YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	St. Francis De Sales College, Nagpur
• Name of the Head of the institution	Dr. K.T. Thomas
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07122511354
• Mobile no	9673919045
• Registered e-mail	thomassfs@gmail.com
• Alternate e-mail	sfs_college@yahoo.com

• Address	**Seminary Hills**
• City/Town	**Nagpur**
• State/UT	**Maharashtra**
• Pin Code	**440006**

2.Institutional status

• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Rashtrasant Tukadoji Maharaj Nagpur University**
• Name of the IQAC Coordinator	**Dr. Advait Bhagade**
• Phone No.	**07122511354**
• Alternate phone No.	
• Mobile	**9423681555**
• IQAC e-mail address	**quality.sfscollege@gmail.com**

• Alternate Email address	bhagade.sfscollege@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sfscollege.edu.in/wp-content/uploads/2020/12/AQAR-2019-20-Online-submission.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Calendar-20-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76	2004	08/01/2004	07/01/2009
Cycle 2	A	3.14	2009	31/12/2009	30/12/2014
Cycle 3	A	3.23	2015	14/09/2015	13/09/2020

6.Date of Establishment of IQAC	24/01/2007

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

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	14
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1. Establishing COVID Helpline and giving Food, Medicine, Financial aid as well as emotional counselling to students and stakeholders belonging to deprived sections of society.
2. External Academic audit by International Academic Body.
3. Green, Energy and Environmental Audit by External Agency.
4. Smooth transition to online mode of teaching, paper setting, examination and evaluation from the onset of the COVID-19 pandemic.
5. New MOUs with 11 organisations of repute.

12.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
Completion of work undertaken under RUSA Funding: a. Increase in sanctioned load of 20 KV Solar power Generation to 50 KV. b. Completion of basketball court c. Completion of new class rooms d. Renovation of auditorium e. Addition of new equipment to laboratories f. Making the classrooms ICT enabled by addition of Computers and LCD Projectors as aids to teaching. g. Renovation of networking in College for better internal connectivity	Completed
Addition of books including reference books	Procured
Addition of of LED lights for improving College Security:	Installation (Aug 2020)
Conduct of online activities for students on important days such as Independence day, Teachers' Day, Unity day, Constitution Day, etc.	Done

Remaining in touch with, and providing co-and extra-curricular support to students as well as other interested stakeholders through Webinars on Subject as well as on topics of general interest.	More than 80 such webinars conducted.
Construction of New Gymnasium and 2 Guest Rooms	Not yet done

13.Whether the AQAR was placed before statutory body?		Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Council	09/09/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	22/09/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	27

File Description	Documents
Data Template	**View File**

2.Student

2.1 Number of students during the year	1955

File Description	Documents
Institutional Data in Prescribed Format	**View File**

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	391

File Description	Documents

Data Template	**View File**

2.3 Number of outgoing/ final year students during the year	**641**

File Description	Documents
Data Template	**View File**

3.Academic

3.1 Number of full time teachers during the year	**27**

File Description	Documents
Data Template	**View File**

3.2 Number of sanctioned posts during the year	**27**

File Description	Documents
Data Template	**View File**

4.Institution

4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**286.67**
4.3 Total number of computers on campus for academic purposes	**184**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year, the Principal, IQAC and HODs prepare an academic calendar and handbook reflecting the schedule of curriculum delivery. The curriculum is delivered recently through online demonstration, projects, assignments, seminars, guest lectures, workshops, field visits, etc. Importance is given to the use of ICT tools like PPTs, animations, videos, e-books, etc. Effectiveness of the curriculum delivery is also judged through internal evaluation in Unit tests, assignments and preliminary examinations prior to the University examinations. A curriculum is

planned as per teaching plan prepared by teachers, and its delivery is recorded in the Daily Notes Diary of every faculty, reviewed by the HOD and Principal periodically. Attendance record also helps in internal assessment.

Bridge courses are conducted by departments at the beginning of first semester to orient the students to bridge the gap between pre-University and university pattern and for identifying slow and advanced learners.

The Principal, mentors and faculty members informally meet the parents/guardians of students to discuss matters related to overall progress of the students wherever necessary.

The Principal obtains feedback from students, parents and alumni which is analysed and necessary action taken wherever possible.

Internal and external academic Audit is carried out by experts.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/PROCESS-OF-EFFECTIVE-CURRICULUM-DELIVERY.pdf**

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

The academic calendar is prepared taking into consideration the declared calendar of the affiliating university. This helps the institution to adhere to the schedule of the calendar effectively. The schedule of two unit tests Unit tests within the semester and Preliminary examination at its end is clearly mentioned in the Calendar for conduct of Continuous Internal Evaluation.

Provision is also made during the planning the academic calendar for conduct of co-curricular activities such as inauguration of subject associations, guest lectures and field visits and for extracurricular activities such as extension activities, sports, exhibitions and annual gathering.

Teaching plan and its execution through daily notes help the Principal and Heads of Departments to keep check and ensure that the schedule of curriculum delivery is being followed as per the

calendar.

Additionally, important information useful to students, such as description of the College Motto, flag and Anthem, Management, Cells and Associations, names of staff members, etc. is also included in the academic calendar.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Calendar-for-continuous-Internal-evaluation_compressed.pdf**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	**No File Uploaded**

Minutes of relevant Academic Council/ BOS meetings	**View File**
Institutional data in prescribed format (Data Template)	**View File**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**View File**

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

430

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**View File**

1.3 - Curriculum Enrichment

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

The institution has been catering to crosscutting issues in line with its noble motto, 'Truth and Love'. Various cells under the IQAC are active to address these issues. The Ethics to be followed by students are stated on the website as Code of Conduct for students. The Code of conduct of the staff members has also been codified as a document. The SHAKTI cell is active in addressing issues relevant to gender. The ANTARANG Cell addresses issues of human values and conducts a moral science lecture series for all students every year. CDRESS conducts annual conference and workshop related to dialogue between religion, education, science and society.The PRAKRITI and SEVA Cells are active in implementation of environment sustainability through special environmental science

lecture series and collegiate as well as extention activities for tree plantation, cleanliness and related issues. The UDAAN Cell, looking after Training and Placement imbibes the required personality traits and business etiquette in the students as professional ethics. Human Values are also nurtured through extension activities by students by giving free tuitions.All activities in 2020-21 have been carried out online due to restrictions of the COVID pandemic.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

17

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**View File**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	**View File**

1.3.3 - Number of students undertaking project work/field work/ internships

229

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**View File**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its	**A. All of the above**

transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.sfscollege.edu.in/wp-content/uploads/2021/06/Feedback-analysis-Report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**View File**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.sfscollege.edu.in/wp-content/uploads/2021/06/Feedback-analysis-Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

1955

2.1.1.1 - Number of students admitted during the year

1955

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**View File**

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

112

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Bridge courses are organized in respective subjects for newly admitted students to identity their learning capability.

