the teaching-learning the feedback on curriculum and teaching-learning is conducted and reviewed in the meetings. Reports showing the students feedback on their teachers were distributed to all the teachers individually through head of the institution in one to one interaction. Principal appreciated teachers having positive impressive feedback and motivated others teachers to improve upon their weaknesses if any noticed shared by the students through feedback. .Feedback on Students' Satisfaction: findings of the feedback become useful to IQAC in identifying gap in students expectation and quality of services offered by the institution. The alumni meet is organized every year in the institute. During these meets, the progression, achievements and plans are shared and their feedback is sought to implement future plans.

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 | Arts | 660 | 516 | 502 |
| BCom | Commerce | 360 | 324 | 299 |
| MA | Eco | 160 | 37 | 37 |
| MA | Marathi | 160 | 38 | 38 |
| MA | History | 160 | 27 | 27 |
| MA | Sociology | 160 | 24 | 24 |
| MA | Psychology | 160 | 32 | 32 |
| MlibISc | Library & Information Science | 60 | 36 | 36 |

[View File](#)

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 | Number of fulltime teachers available in the institution teaching only PG | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
|------|---|---|---|---|--|

| | | | | | |
|------|-----|-----|---------|---------|---|
| | | | courses | courses | |
| 2018 | 801 | 194 | 15 | 4 | 7 |

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 Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 18 | 16 | 14 | 2 | 1 | Nil |
| 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)

As the students are from varied educational and economic background and also many students are from rural areas. Therefore, the students support and mentoring system has been devised to provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method for mitigating cases of those students who are vulnerable to drop-out from studies. Each class is assigned teacher-mentor who would perform mentoring duties. A Mentoring Format with the guidelines of IQAC been prepared to ensure uniformity. • Mentors maintain and update the Mentoring Format which contains space for entering particulars and performance of students. (individual inputs and academic information etc) • After collecting all necessary information, Mentors are expected to offer guidance and counselling, as and when required. • It is the practice of Mentors to meet students individually or in groups. • In isolated cases parents are called for counselling/special meetings with the Principal at the suggestion of the Mentor. • A student is identified as having weakness in particular subject, it is the duty of the Mentor to apprise the concerned subject teacher. • This institutional practice of Mentoring System has been designed and implemented to be student-centric and renders equitable service to students of varied academic economic backgrounds.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 995 | 19 | 1:52 |

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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 22 | 18 | 1 | 3 | 11 |

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 |
|---|---|-------------|--|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

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 semester-end/ year- | Date of declaration of results of semester- |
|----------------|----------------|----------------|---|---|
|----------------|----------------|----------------|---|---|

end examination

end/ year- end
examination

No Data Entered/Not Applicable !!!

No file uploaded.

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

The College, to a large extent, follows the internal evaluation mechanism as guided by the affiliating university. The continuous Internal Evaluation system has been a part of the evaluation mechanism for UG PG Programmes. In addition to the reforms initiated by the university, the college has implemented the following strategies to evaluate the performance of the students. Conducting Class Tests: After the completion of the admission process, the departments conduct the Bridge Course for the entry-level students. Based on the course content prescribed by the university, a class test is conducted to identify the slow and advanced learners. However, after completion of Remedial Classes, the slow learners' progression is checked through the test exam. This practice has proved itself as a reliable source of the evaluation of the students' progression in learning. To check the learning outcomes of the courses periodically, the departments conduct the tests in which the students demonstrate the level of their knowledge acquisition. Besides traditional methods such as Home Assignment and tutorials, new methods such as open book tests, oral tests, classroom seminars, multiple-choice question series, quiz, group discussions were introduced at the departmental level. The details and reports are collected for the discussion and cross-checking of the heads and principal. This reform helped to track the progress of knowledge acquisition and to measure the course outcomes. Introduction of Test Examination: The examination committee prepares the schedule of the term examination and displays its notification on the notice board and the website. The teachers set the question papers as per the patterns of the university examination. The answer-books are assessed by the teachers in the college itself and results are prepared and displayed on the notice- board. The results are also communicated in the classroom and the students are counselled as per the requirement to improve the performance in the university examination. Providing the Answer-books to the students: To make the internal evaluation more reliable and transparent, the class-test papers, assignments and terminal exam papers are given to the students to verify their presentation. Their shortcomings and progressions in the tests and assignments are discussed and proper suggestions are given to each student to improve his/her presentation in future. E-Tests: The departments are encouraged to conduct e-test by using Google Classroom and Google Forms. The teachers of the concerned subjects conducted the online tests and submitted the reports.