Special Programmes for Advanced Learners

- Advanced learners are encouraged to make poster and PPT presentations.

- Student seminars and symposiums are regularly organized.
- Advanced learners are motivated to take part in inter-collegiate competitions
- They are given e-links of MOOCs on SWAYAM, NPTEL, NDL, Spoken Tutorial portals for listening to lectures on advanced topics.
- Advanced learners are informed about competitive exams and career pathways.
- They are advised to go through standard reference books in the library.
- They are encouraged to write model answers based on the University question paper.

Special Programmes for Weak Learners

- Remedial classes/ difficulty sessions/ extra and special classes are taken regularly.
- Detailed feedback is given to weak learners on their performance in unit tests, semester exams/ university practicals.
- Peer teaching is employed by having advanced learners teach a few topics assigned for the benefit of weak learners.

- **Students are taught test taking strategies.**
- **Teachers help slow learners by administering Unit tests and assignments periodically.**

Advanced learners are given opportunity to represent the institution as anchors for various online programmes.

File Description	Documents
Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Assessing-Advanced-and-Slow-Learners.pdf**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1955	**65**

File Description	Documents
Any additional information	**View File**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college provides a variety of learning experiences:

·   Students experience theoretical learning in through related practicals. Also, field trips for science students facilitate observing and collecting data and specimens related to the subject, such as visits to forest areas, fish farms, agro parks, Legislatures, industries and national laboratories of repute such as NEERI.

·   BA Communicative English students participate in group discussions /mock interviews.

·   Students are involved in interactive learning, problem-solving exercises, group discussions, seminars, paper presentations, quiz competitions, workshops, role-play, etc.

·   **Educational screenings in the classroom make subject learning interesting.**

·   **The learning experience is upgraded by extensive use of ICT tools- PPTs, LCD, interactive boards by teachers, especially consequent to the COVID-19 pandemic and evaluated through mock tests, quiz, and online testing.**

·   **Learning is made student-centric through project work, seminar presentations, and assignments.**

·   **Students often volunteer in conferences, seminars and workshops.**

·   **Students are motivated to register on portals of e-learning like SWAYAM, NPTEL, NDL, Spoken Tutorials and the survey for registration was monitored through Google forms.**

The College Central Library provides internet facilities, access to texts, reference books, Educational CDs and DVDs. Recently an e-repository has been introduced in the library along with subscription to the DELNET Database.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Student-Centric-Methods.pdf**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has prioritized use of ICT in teaching -learning. Preparation of e-resources in various subjects in the form of PPTs, digital material, and top resource links has created a repository of knowledge, available to students in the departments and in the library compiled under Greenstone Digital Library. The three Network Resource Centers cater to need of internet resources with facility for downloading, reprography and printing in library.

Staff rooms and Central library have networked internet connections. Campus is wi-fi enabled. Classes, seminars, guest lectures, etc. using LCD projectors are conducted in available science laboratory spaces, and in AV Hall, Seminar Hall and the College auditorium, as needed.

Faculty are enriched through training workshops on digital tools, online portals such as National Digital Library, SWAYAM, etc. and access to N-LIST consortia subscription, which facilitates teaching-learning.

Use of ICT by incorporating audio-visual material makes lessons visually interesting, positively impacting both the learning outcomes of students and their attendance.

Some teachers now use of modern methods of teaching learning, such as Google sites and Google classroom, to implement 'flipped learning', posting and receiving assignments, post educational resources and materials, Google forms to evaluate students, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

65

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded

| List of the faculty members authenticated by the Head of HEI | **View File** |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**View File**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

417

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a well-structured, transparent and robust mechanism for Continuous Internal Evaluation (CIE) of students.

The schedule of internal examinations is conveyed through the Academic calendar.

The process of internal assessment mechanism includes formative and summative modes. Formative assessment is done according to a graded metric based on:

Attendance

Two Unit Tests per Semester

Assignments and projects

The following are considered for gradation:

Field visit, report writing

Seminars presentation, participation

Class interaction

Participation in college activities

Good conduct and demonstrative ethics and values

The college insists on a minimum 75% attendance of students per semester.

Internal assessment is based on quiz, unit tests, open tests, assignments, viva-voce and practical examinations. Personal feedback is given to students. Weak students are counseled and corrective measures are suggested.

Difficulty sessions, often including peer learning and peer evaluation are taken by the teachers. The teacher plays the role of an observer. Transformation of classrooms into student-centric learning spaces has increased possibilities for successful curriculum transactions.

In summative mode, students take a semester-end examination on the university pattern, answer scripts are marked and necessary feedback is given.

The students have consistently featured in the University Merit List and have won laurels each year.

File Description	Documents
Any additional information	No File Uploaded
Link for additional	https://www.sfscollege.edu.in/wp-content/uploads/2021/11/MECHANISM-OF-

| information | **INTERNAL-ASSESSMENT.pdf** |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College, for fair, equal and impartial treatment of all students in all spheres of work, including assessment and evaluation has a dedicated Cell, *DAKSH*, for redressal of all grievances, including those related to examination. The Cell, on receiving a complaint, resolves the issue within a maximum of five days.

Valuation at College level begins on the day of the test itself. Valued answer-scripts are shown to the students discrepancies are rectified by teachers promptly and communicated to students ensuring effectiveness of the examination while the subject is still fresh in their minds. Due to the open and transparent system, there have been no examination related grievances till date.