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

At the end of each academic session, IQAC along with the heads of the departments prepare the institutional Academic Calendar in conformity with the Academic Calendar published by the affiliating University. The academic activities and college examinations schedules are planned as per the schedules of the University Academic Calendar. After publishing the Institutional Academic Calendar, the departments and committees prepare their teaching and activity plans and are displayed on the notice board. The academic calendar of the college is displayed on the notice boards and the college website. Besides academic, co-curricular and extra-curricular activities, it incorporates the details on the conduct of the continuous internal evaluation mechanism and planning. College Examination Committee and Teachers ensure the conduct of the timely and efficient CIE as per the Academic Calendar. The time-tables of class tests and pre-semester examinations, dates of question paper submission and

statement of marks preparations, assignments and presentations, practical tests, visits, project submission dates are decided as per the schedules given in the Academic Calendar during the meeting of Staff Council. As far as the undergraduate courses are concerned, the internal exams are held according to a time table announced in advance through notices circulated in the classrooms and on the display board. The internal tests, practical, presentations, seminars, viva etc are planned separately for PG Programmes so that the students of UG programmes can be benefitted by attending the seminar and presentation sessions by PG students. Interested UG students attend the same. This helps them develop an interest and in-depth understanding of the subjects. They also acquire the idea of the presentation and seminar skills. RTM, Nagpur University publishes the overall framework and timetable for the examination. The college departments conduct all their continuous internal evaluations within their framework for the respective programmes and courses.

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)

<http://www.lokmv.edu.in/uploads/igac/1574190624POs,%20PSOs%20&%20COs.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 |
|---|----------------|--------------------------|---|---|-----------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

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)

<http://www.lokmv.edu.in/naac.php#>

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 |
|---|----------|----------------------------|------------------------|---------------------------------|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

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 |
|---|-------------------|------|
| No Data Entered/Not Applicable !!! | | |

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 |
|---|-----------------|-----------------|---------------|----------|
| No Data Entered/Not Applicable !!! | | | | |

No file uploaded.

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|----------|---------------|
| No Data Entered/Not Applicable !!! | | |

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

| Name of the Department | Number of PhD's Awarded |
|---|-------------------------|
| No Data Entered/Not Applicable !!! | |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|------------|-----------------------|--------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

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 |
|---|-----------------------|
| No Data Entered/Not Applicable !!! | |
| View File | |

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 |
|---|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

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 |
|---|----------------|------------------|---------------------|---------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-------------------|---------------|----------|-------|-------|
| Presented papers | Null | 1 | Null | Null |

| | | | | |
|-----------------------------|---|---|---|-----|
| Attended/Seminars/Workshops | 2 | 4 | 1 | Nil |
| No file uploaded. | | | | |

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 |
|--|--|--|--|
| Awareness Campaign on Hygiene, Health and Cleanliness (17th -23 Feb 2019) | Dattapur Gram Panchayat, Dattapur | 2 | 75 |
| Voters' Awareness Rally was organized on 25th Jan 2019. | NSS Unit CEO Office, Zilla Parishad, Wardha | 4 | 158 |
| Plastic Free Campaign organized on 28th September 2018 respectively. | NSS Unit | 4 | 247 |
| Campus Cleaning on 14th August 2018 and 2nd Oct. 2018 on the occasion of Mahatma Gandhi Birth Anniversary. | NSS, Lok Mahavidyalaya | 12 | 149 |
| Tree Plantation on 26th July 2018 on Oxygen Park, Nisarg Hill, near Govt ITI, Wardha. | NSS Unit Nisarg Seva Samitee | 2 | 150 |
| View File | | | |

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 |
|------------------------------------|-------------------|-----------------|------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| 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/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|------------------------------------|---|----------------------|--|--|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

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 |
|---|-------------|-----------------------------|----------|
| No Data Entered/Not Applicable !!! | | | |
| 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 |
|---|----------------------|---|---------------|-------------|-------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

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 |
|---|--------------------|--------------------|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

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 |
|--|--|
| 200000 | 159031 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|-------------------------|
| Value of the equipment purchased during the year (rs. in lakhs) | Existing |
| No file uploaded. | |

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 |
|---------------------------|--|---------|--------------------|
| Libman | Partially | 1.0 | 2008 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|----------|------|-------------|--------|-------|--------|
| | | | | | | |
| Text Books | Nill | Nill | Nill | 168233 | Nill | 168233 |
| e- Journals | Nill | Nill | 1 | 5900 | 1 | 5900 |

| | | | | | | |
|---------------------------|-----|-----|-----|-------|-----|-------|
| Reference Books | Nil | Nil | Nil | 18834 | Nil | 18834 |
| View File | | | | | | |

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 & 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 |
|---|--------------------|---------------------------------------|-----------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|--------------|-----------------|--------------|----------|------------------|------------------|----------|-------------|----------------------------------|----------|
| Existing | 42 | 12 | 2 | 0 | 0 | 7 | 15 | 50 | 6 |
| Added | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 0 |
| Total | 45 | 12 | 2 | 0 | 0 | 7 | 15 | 100 | 6 |

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

| |
|----------------|
| 100 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 |
|--|--|
| NA | Nil |

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 |
|--|--|--|--|
| 200000 | 183924 | 500000 | 670824 |

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 institution has a standard procedure for maintenance and optimal use of infrastructure. The budget is allocated for the maintenance of physical, academic and support facilities. The Planning Committee and Purchase Committee of college prepare plan and accordingly budget is allocated for various purposes such as Internet fees, laboratory expenses, organizing various college-related programs and seminars, college magazine, repairs and maintenance of the garden, buildings, electricity, water supplying system, furniture, sanitation etc. The college has a Building Garden Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The College

Superintendent regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure

Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus Classrooms, Staffrooms, Auditorium and Laboratories, etc are cleaned and maintained regularly by non - teaching staff assigned for each floor. Washrooms and restrooms are well maintained.

Dustbins are placed on every floor. The college has appointed a regular electrician, carpenter and plumber to oversee and maintain the repairs on the campus. The verification of stock is done at the end of every year. The sports teacher looks after the maintenance of playgrounds and sports equipment.

Library:- Library is partially computerized. It is equipped with Libman Software. AMC has been made available with Masters Software, Nagpur for maintaining the Library software package (LMS) and College Management System (CMS). The regular backup through online mode is taken. The authorized technicians of the Master Software provide services for any issue in the functioning of the software. Online or physical quick service is provided by them. Pest control is done regularly to maintain the books. Fire Extinguishers are kept in the library for fire safety. The reading room is kept open from 8.00 am to 7.30 p.m. including holidays. Regular cleaning is carried out by the library staff. Additional staff is appointed to monitor the services. Academic and Support Facilities: The college has a well-established system procedure for maintenance and utilization of available supporting facilities. The responsibility to maintain the ICT classrooms is assigned to the teacher-in-charge. The teacher conveys the issue to the principal and quick action is taken to redress the issue. HoD of the concerning department looks after the upkeep and maintenance of the laboratory. Computer lab-English language lab is looked after by the appointed staff for the purpose. The timetable of the English language lab is available in the computer lab also. The technician in the lab conveys the schedule to users in advance. The optimum working condition of computer, printers and other ICT equipment is ensured through annual maintenance contracts (AMC). The technicians are called upon regularly to oversee the working and servicing of Generator, Water-purifiers and CCTV cameras.

<http://www.lokmv.edu.in/naac.php>

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 | Tuition Fee Concession | 61 | 36600 |
| Financial Support from Other Sources | | | |
| a) National | Govt of India Post Matric Scholarship | 532 | 1732507 |
| b) International | Nil | Nil | Nil |
| View File | | | |

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 |
|---|-----------------------|-----------------------------|-------------------|
| | | | |

| | | | |
|------------------------------------|------------|-----|--|
| Personal Counselling and Mentoring | 06/08/2018 | 800 | Institutional Practice: Co-ordinator: Mohan Sonurkar -9423421757 |
| Language Lab | 16/08/2018 | 80 | Dept of English, Lok Mahavidyalaya Wardha |
| Remedial Coaching | 30/07/2018 | 58 | Institutional Practice : Dept of Eng, Eco, Commerce are involved |
| Bridge Course | 02/07/2018 | 407 | Institutional Practice : Dept of Eng, Eco, Commerce are involved |
| View File | | | |

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 for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---|--------------------|--|--|--|---------------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

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 |
|---------------------------|--------------------------------|---|
| 1 | 1 | 8 |

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 |
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

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 |
|---|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

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 |
|---|---|
| No Data Entered/Not Applicable !!! | |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|---|-------|------------------------|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

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 |
|---|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

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

The college has a "Students' Council" for every academic year. The selection of the student as members of the students council is as per the provisions of sections 40 (2) (b) of the 'Maharashtra University Act 1994'. The composition of "Students' council" is as follows: Principal Chairman A Nominated Teacher by Principal Member NSS Programme Officer Member Director, Physical Education Member One student from each class with academic merit in the last examination held and engaged in full-time study in the college Members One student with outstanding performance in each activity of Sports, NSS, and Cultural Activities. Members Two female students nominated by the principal (SC/ST/NT/OBC) Members The Secretary of the Council is elected by the students' members themselves. The activities and functions of the students' Council: • Organise and co-ordinate the academic and cultural events in the college • Mediate between the students and college • Coordinate all extracurricular activities and annual gathering of college • Volunteer in conference, workshops, sports events and NSS activities. • Representing on the working committees of the college Students' representation is on the following committees: College Development Committee Anti-ragging Committee Cultural Committee Library Committee Women Development Cell NSS Study Circles of All Departments The Students Council in the college is formed every year. The procedure to nominate the class representative amongst the academic merit students in the last university examination was carried out at the college level. These students select the Secretary from them. The initiative has rendered the expected results. The student representatives played an active role in organizing the activities and in working committees. The participation of the students helped them develop leadership qualities and a sense of responsibility.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Though the Alumni Association of the college has not been registered, still it has been functional in shaping and guiding the progression of the institution. The diverse backgrounds of the alumni help the students to traverse the diverse arena for their job and entrepreneurship. The alumni meet is organized every year in the institute. During these meets, the progression, achievements and plans are shared and their feedback is sought to implement plans. Some of the Alumni are working as Visiting Professor and contributing to the academic development of the institution. The IQAC and LMC/CDC of the institute have the representation through which they contribute to policymaking. The expertise of the alumni in the respective fields is made available to the students by organizing guest lectures. Some of the alumni are advocates and judge they are invited to deliver lectures on awareness on different laws related to women, child, human rights and crimes. The alumni working in NGOs organise the activities to bring awareness to the abuses of addiction. The alumni who have qualified for competitive examination or preparing for competitive examinations are invited to guide the students. The alumni working in the media industry are helping the college to publish the news of activities to raise the academic and social image of the institution amongst the public.