After the outbreak of the COVID-19 pandemic, assessment methods have seen a drastic change from the regular pen and paper method to the online mode. Whereas the College conducts assessment using mostly Google Forms, and conducts examinations of students having backlog in the University, the University itself has devised its own software for conduct of Semester Examinations. The University invites a written list of students who face technical difficulties such as login, from the College, and students whose difficulties are validated are given a re-examination by the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Mechanism-to-deal-with-Examination-related-Greivances_compressed.pdf**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution has prepared Programme Outcomes for M.Sc., B.A., B.Sc., B.C.A. and B.C.C.A. Programmes, Programme Specific Outcomes under these programmes and course outcomes under them. They have been finalised as per inputs from NAAC and deliberation by various HODs and uploaded on the institutional website.

The college proactively engages with the formulation and dissemination of Los, beginning with departmental holding meetings to draw up teaching plans to optimally achieve POs, PSOs and COs. With changes/revisions in existing syllabi, HODs and teachers chalk out teaching strategies and evaluation methods in alignment with these outcomes.

The IQAC apprised staff of the learning outcomes and placed the POs, PSOs and COs of the UGC model curriculum for discussion and incorporation in the institution's transaction of curriculum.

Teachers spell out the learning outcomes in the classroom at the beginning of each semester and session. Thus, students are made aware of course/programme expectations at the very commencement of the teaching-learning process. The Student Satisfaction Survey (SSS) is also another instrument by way of which the college takes feedback on the extent of student attainment of learning outcomes. Thus college employs multiple channels to make students and teachers aware of learning outcomes of courses and programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Program and Course outcomes, as evinced by NAAC have been designed for students and other stakeholders. They aim at making the students ready and equipped with knowledge and skill sets required for future. Evaluation of outcomes serves the institution as an effective tool for introspection and improvement. Outcomes have been uploaded on the College website. The students are made aware of these during the Orientation Programs for the new students as well as at the beginning of every semester. Students are guided with required mentoring so they achieve the desired outcomes.

Evaluation of the stated outcomes is carried out using multiple assessment methodologies. It is carried out regularly during routine teaching, and periodically through internal assessment and finally through evaluating the University results of the outgoing students by SHIKHAR cell, their placement through activities of the UDAAN Cell and their progression to higher education, obtained from personal feedback from students. Although placements have been affected adversely in 2020-21

due to the COVID-19 pandemic conditions, results have seen an appreciable increase pointing towards, significant achievement of the outcomes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Evaluation-of-Attainment-of-Outcomes.pdf**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

641

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**View File**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Annual-Reports-2016-17-to-2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sfscollege.edu.in/student-satisfaction-survey-2/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution

during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

10

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

An ecosystem is created through utilization of academic material resources in the libraries, spacious workspaces with modern laboratory equipment, computers, high speed internet and Wi-Fi by teachers and students. There is a system for creation and promotion of innovation through activities of cells and departments in the college. The Late Dr. G.M. Puvathingal Memorial Innovation Competition judges best and innovative models in Physics.

Entrepreneurship is encouraged through Workshops, Certificate courses and Competitions by various Cells. Students lead in creative designing, editing and contribution in the form of articles, poems in College Magazines. Sharing of students' knowledge on Snakes and Floral Diversity through Webinars has been a recent novel venture. Offline and online field visits enhance creativity and innovation. Postgraduate students execute projects in reputed research institutions.

Innovations by faculty include Yoga Prashikshan by certified faculty members through lectures and demonstrations, Invention and Patent application for sanitization devices against COVID. Trained faculty organize workshops, trainings and Webinar on Disaster Management in collaboration with NDRF and SDRF. Faculty have created an Institutional e-repository of ICT Material in the form of PPTs, e-resources, videos, etc., to be available for students. Webinars on IPR, Research Methodology, entrepreneurship etc. ensure creation and safeguarding of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

21

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
12	

File Description	Documents
URL to the research page on HEI website	**https://www.sfscollege.edu.in/research-publications/**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**View File**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
8	

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
3	

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The students are exposed to cross-cutting issues, through rallies, street plays and webinars including care of the young, old, infirm and weak. Health and hygiene, Gender sensitization, emergencies, environmental consciousness and values are also imbibed and strengthened for redressal at societal level. Various commemorative days, weeks and fortnights increase awareness of students towards society. Talks Government officers and NGO workers supplemented by exposure to real life situations is through activities of various Cells and associations. Blood donation camps are regularly organized.

Extension during COVID is being carried out online through webinars for all stakeholders, encompassing diverse social topics. They have made students more aware and responsible. Students have participated in the webinars by planning and anchoring, adding to their holistic development. Thus, the 'spirit of SFS' is gradually ingrained in our students through these activities as they progress through the various programs.

The institution has distributed medicine kits to ASHA workers in collaboration with NMSSS (Nagpur Multipurpose Social Service Society). Donations by staff to the tune of Rs. 31000/- resulted in distribution of food packets to the needy sections of society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded

Number of awards for extension activities in last 5 year (Data Template)	**View File**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non-Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

53

File Description	Documents
Reports of the event organized	**View File**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**View File**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

5692

File Description	Documents
Report of the event	**View File**
Any additional information	**View File**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**View File**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

51

File Description	Documents
e-copies of related Document	**View File**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**View File**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**View File**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**View File**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College is located in peaceful green surrounding of forest and gardens conducive for quality education.

There are 35 classrooms, 18 with ICT facilities. There are 20 laboratories, 3 central instrumentation rooms, 11 staff rooms, 4 seminar halls and 3 browsing centers. Wi-fi facility is

available. There is an open-air stage, a conference room, a prayer room, and store rooms.

There are outdoor facilities for Football, hockey, cricket, athletics and other track and field events, volleyball and basketball, as well as for indoor games in the multipurpose auditorium.

Basic amenities on college premises include separate staff and student parking, canteen, drinking water coolers, first-aid, solar energy generation, CCTV cameras for security, fire safety and separate washrooms for men, ladies, boys, and a girls' common room.