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)

The college practices decentralization and participative management in day to today governance. The vice-principal, superintendent and HoDs have the liberty to take decisions. Events and programmes in the college are organized with the involvement, cooperation and participation of all stakeholders. Case: International Human Rights Day Celebration Introduction: 10th December of each year is the birth anniversary of renowned philanthropist, Late Shri. D. S. Hemke alias Guruji who was the Founder the President of the institution. He is a devoted teacher who devoted his whole life to philanthropic work. So the institution internalized the practice of celebrating his birth anniversary every year to pay homage and to propagate high ideals of this great soul. The management along with the principal and all staff decided to celebrate this event. The students and all stakeholders are to introduce the life and message of Guruji. The many eminent guests who devoted their life for the social cause were invited and honoured them by the institution. On this occasion, the students who excelled in the academic, co-curricular and extra-curricular activities are also honoured by offering awards and prizes. The teachers and non-teaching staff are felicitated for their achievements in various fields. Challenges: The principal invited a meeting to plan and execute the programme. The planning was done to involve all the stakeholders. The duly designed plan is communicated to the management by the principal and get finalized with procedural suggestions. Strategies: A well-planned blueprint of the event is made by involving all the stakeholders. The responsibilities are assigned not only to teachers but to the students also. The practice of Decentralisation of Governance: The academic and administrative committees for the next session are

formed at the end of each academic year. The committees plan the activities of the year in compliance with the academic calendar and plan of action of IQAC. They submit it for approval. The liberty to take decisions and execute is given to them. They are given the liberty of mobilization and utilization of resources. The students are given due representation on the committees. Planning Committee and Purchase Committee have the freedom to decide on their domain. The decisions taken at every level are approved by the College Development Committee and executed accordingly. Participative management: The management takes an active part in the planning and execution of the functions. The President and the Secretary of the Management Body are easily approachable. The functions are attended till the last event by the management representatives and other stakeholders. The President and Secretary honour the eminent social activists and the students.

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):

| Strategy Type | Details |
|-----------------------|---|
| Admission of Students | <p>Every year Admission Committee in college is constituted to supervisor the admission process efficiently in adhering to the government rules and reservation policy. Admission programme is scheduled as per the RTM, Nagpur University circulars and notifications. Admission of students to B. A. B.Com is done on first come first serve basis keeping in mind the intake strength as mentioned in the prospectus following the eligibility criteria laid down by the university. Admission to M.A. (Marathi, History, Sociology, Economics, Psychology) and M. Lib ISc programmes are conducted through online centralized admission process carried out by the RTM, Nagpur University. The admission committee takes care to avail the benefits of the scholarships and freeship as per Social Welfare Department, Govt of Maharashtra. The students who are not eligible for receiving the scholarships and freeship are being given up to 50 concession in tuition fee.</p> |
| Teaching and Learning | <p>IQAC monitors the teaching-learning process by collecting the students feedback on every teacher. The principal shares the feedback of every concerning teacher individually. The review of the academic results, mutual support among the faculty and the regular feedback from the students on teaching learning enable the teachers to improve their teaching strategies.</p> |

Modern teaching aids and tools like computers, LCD projectors and Internet etc are used to make learning experience interesting, stimulating and retentive. The technical facilities like well-equipped laboratories, language lab and computer labs with broadband facility are available for the faculty for effective teaching. At the beginning of the academic session, the department conducts the meeting and the work distribution among the staff is prepared. Accordingly, teaching plan of each subject is prepared as per the university and institutional academic calendars. The students are made aware of the academic programmes and teaching time-tables through the notices as well as in the respective teachers in the classroom. The teaching plans are prepared keeping in mind the abilities of slow learners and advanced learners. All the teachers follow the schedule as per the time-table. Class tests, class seminars, class presentations, assignments and examinations are the means through which the progress of the students is observed. The teachers arrange the study tours, field visits and practical sessions are conducted wherever required for enhancing the fundamental knowledge of the respective subjects. The college supports and organizes study tours, guest lectures and group discussions and industrial visits for the students to achieve the maximum learning outcomes.

Curriculum Development

The college is affiliated to the RTM, Nagpur University and follows the curriculum designed and prescribed by the university. The college collects the feedback on curriculum from the stakeholders and communicate the inputs to the university Board of Studies of the concerning subject. The faculty members from the college also share their inputs with the members of the Board of Studies/Faculties in their respective subjects. The college aims to develop and deploy various plans for effective implementation of the curriculum. In addition to the regular degree programme, college also runs the career oriented certificate courses like Certificate Course in Communicative English, Embroidery and Stitching and Computer Skills and Internet Surfing Skills and short term

value added courses for which the course content and evaluation methods are framed by the faculty members of the college.

Examination and Evaluation

Class tests are conducted by the concerning teachers at the end of a chapter or unit. Commons tests are conducted internally before the final examination. The question papers are designed as per the university exam patterns. The assessment of the answer books are carried out and the results are displayed on the notice board. Answer sheets of the class tests and common tests are distributed among the students and shortcomings are discussed with them so that they are assured of non-favoritism or impartiality in evaluation. They are also asked to check their total score and if any answer has left unmarked. Continuous evaluation of the concerned subject is carried out as per the directions of the university syllabus. The assignments submitted by the students are evaluated and discussed with the students. The classroom seminars and presentations are carried out for internal assessment. The practical in the respective subject are conducted on the scheduled date in the presence of the external expert appointed by the university. The internal marks are uploaded on the university portal in due date.

Industry Interaction / Collaboration

Formal MOUs are signed with the institutions or industries to share the knowledge and resources. The objective behind these collaborations is mainly to make the students employable. The eminent speakers from industries are invited to conduct seminars or workshops for students. During the academic year 2019-20 visits to renowned industries were arranged. 1. The students of Dept of History visited the Picture Exhibition on Ancient Age at Mahatma Gandhi International Hindi University, Wardha on 4th Oct 2019. 2. The students of Psychology Department visited Mount Carmel School for Mentally Challenged Students, Sawangi Meghe, Chetna Vikas Samadhan Kendra, Gopuri, Wardha, and Arambh Bahu-uddeshiya Sanstha, Wardha. 3. The students of Home Economics Dept. visited the Mahalaxami Gruh Udhog,

Pawnar run by Mrs. Ruchika Kumbhalwar.
4. Dept. of Economics organized the field visit to Magan Sangrahalaya Khadi Gramodyog Wardha and Nitya Parampara Oil Processing Unit, Wardha.

Human Resource Management

It is a very sensitive area where the college adheres to the principle of rigorous discipline but with warm human touch. The administration keeps a watch on each and every employee closely, at the same time it takes care to keep all its stakeholders comfortable, so that they could work efficiently to the maximum of their capacity. The measures adopted are: Participative managements exists as the institution understands that substantial value can be created by sharing ideas among employees and the same is practiced through : Committee approach to management. The college has departmental HoD's and various committee/cells comprising of co-ordinator and faculty members team which monitors and manages different academic and nonacademic responsibilities. Decisions are taken on the basis of feedback from informal interaction from all stakeholders.

Faculty members are motivated to acquire additional qualification. The staff doing outstanding performance and faculty acquiring higher qualifications is felicitated and honoured. Non-teaching and teaching positions are vacant due to the govt policy. The supportive staffs in office and clock hour basis faculty are appointed every year. They are paid the salary from the institution. The technical services and cleaning services are outsourced.

Library, ICT and Physical Infrastructure / Instrumentation

The college has a partially automated library having a number of journals, e-journals and reference books besides a large number of text books. It is open from 9:00 am to 3:30 pm all the working days .

- User orientation programme was organized for the students.
- Library is computerised with LibMan Software that enables maintenance and access of stock and issuance return of books.
- E-Learning facility like INFLIBNET is also available. Online Database of Catalogue can be accessed through OPAC.
- The Institute facilitates extensive use of ICT resources i.e. use of computer aided teaching/learning/material by its staff

and students. • The whole campus is Wi-fi enabled and all the laboratories are well equipped. • The Management has a futuristic approach the development of infrastructural facilities and offers funds for the development as per need. The college has built up excellent infrastructure and learning resources: office, class rooms, staff room laboratories, computer lab, central library, reading room, sports dept, examination room, common room for girls, playgrounds and well-maintained garden. The infrastructure is upgraded as per requirement. Modern teaching aids and tools like computers, LCD projectors, Digital Teaching Device and Internet etc. are used to make learning experience more interesting, stimulating and retentive. The technologies and facilities like well-equipped laboratories and Library, computer labs with Broadband and Wi-Fi facility are used by the faculty for effective teaching.

Research and Development

• There is a Research Committee in the college which conducts two to three meetings in a session to discuss various plans to promote research. • Maximum numbers of faculty members have completed their Ph.D and some are perusing. • IQAC promotes the participations of the teachers in Seminars/Conferences way of which staff members present papers in National/International Seminar organised by different institutions. • Many of the faculty members have got numerous papers published in National/International Journals besides authoring books in their respective fields. • The governing body has allocated a sum of Rs. 50000/- Lakh for research and faculty members can make use of this fund for the purpose research/research related activities. • Research facilities for the students: Internet facility, Reprographic facility, Issuance of reference books for the required period and facility of e-resources like INFLIBNET are available.

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

| E-governance area | Details |
|--------------------------|--|
| Planning and Development | Every possible effort is made to apply e-governance in different areas |

of operation like Administration, Finance Accounts, Student Admission and Support and Examination which reduces labour cost and paper cost and helps in retrieval information whenever required.