The office has cloud-based CMS. The fully computerized library uses LIBMAN software and is well-equipped with a stack room, reading hall and network resource center. Its collection of books and resources, supplemented with various departmental libraries form a strong support system.

There is optimal use of infrastructure. The building and playground are offered on rent in free hours and holidays for generating additional resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sfscollege.edu.in/wp-content/uploads/2021/06/Physical-and-Learning-Resources-.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College auditorium has been recently sound proofed under RUSA funding for better indoor cultural programs. There is an open-air stage for flag hoisting and open air programs.

There are outdoor facilities for Football, hockey, cricket, athletics and other track and field events, separate volleyball and basketball courts, as well as facility for indoor games such as table tennis, carom, chess and badminton in the multipurpose auditorium added in 2010.

A Gymnasium for students and staff has modern equipment such as bench press, weight lifting set, butterfly peg deck, multi-gym, dumbbells, chest expander, arm curler, etc.

Yoga Day is celebrated regularly, with online celebration for the past two years, with Yoga demonstrated by experts.

KREEDA Cell is dedicated to sports activities round the year and the annual sports meet.

About 45-60 students on an average use these facilities on a daily basis when not restricted by pandemic regulations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/07/Facilities-for-Games-Sports-Fitness.pdf**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/06/ICT-enabled-facilities.pdf**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

286.67

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	**View File**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The SFS College library is Fully Computerized and Bar-coded. There is use of "LIBMAN" library management since 2004, upgraded to the cloud version software with online license in 2019. Circulation of the library books stocks items, including issue and return of the book by student and staff, is also entirely computerized. Library also has mobile based OPAC system (M-OPAC) which can be accessed by the users from anywhere on their mobile phones. The library has about 35000 books, including a collection of Reference Books for Competitive examinations like UPSC/MPSC/NET-SET/BANKING etc. Our Reading room is the one of the biggest in central India with a sitting capacity of about two hundred students. There is an Institutional Repository created using open access digital library software GSDL, which has collection of old question paper, Syllabus, E-Contents created by staff, e-books etc. There is a UGC Network Resource Centre for accessing internet for staff and students. Reprography service is available. "AKSHAR Forum ", a book review platform has been established, with several activities aimed to inculcate reading habit in students, instill critical thinking and to enhance presentation skills.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Library-Automation.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

2.67

File Description	Documents

Any additional information	**No File Uploaded**
Audited statements of accounts	**View File**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**View File**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

216

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**View File**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT facilities are regularly updated. College has two leased internet connections, broadband and fiber optical, apart from a dedicated fiber optical connection for the office. Devices using the internet have increased in college. Departments are networked through LAN with unlimited internet connection. Most classrooms are ICT enabled and have portable LCD projectors. Students and Teachers have access to NLIST and NRC (library and the computer lab). Library utilizes LIBMAN software. A mobile version of catalogue (MOPAC) is available.

Office is also automated with cloud based CMS software. Online payment facilities for fee payment have been added. The process of admission, salaries, scholarships is computerized.

The College has a dynamic website, providing all the necessary information.

33 computers and 11 projectors were added under RUSA funding.

Wi-fi was installed in the entire college. New wifi hotspots are being created in the campus under RUSA funding with renovation of networking.

Training programs for staff and students are conducted to enhance their skill on e-Governance, networking and related topics. The management has been substantially augmenting the infrastructural support to update the IT facilities in the college. During lockdown period institution has upgraded its teaching to online mode using Microsoft Team and Google Suite.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

184

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   A. ≥ 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

125.27

File Description	Documents
Upload any additional information	No File

	Uploaded
Audited statements of accounts	**View File**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**View File**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

HODs and other in-charges request for required Maintenance work to be done to the Principal. Principal then presents the proposal before the college management, who takes the final decision on priority basis. Principal assigns the work to the concerned personnel. Regular maintenance work in the college takes place immediately, while longer projects are executed during vacation. Physical Education department maintains the sports facilities and equipment in the college.

Stock checking is carried out annually, and stock books are maintained by the different departments. Library provides reprogaphy facility.. Weeding of old books, binding, pest control and other maintenance measures are undertaken periodically.

3 personnel on a daily wage basis maintain cleanliness and upkeep of physical infrastructure. The upkeep of the physical infrastructure and equipment's is done through contracts on required basis where required.

The maintenance of electrical items is voluntarily carried out by competent non-teaching staff of the respective departments. Any major repair work is carried out by professionals from outside the college.

Coordinated effort of Management, Principal and the College staff on the various committees for academic and administrative planning has resulted in enhancement and strengthening of infrastructure for excellent academics, research, co and extracurricular activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

569

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**View File**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

97

File Description	Documents
Upload any additional information	**View File**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**View File**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	**https://www.sfscollege.edu.in/wp-**

	content/uploads/2021/11/Capacity-Building-and-skill-enhancement.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**View File**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**View File**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

File Description	Documents
Self-attested list of students placed	**View File**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**View File**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

7

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**View File**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**View File**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**View File**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

In 2020-21, the College was mostly run in an online mode due to the pandemic with less presence of students on campus. However, the Representative council was duly constituted and involvement of students was ensured in various activities.

A series of webinars was held during 2020-21, for which students were trained online to participate as anchors. Also, unique webinars showcasing the students' knowledge being exhibited on a public forum as resource persons were held by Departments of Zoology and Botany on 11.8.2020 and 25.8.2020 respectively.

Selected students from NSS were called to College for participation in extension activities, in-house tree plantation, etc.

Students are involved in the editorial committees of the College Magazines, p-laying an important role in their publication. They are also involved in major decision making under the College Development Council and the IQAC.

File Description	Documents

Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/The-Students_-Council.pdf**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

31

File Description	Documents
Report of the event	**View File**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

St. Francis De Sales College Nagpur Alumni Association was formally registered on 21st September 2020. The association has a new Governing Body consisting of 7 elected members and framed new byelaws.

The Association aims to encourage the members to take active interest in the activities and progress of the Alma Mater, provide assistance for all round development of the College, promote and encourage friendly relations among all the members, provide career counselling to students of the College and establish scholarship programmes for needy and deserving students.

Any past student of the College having studied at-least one academic year in the College is eligible to become a member of the Association. Other members include Management and Principal as

Patrons, all outgoing students as life members, members of past teaching staff as honorary members and all current teaching staff as Associate members. The Association presently has 850 members.

Alumni have contributed to development of the institution through valuable feedback, guidance and counselling to students and through donations in cash of more than INR 10 Lakh in 2020-21or worth more than INR 1.5 Lakh kind.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ≥ 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College vision for excellence in academics and integrity of character and aim to develop a scientific temperament for a caring, impartial and inclusive society, with its mission to create and facilitate an environment for knowledge, research, skill, self-reliance and humanitarianism that propels the young to build a caring and sharing society is seen in its governance.

Its high morals and values are reflected in its policy of welcoming staff as well as students from all strata of society

The Management always encourages the involvement of the staff in the quality assurance, enhancement and developmental activities of the College by being members of bodies such as IQAC, LMC, Staff Council, as HODs, or as Coordinators of Cells, Subject Associations, Students Council, etc.

The Management leads the Principal and staff, towards the fulfilment of the stated mission. The Management / Governing Council meet twice a year for discussion, policy making and its

implementation based on feedback received from Principal. The Management has been proactive in extending all guidance, support and cooperation after the outbreak of the COVID-19 pandemic. Webinars on various relevant issues have been encouraged and promoted by the Management. Management has also provided support of infrastructure for online teaching.

File Description	Documents
Paste link for additional information	**https://www.sfscollege.edu.in/vision-mission/**
Upload any additional information	**No File Uploaded**

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

The Management along with the College Development Council and IQAC discusses and approves important administrative issues such as budget, admissions, results etc. Governing Council, and Staff Council also review the activities and necessary suggestions are made by them. Major decisions are taken by the Principal in consultation with Governing Council, CDC, IQAC and Staff Council.

Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude to meet the institutional objectives.

The institution's democratic principles of decentralization and participative management are also reflected through involvement of staff members and students in various committees and cells like SHAKTI, JIGYASA, DAKSH, SEVA, PRAKRITI, VIDYARTHI SRUJAN, and SHIKHAR to carry out different activities. Decision making is decentralized and through these committees.

IQAC looks after smooth functioning and quality enhancement of the college.

Students as well as members of non-teaching staff are members of CDC, IQAC, all Cells and subject associations, and are further delegated responsibility of planning and execution of activities, overseen and guided by teachers.

Year round activities related to students by VIDYARTHI are an apt example of participative management.

File Description	Documents
Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/The-Students_-Council-1.pdf**

Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College Management believes in setting up perspective plan for excellence in academic and infrastructural development. This is drawn in the form of long term and short term goals in different aspects of college functioning. These perspective plans are reflected in the annual action plans. The IQAC decides the perspective plan which is to be approved in the CDC (College Development Council) meetings.

Although the College has been realize most of its perspective plans, noteworthy is the augmentation and renovation of infrastructure, and increase in laboratory equipment and Library resources by means of grants received from RUSA. The solar generation capacity has been increased from 20 to 50 KW, 5 new classrooms have been constructed, 3 classrooms, 2 laboratories , basketball court and auditorium have been renovated, networking revamped and a wi-fi installed under RUSA funding, where Management has benevolently paid excess of amount above the part payments received from RUSA. This activity has been verified by visits by RUSA officials and Government auditors in a periodic manner. Many of the classrooms have been made ICT enabled, bringing to fore the technological advancements in teaching-learning.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organizational structure of the College facilitates its smooth functioning. The Governing Council is the policy making body. The overall supervision of the College comes under its purview. After discussion, it decides the academic policy keeping in view the national policies in higher education, existing priorities and local needs. Regular feedback obtained from the alumni, students, parents and faculty along with suggestions of NAAC peer team form the major inputs for the planning. These inputs are discussed and analyzed by the Governing Council, the Principal,

IQAC, and CDC. The planning and infrastructural development is decided by the Head of the institution in consultation with the Governing Council. The plans proposed are discussed by the respective Cells and committees, fine-tuned as per needs and then finalized. Financial implications and possible hurdles are thoroughly looked into and taken care of before finalizing any plan. The Principal, Heads of Departments, committee / cell in-charges and office staff, monitor and work together for the effective implementation of these policies.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**https://www.sfscollege.edu.in/wp-content/uploads/2021/04/Organogram2.pdf**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**View File**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**View File**

6.3 - Faculty Empowerment Strategies

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

The college has well-defined welfare measures for the Staff.

Non-monetary welfare measures :

- **Leave is readily sanctioned to the staff for personal work, attending Refresher Course/ Orientation Program/seminars etc.**
- **Faculty members are encouraged for research and publications for their career advancement.**

- **Free Wi-Fi facility**
- **Dedicated cabins/workspaces, separate reading and computer space in the library.**
- **Separate parking for Staff**
- **Wards of staff get priority in admission.**
- **Provision for appointment for the dependents of the non-teaching staff on compassionate grounds.**
- **The Management is easily approachable to the staff.**
- **CCTVs and security guards ensure security of staff**
- **Water coolers on each floor.**
- **Washrooms for staff on all floors**
- **Canteen facility**

Financial:

- **Advance, if requested, to the newly appointed staff against the salary due as regular salary starts in 3-4 months.**
- **Advance to the non-teaching staff, in the month of March when salaries are delayed due to financial closing at government level.**
- **The Management and College Cooperative Society each give an amount of Rs.10,000 to retiring staff as token of appreciation**
- **College Credit Co-operative society provides regular loan of Rs 300,000/- and emergent loan of Rs.20,000/- to the applicant members .**

File Description	Documents
Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/SFS-Employees-Credit-Cooperative-Society.pdf**
Upload any additional information	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**View File**

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**View File**

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

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	**View File**

Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

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

As per the direction of UGC and Joint Directorate (J.D) of Higher Education, Government of Maharashtra, the Institution has a performance appraisal system. Teachers have to submit filled-in format for PBAS (Performance Based Appraisal System) to the Principal. Apart from that, Annual Proformas are submitted by the Teachers/HODs/Librarian/Office/Cell-incharges to the IQAC which help in collation and cross checking of the information.