Administration

The college tries its best to keep in touch with the latest tools of administration for example college staff uses the technology for administration purpose such as use of Smartphone with inbuilt social apps like Gmail and WhatsApp. It also helps to provide the brief notice of any event to be happened on college. The college has Biometric attendance for Teaching, Non-Teaching and Support Staff. The college campus is equipped with CCTV cameras at every place of need.

Finance and Accounts

The College uses Tally version 7.2 for e-governance for transparent functioning of finance and accounts department the college. Different accounts like Govt Funds, Funds Account, Management Account and Salary Account are maintained through this system. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The college conducts regular audit of accounts annually. The administrative office keeps all financial records separately as per the events and transactions made for. The administrative office maintains Books of Accounts properly which helps in auditing procedure

Student Admission and Support

Inputs from Admission Form are uploaded on the LMS Software developed by Master's Software. After the confirmation of the admission the fee is collected in the office through the software which displays different fee heads like Admission fees, Tuition Fee and Admission Fee etc. The misc head shows Late Fee, Migration Fee, Online Fee and Practical Fee which is paid to the University. It also displays defaulter and pending amount etc. The submitted documents and details are uploaded online on the university portals for the enrolment of the students. The college website has uploaded study material and model answer papers for the students. The teachers formed the Whatsapp group of

| | |
|-------------|---|
| | <p>students and distribute the study material and other notices to the students. Library is automated with LibMan Software. Campus has free wi-fi with Internet band width with 50 mbps speed and INFLIBNET for e-learning. Remote access to Library catalogue is available through OPAC. Library in computer lab provides the high speed Internet service.</p> |
| Examination | <p>Examination Forms are filled online on the university portals. University examination of the terminal semester of all the programs (Theory and Practical) were conducted. Memos (while conducting University Exams) are sent online. E-Tests and assignments submissions through Google forms were conducted. Marks and grades (Theory and Practical) of the internal assessment are also sent online to the University.</p> |

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 |
|---|-----------------|---|---|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

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) |
|---------------------------|--|---|------------|------------|---|---|
| 2018 | Workshop on Use of Computer Application | Workshop on Use of Computer Application | 28/12/2018 | 30/12/2018 | 30 | 6 |
| 2019 | Use of ICT in Teaching | Nil | 23/02/2019 | 24/02/2019 | 24 | Nil |
| View File | | | | | | |

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 | Number of teachers who attended | From Date | To date | Duration |
|---------------------------------------|---------------------------------|-----------|---------|----------|
|---------------------------------------|---------------------------------|-----------|---------|----------|

| | | | | |
|----------------------------------|---|------------|------------|----|
| programme | | | | |
| Summer School in Social Sciences | 1 | 25/07/2018 | 14/08/2018 | 21 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| Nil | 3 | Nil | Nil |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|--|--|---|
| 1. Financial assistance/loans to fulfil the various financial needs of the staff. 3. Accidental Insurance for teaching and non-teaching staff. | 1. financial assistance/loans to fulfil the various financial needs of the staff. 2. Uniforms and washing allowances are given to class four staff. 3. Accidental Insurance for teaching and non-teaching staff. | 1. Scholarship and Freeship. 2. Concession in Tuition Fees to the Full fee paying Economically Weak Students 3. Awards and Felicitation of the students with outstanding performance in Sports and Academia |

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 prepares the Annual Budget and is getting sanctioned by the Management. The college has maintained an account with Nationalised Banks, State Bank of India, Wardha, Bank of India Wardha, Corporation Bank, Wardha, Bank of Maharashtra Wardha, Allahabad Bank Wardha, and Wardha Nagari Sahakari Bank Ltd. The accounts of the College are audited regularly. The internal and external audit is done regularly at the end of every financial year up to 31st March. The Institution has appointed "Bhutada Company Chartered Accountants, Wardha, (Registration No: M.No. 43,283). The Auditor verifies income and expenditures of various aspects. Receipts and payment vouchers of the daily transactions are checked by the auditor after scrutinizing and preparing the income and expenditure statement. The college completes the audit of NSS, UGC Schemes, non-grant course accounts etc. from the authorized Chartered Accountant. Various government departments verify usually the funds received and disbursed by the College. In this respect, the following are the External Auditors: Auditor, Joint Director of Higher Education, Nagpur Region, Nagpur visited the college as per their schedule and carried out the assessment of salary and non-salary expenditure and fix the grants of the College by verifying the records of expenditure incurred. The compliances if any suggested by the auditors are rectified by the institution. The institution has completed the auditing regularly as follows: Financial Year-2018-19 - 31st July 2019

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 |
|--|-------------------------------|---------|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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 | Nil | Yes | External Members appointed by IQAC |
| Administrative | Nil | Nil | Yes | External Members appointed by IQAC |

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

The academic reviews and feedback are sought from the parents for the development of the students. Academic progress of the students are communicated to the parents Support for outreach activities organised by the college.