For Career Advancement under CAS, PBAS formats submitted to the Principal at the end of every academic session are forwarded by Principal to J.D and the affiliating RTM Nagpur University after approval by an Internal Scrutiny Committee.

Every Teaching and non-teaching staff has to submit Confidential Reports to Principal via HoD.

Performance of Teachers is also assessed through Student feedback, taken at the end of every academic session and appropriate instructions given to staff by Principal..

Daily Notes Diary is also maintained by the individual staff and submitted to the Principal via HoD at the end of every month.

The IQAC, reviews Administrative and Academic progress so as to review the performance of all the departments and office administration. After the evaluation of the report by the Principal and Management, it is communicated to respective department for improving shortcomings.

File Description	Documents
Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/04/Sample-of-PBAS-Proforma-Feedback-forms-CR-formats-Daily-Notes.pdf**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Annual Financial Audit account is done by a Chartered Accountant, most recently in September-2021.. This helps in review of funds, planning and preparing budget of the next financial year.

External Financial Audit is conducted by the State Government through the Joint Director of Higher Education, Nagpur, the latest conducted in May 2018. Audit is also carried out periodically by the Office of the Accountant General, especially for the grants received from Government bodies such as UGC, RUSA, etc.

In case of UGC grants, an account is prepared in the required format on completion of the sanctioned project/seminar/workshop/conference, etc which is first audited by the CA, and then submitted to the UGC. A no-objection certificate is received after settlement of accounts. Accounts for the examinations conducted in the College on behalf of the RTM Nagpur University are also audited, first by the Principal and then by RTM Nagpur University

Audit objections, if any, in case of all the above audits are complied with promptly by the Accounts section of the College, and the CA is also consulted whenever required.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

18.61

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year	View File

(Data Template)

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

The main sources of funds, apart from the Government are various Non-Governmental organizations, the College Management, generous philanthropists, College staff.

At the beginning of every financial year, requirements of the College Office, all the departments, Library and various cells are submitted to the Principal. The Principal then calls a meeting of HODs, Librarian, Office Superintendent, coordinators of various cells and IQAC to decide and judiciously allocate funds. A budget is prepared and presented before the CDC. Once the budget is approved, the funds are disbursed.

In case of special grants/funds received from funding agencies like UGC, Committees are formed for monitoring the utilization of grants as per guidelines.

Some funds are received from NGOs such as IISR, New Delhi and certain philanthropists with a definite purpose of conduct of particular developmental activities of students, scholarships, etc.

Funds received for conduct of examination are handed over to the staff member in charge of the examinations for proper conduct of exams through judicious management. Accounts of the examinations are submitted as per norms.

The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency. All accounts of funds received and spent are audited by Chartered Accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the students.

Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal.

Two institutionalized practices are

Students' Orientation Programme:

At the beginning of every academic session, Students' Orientation Programme is held for freshers. Students are given information about examination system, internal marks, Program outcomes, various Cells, library, NCC, NSS, sports etc. This is followed by a tour to different departments. The program has been held online from 2020-21 due to COVID pandemic.

Bal Mela:

For last two years (2018-19 and 2019-20), College in collaboration with Indian Centre for Integrated Development (ICID) has been organizing Bal Mela for Children from the deprived sections of the society. The program includes various cultural events, games, competition, breakfast and lunch. They are made aware of hygiene, food habit, yoga etc. Staff and students from the college act as organizers, team leaders. After the program, children are dropped to their respective homes by the organisers.

It could not be held in 2020-21 due to the pandemic.

File Description	Documents
Paste link for additional information	**https://www.sfscollege.edu.in/wp-content/uploads/2021/11/Institutionalizing-Quality-Assurance-strategies.pdf**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each

The College has undergone the 2nd and 3rd cycles of accreditation in 2009 and 2015. Review of the various processes has been based mainly on their Peer Team Reports.

IQAC, through discussions and recommendations, identifies need of improvement towards teaching-learning and prepares a plan of action for upcoming session. Specific formats prepared by IQAC are used to collect information from individuals, HoDs, Cells, office, Library and Hostels. Based on these reports, incremental improvement in quality is identified, and lacunae, if any, are addressed by IQAC, the College administration and Management.

Example 1: Increase in the number of Computers-

In line with the peer team recommendations, there has been a steady increase in number of computers and use of ICT for Teaching-Learning over the past five years. Numeber of computers have increased From 126 in 2015-16 to 211 in 2020-21, through the succeeding years.

Example 2: Increase in placements-

The placement Cell, UDAAN was encouraged by IQAC to become more proactive, as a result of which placements increaded through 23 in 2016-17 to 63 in 2018-19. However, there could be only 41 placements in 2019-20 due to outbreak of COVID-19 pandemic before the schedule of placements by different employers was completed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sfscollege.edu.in/wp-

	content/uploads/2021/11/Annual-Reports-2016-17-to-2020-21.pdf
Upload e-copies of the accreditations and certifications	**View File**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**View File**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The 'SHAKTI' cell oversees gender related issues, carrying out activities throughout the year to promote gender equity and sensitization, organizing talks and awareness programs on rights of women, breast cancer, legal ramifications of discrimination, self-defense, Health and Hygiene of Young Girls, Developing Psychological and Mental Strength, and workshops, debate competitions, presentation competitions, book displays, etc. on relevant issues. It takes care of redressal of gender related grievances along with the grievance redressal cell, DAKSH. In 2020-21, activities held were Talk on Women Empowerment through Teaching and Learning (5.6.2021), One Day National Webinar on "Gender Equity" (20.9.2021), One Day National Webinar on `The fate of Devadasis: A closer look' (7.9.2021), One Day National Webinar On International Day of Girl Child (11.10.2021).

Counselling is provided especially by women staff. In addition, there is a separate Cell DISHA for mentoring of all students, and looks into academic as well as personal counseling of students through mentor teachers.

Safety and Security are ensured by 24-hour security at the College entrance, CCTV Cameras and an alert staff ensuring discipline.

There is a Girls' Common Room, with dedicated wash rooms having sanitary napkin vending and incinerating machines. A female attendant caters to needs here.

File Description	Documents
Annual gender sensitization action plan	**https://www.sfscollege.edu.in/wp-**

	content/uploads/2021/09/7.1.1-Annual-Gender-sensitization-plans-16-17-to-20-21.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	**View File**
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Awareness about waste pollution and difficulties in disposal is spread among students through talks on environment conservation and they are encouraged to create least waste, and properly dispose it.

Talk on waste management and preservation of energy resources (Webinar on 5.9.2020), and Lecture series for students on environmental studies with Talks on Solid waste management (5.2.2021) and Wastewater treatment during (8.2.2021) are examples.

The common solid waste is leaf litter, which is allowed to decompose in place to enrich the soil quality.

Other regular anthropogenic solid waste is collected in dust bins placed at strategic locations, brought together and taken away periodically by the waste collection agency of the municipal body.

Other solid waste is collected at the semester end and sold to scrap vendors, adding to revenue.

Wash rooms wastes are directed to a septic tank while effluents from laboratories are directed into separate underground tanks and prevented from escaping into the environment.

Sanitary napkins are disposed of by an incinerator in the Girls' Common Room, and no other biomedical waste is generated.

E-waste is sold periodically if not usable or reparable and depending on its quantity, to scrap dealers who deal especially in e-waste, for safe recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**View File**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents

Geo tagged photos / videos of the facilities	**View File**
Various policy documents / decisions circulated for implementation	**View File**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**View File**
Certification by the auditing agency	**View File**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**View File**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**View File**

| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College is a minority institution aiming at providing affordable and quality education to all strata of the society in line with its Vision, Mission and Objectives. These are reflected in the crest, Flag, Anthem, Prospectus, Calendar and motto 'Truth and Love', of the College. Presence of staff as well as students from all over India makes the environment inclusive and tolerant towards cultural, regional, linguistic, communal, socio economic and other diversities.

On the socio-economic front, the College, through institutional scholarships, provides monetary assistance and ensures that economically backward students are not deprived of education due to financial constraints.

Differences arising out of diversity were addressed through International Conference and Symposium on Quality Education for Children and Students In Africa. (19-21.8.2021), National and International level webinars on Sadbhavana: Mantra for Youth Empowerment" (20.08.2021), Youth Empowerment for Sarva Shiksha Abhiyan (06.09.2021), on Ek Bharat Shrestha Bharat (15.08.2021), on World Charity Day, Patient Safety Day, and activities such as Run for Fit India (13.8.2021). An interactive webinar on Unity Day was conducted addressing contemporary issues related to unity.

Resource persons from diverse strata have addressed these webinars, emphasizing the institutional efforts at inclusion. Student uniforms bridge gaps arising out of socioeconomic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The vision and mission of the College encourages its stakeholders to become good citizens. National festivals, Unity Day and Constitution Day are enthusiastically celebrated with activities engendering enthusiasm and national pride.

Talks on rights and duties of citizens as voters are held. Staff participates in election duty. The preamble to the constitution is read and repeated in the National programmes.

Swachhata related activities engender feeling of responsibility and habit towards cleanliness. Vigilance week celebrations with essay and debate competitions stimulate students to combat, fight and tackle corruption (27.10.2020).

Responsibility as citizens is also inculcated in students through various extension activities, especially by SEVA cell, where students participate in philanthropic activities for the community.

Related online activities include One day National Webinars on Role of Citizens For Nation Building During National Emergency (20.6.2020), Necessity of Patriotism and National Integration (15.8.2020), International Day of Democracy (21.9.2021), Fundamental Rights under the Constitution of India (20.10.2020), Constitution Day: Protecting Freedom with Responsibility (26.11.2020), Indian Democracy and Human Rights and online poster competition (10.12.2020), and International Conference & Symposium on "Technology and Law in Cybersecurity was held from 26.8.2021-28.8.2021 and various online extension activities during the pandemic to further values engendering responsible citizenship.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.sfscollege.edu.in/wp-content/uploads/2021/11/7.1.9-Details-of-activities-that-inculcate-values-necessary-to-render-students-in-to-responsible-citizens.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	**View File**

Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**View File**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Various National and international commemorative days are observed and celebrated. Speeches by staff and Principal on National festivals- Independence and Republic Day and reading of the preamble to the Constitution recapitulate and enhance National pride. There are also many cultural events including dance, skits and songs which reflect our national pride and pave way for introspection and realization of our obligation towards the nation.

Other commemorative days such as Patron's day (22.1.2021), Women's day (8.3.2021), Teachers' Day, Gandhi Jayanti, Unity Day, Children's Day, Constitution Day, etc. During the pandemic, expert practitioners of Yoga demonstrated online (17-21.6.2021) various Aasans in Yoga and explain their benefit. Other commemorative days commemorating: Shiv Swarajya (6.6.2021), Environmental Causes (16.9.2021), Disease Awareness (22.9.2021), Patient Safety (17.9.2021), Organ Donation, Drug Abuse (26.6.2021), Skills (15.7.2021), Chess (20.7.2021), Charity (5.9.2021), Poverty (17.10.2021), Vigilance, Remembrance Of Martyrs, Blood Donation (14.6.2021), Honouring Languages, Culture, etc. are also celebrated.

All the above activities were held online in 2020-21 due to pandemic conditions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I

Title of the practice:

AWARDS TO STUDENTS

Objectives of the Practice:

The main objective of the practice is to create an atmosphere of healthy competition among students. Hard working and consistent students in various spheres- overall development, academics or sports, tend to turn out into leading performers. These students need to be recognized for their performance, not only by their teachers and peers, but also on a wider platform- the complete College. Such appreciation leads to the realization of the importance of hard work, not only among the awardees, but also among the other students. Appreciation and incentive are thus the two keystones of this practice inculcating the value of diligence.