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

No Data Entered/Not Applicable !!!

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

• Registered with Management Information System (MIS), Dept. of Higher Technical Education, Govt of Maharashtra. • Installation of CCTV for surveillance in the building. • Implementation of e-governance. • Establishment of three ICT/Smart classrooms. • Installation of Sanitary Napkin Vending Machine for girls. • Started Certificate Course in Communicative English • Outreach programs Swachh Bharat Mission/Cashless India Mission/Surveys. • Gender sensitization programs. • Selection of three full-time PG teachers as per university norms. • Two State Level Self-funded Seminars- 1. Eco Dept Commerce Dept 2. Eco Dept Pol Science Dept.

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 |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2018 | Workshop on Use of Computer Application | 28/12/2018 | 28/12/2018 | 30/12/2018 | 36 |
| 2019 | Use of ICT in Teaching | 23/02/2019 | 23/02/2018 | 24/02/2018 | 24 |

No file uploaded.

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 programme | Period from | Period To | Number of Participants | |
|--|-------------|------------|------------------------|------|
| | | | Female | Male |
| Legal Awareness Programme for Women Rights | 17/09/2018 | 17/09/2018 | 112 | 6 |
| Savitribai Phule Birth Anniversary | 03/01/2019 | 03/01/2019 | 58 | 19 |
| Workshop on Dowry Prohibition Act | 23/01/2019 | 23/01/2019 | 98 | 18 |
| Women's Day | 08/03/2019 | 08/03/2019 | 177 | 24 |

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

No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-------------------------|--------|-------------------------|
| Physical facilities | Yes | 2 |
| Ramp/Rails | Yes | 2 |
| Scribes for examination | Yes | 2 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | 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 |
|-------------------|--|--|------|----------|--------------------|------------------|--|
| 2018 | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|---------------------------------|---------------------|---|
| Achar Sanhita (Code of Conduct) | 17/06/2018 | http://www.lokmv.edu.in/uploads/achar_sahita.pdf |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------------|---------------|-------------|------------------------|
| Gandhi Jayanti | 02/10/2018 | 02/10/2018 | 385 |

| | | | |
|----------------------------------|------------|------------|-----|
| International Human Rights Day | 10/12/2018 | 10/12/2018 | 478 |
| Sanvidhan Din (Constitution Day) | 26/11/2018 | 26/11/2018 | 241 |
| View File | | | |

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

• Students are motivated to use bicycles. • No vehicle day is observed periodically which is a small step in a reduction in carbon emission through the vehicles. • The college promotes students to use public transportation. The majority of the students are from the rural area and are from economically underprivileged classes who use public transport up and down. The college provides necessary documents to avail State Transport division concession passes immediately after their admission. Approximately more than 50 of students use public transports, 20 of bicycles, and the number of bike users is less than 5. • The use of plastics in the college premises is banned to large extent. The students are motivated to avoid plastic use. • The college administration follows paperless governance to a large extent and most of the data is stored digitally. • Instead of providing a hard copy of the study material to the students, the teachers uploaded the study material, question banks, model question papers, and programme outcomes to save the paper to contribute to the environmental issue. Even some of the teachers use google forms for e-test and assignment purposes. • The college since 2016-17, receiving online feedback on the curriculum and teaching-learning process. • The garden is maintained and new saplings are planted every year on the campus. • The library department developed the 'green corridor' with various plants and vines. • CFL bulbs and fluorescent tubes are replaced by LED tubes.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - I Title: Use of ICT in Teaching-Learning and Evaluation Goals:

1. To make the teaching-learning effective
2. To enhance the creativity and innovation in teaching.
3. To increase the qualitative involvement of the students in learning
4. To promote the likeness and use of ICT and digital technology among the students
5. To lessen the paperwork in the process.

The Context: The paradigmatic shift in the academia has carried pressure and responsibilities on the teachers and institution. The traditional teaching-learning methods are now becoming outdated and impractical. Considering the situation, the college embarked on enhancing ICT infrastructure simultaneously increasing the use of ICT in Teaching-Learning and Evaluation. **The Practice:** The full time teachers are facilitated with Laptops, wi-fi in the campus and other ICT devices. The college has also two laptops for the use of visiting faculty. Besides the facility in computer lab, a computer and a printer is availed in the staffroom to facilitate the other faculty members (mostly guest faculty) for enhancing ICT use in their teaching. As there are only three ICT classrooms in the college, one classroom has been allotted to commerce dept and other two are allotted to the arts dept. The teachers have to note in the register beforehand. Moreover, the ICT tools installed in auditorium are also used by the teachers, if necessary. As per the schedule, the students of the concerned class are intimated beforehand. UG students and PG students use these classrooms for their presentation, seminar, viva etc. They intimate the schedule and time in advance to the concerning dept. The teachers have also facilitated the students by uploading e-notes, question bank, model question papers, ppts, programme outcomes and course outcomes on the college website. The teachers also use Videos CDs, Youtube, websites etc in their teaching. The students are asked to search the topic on website in advance. The google forms

are being used for assignment and e-tests by some teachers. The social media is used to communicate with the students and peers. Evidence of success: The student-teacher interaction is improved qualitatively. The learning output is improved. Increased demand of ITC use in teaching. Problems Encountered and Resources Required: • Inadequate ICT infrastructure • Lack of timely assistance on technical issues • Funds to augment the ICT infrastructure Best Practice - II Title: Reforms in Village through Consequent Efforts Goals: 1. To create social and health awareness 2. To create awareness on cleanliness 3. To generate awareness on govt social schemes for EBCs 4. To generate awareness on digital services The Context: The NSS unit of the college continuously strived to bring reforms in the village by the involvement and programmes. The Practice: The NSS unit considered the requirements in the village Anji (Mothi) in 2014 and Dattapur in 2017 and did the reformative activities for important developments . In 2014, the Government launched Clean India Mission and the govt units like Z. P. Office asked the colleges to run the scheme through NSS units . The college adopted Anji (Mothi) village in 2014 for three years, the NSS unit started the extension activities for reforms. The list of the reformative activities at Anji (Mothi) and Dattapur: • Cleanliness Drive • Awareness on Sanitation and Hygiene • Rainwater harvesting • Environment awareness programme • Digital Banking awareness drive • Toilet pits construction and Use • Voters' awareness camp . Evidence of Success: • Report of the socio-economic survey submitted to the Govt Administrative bodies. • People started to use toilets. • Cashless transactions are done by the people • Awareness about the superstitions and addictions. Problems Encountered and Resources Required: • Poor participation of women. • Limited financial resources • Security concerns regarding financial transactions

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

<http://www.lokmv.edu.in/uploads/igac/263358524ICT%20best%20Practice.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 institution has been engaging in the educational service with a vision to provide quality higher education to students from Wardha and nearby rural areas. The college mostly caters to the higher educational needs of the students from the surrounding villages that are not able to migrate to the metro cities. The institution has started B. A. B. Com Programmes since its establishment. The college is also running the PG programmes like M. A. (Marathi, History, Sociology, Economics, and Psychology) and B. Lib M. Lib. The suggestion of the NAAC Peer Team to run the certificate course in English is implemented. We have tried our best to reach students to acquire such professional and skill-oriented education. We have started Value Added Certificate Courses such as Human Rights, Women Rights, Computer Skills and Internet Surfing, Stitching and Embroidery, Communication Skill Development, Writing Skills, Online Banking and Digital Marketing, Income Tax and Functional English Grammar. Through curricular, co-curricular, extra-curricular activities, the college has strived to develop the all-round personality of the students to make them responsible citizens of India. Human Values are inculcated by conducting guest lectures from social activists and Gandhian thinkers. The teaching-learning process is regularly reviewed and innovation is implemented. The students involvement in the learning process is maintained by adopting innovative methods. The classroom seminars, field trips, field visits, viva, surveys are conducted to provide the opportunity to the students to learn through the application. The counselling of the students by teachers and barrier-free help to solve the academic and psycho-social issues of the

students is carried out by the established mechanism. As a result, the students of the college are appearing in the merit list of the university. From 2013-14 to 2018-19, 21 students appeared in the merit list of the university. The percentage of results of the college students is higher than the average result of the university. The sports department trains the students to explore their potential and leadership qualities. The students are provided with all kinds of sports facilities, coaching and support. As a result, many students won the intercollegiate tournaments and were represented at university level, state level and national level tournaments. CONCLUSION The college shouldered the responsibility to provide quality education and always welcomes suggestions regarding its quality enhancement. It has a well-computerized central Library having 19731 books, journals with INFLIBNET connectivity. All laboratories are with adequate equipment and departments are adequate with IT facilities. Sports infrastructure is available for developing the likeness for the sports. Though the educational trend for the traditional course in Arts and Commerce is declining day by day, the College is well aware of its potentials and the immense opportunities available to it. In the days to come, the College is determined to set right what it sees as its weaknesses and build further on its strengths to raise itself to the next level and grow into an institution that truly makes a difference in the lives of its students and other stakeholders.

Provide the weblink of the institution

<http://www.lokmv.edu.in/academic-achievement.php>

8.Future Plans of Actions for Next Academic Year

Plan of Action for the Institution for the year 2019-20: a) Academic: • NAAC Assessment and Accreditation • Guest Lectures : • Gender Sensitization Programmes: • Workshop on Information Management and Application • Library Dept: Book Fair Exhibition-- • More extension activities and ISRs- • Organising Intellectual and Cultural Competitions for students: • Enhancing Sports Programmes and its Outcome- • ICT training for Teachers: • Career Counselling and Placement Initiatives for students: • Field Visits, Study Tours, Industrial Visits • Organising National /International Level Seminars: • Feedback on Teaching-Learning : • Feedback on Curriculum: • Seminar for Students: • Strengthening Research Publications: b) Infrastructural: • Campus Beautification • More ICT Class Rooms/ICT infrastructure • Adding More Furniture and Equipment