The Context:

A teacher derives immense joy out of the success of the students. This not only reflects the achievement of the student himself or herself, but also the effort put in by the respective teacher in recognizing and honing the potential of the student. Sometimes, students tend to fall into a state of academic disinterest, lethargy and inactivity, and are seen to move toward other distractions typical of youth. It has been, and will always be the firm opinion of teachers that students be kept on their toes in their quest. Teachers attempt to this by providing the best through systematic guidance in academics, sports and general personality development, which they supplement with timely incentives. The practice has been therefore envisioned and aptly designed by all senior teachers, especially those on the verge of retirement, so that they continue to contribute to the success of students for posterity.

The Practice:

Various awards are instituted by serving staff members in the name of their parents, or by retiring or retired staff members in their own names. This is done by contributing a lump sum donation to the College, which is held as a fixed deposit in the name of the Principal by the S.S.S. College Employees Credit Cooperative Society. The interest accrued upon the deposit is used for giving the awards, which are in the form of gold and silver medals.

A Screening Committee, under the SHIKHAR Cell of the IQAC, deliberates upon the performance of the students in their overall development, academics and sports. Students achieving highest marks from among their peers in the University examination are considered eligible for the awards from the

academic sphere. In sports, awards are given to outstanding sports persons. The award of greatest attraction is that for the best outgoing student, who 'best represents the spirit of the SFS College'. This student is chosen by the screening committee and generally the selection is vetted by the Staff Council. A trophy is accordingly awarded to the best student every year.

The Award Committee further plans the Annual Awards Day function, with active participation by students, especially the members of the VIDYARTHI Cell of the IQAC. The Chairman of the College and other members of College Management make it a point to be present to applaud the performance of students. All College students are present for the function to cheer the achievement of their peers.

Awards instituted by donors are generally for final year students. The College, therefore, on its own, gives away awards as incentives and encouragement to the best performers of lower classes. All donors are invited by the Principal and the Awards Committee for the Annual Awards, Day function. Also invited are the proud parents and guardians of the awardees. The donors give away the awards instituted by them, and interact with the Management, awardees, parents, students and the currently working staff. This way, the donors, who are former teachers, stay in touch with the institution as well as younger teachers in their subjects, and time and again, give their much sought after and valuable advice, born out of their nostalgia and their vast experience in teaching. This always goes a long way in the betterment of staff and students.

   Evidence of Success:

The awards are publicized not only through the Academic Calendar given to the students every year, but also by the teachers, in course of their regular delivery of the curriculum. The target is thus set for the high performers to win the award. Students feel encouraged to compete for the top position and excel in studies. It is seen that the students themselves come forward and seek the guidance of their mentors and teachers in their quest for the award.

Achievements of the students are not reflected only in the Awards in the College, but as winners of many accolades in Intercollegiate and University events. Many students regularly feature in the University Merit lists.

Every student feels that he or he should also be one day awarded as the best outgoing student. Every student thus tries to participate in multiple activities and be on the forefront, creating a healthy spirit of competition, benevolently overseen by mentors, teachers and Cell coordinators.

Shy students have been seen to become active, outspoken and bold leaders through their tenure in College. The function is held in the spacious College Auditorium, which is always full to its capacity for this programme.

Problems Encountered and Resources Required:

No major obstacles have ever been faced in the implementation of this best practice, which has been in vogue for the past many years, and has been going on in a smooth, efficient and well-planned manner. For this practice, the funds required for purchase of medals are the only material resources required.

However, much goes into the Awards Day function through the tireless efforts of the Awards committee and student volunteers. Expenditure for the other non-instituted awards, and for conduct of the function itself, is borne by the College through a budgeted amount earmarked for the purpose. In spite of this, if there is a shortfall in funds, it is met through benevolent contribution of the Management.

Best Practice II

Title of the practice:

ORIENTATION OF NEW STUDENTS

Objectives of the Practice:

New students who have taken admission to various programmes in the College need to be familiarised with the College, its Motto, Vision, Mission, facilities, rules, discipline, etc. They also need to be briefed about the Semester examination pattern followed by the RTM Nagpur University for its different programmes, and the internal assessment methodology adopted by the institution. The practice also seeks to familiarize every student with the peers as well as the College staff-Principal, Teaching and non-teaching staff, etc. It seeks to make them aware of the location and utility of various facilities offered by the institution.

The Context:

The practice is meant to serve as an 'ice breaking' exercise by the College serves to make the students feel comfortable in their new surroundings.

Students admitted to the undergraduate programmes in the College come from varied backgrounds. They are admitted after passing the +2 or HSSC Examination from different Boards, which have own patterns of examination. They are students from different mediums of instruction, including English, Hindi and Marathi. Further, their earlier education is from various Junior Colleges, which have their own set of rules, regulations, values and ways of functioning. The practice has been pioneered by the institution for more than the last five years by holding a special Orientation Programme and affiliating University has introduced this practice as late as 2018 as *'Deeksharambh'*. The programme serves to introduce them to the essence of the institution through a warm welcome by the Principal, staff and coordinators of Cells.

            The Practice:

New admissions generally begin after the declaration of HSSC. Classes too, begin soon after sufficient admissions are completed, and various subject teachers begin to orient their students on a smaller scale by conducting bridge courses. This serves to orient the new students to their subject and subject teachers, but they remain unfamiliar with other new entrants, office staff and facilities. Keeping this in view, a day is designated to hold a special Orientation Program, which is held in the College Auditorium to accommodate the large number of new entrants. Students are informed through notices as well as through social media groups, if formed till then, about the Orientation Programme.

Logistics in the form of seating arrangement, podium, sound system and projection system are reviewed and kept in place in advance.

The Program begins with an address by the Principal, who welcomes them on behalf of the College. A senior and experienced faculty member then explains with the help of Power Point presentation, the examination system followed by the affiliating University for the different programmes, and warns them against pitfalls in the carry through or 'Allowed to Keep Term' facility provided by the University. This teacher also explains the internal assessment system in the College- the Unit Tests and Preliminary examinations, and goes on to explain the internal assessment methodology followed for submission of marks to the University.

Students are made aware of Program outcomes and program specific outcomes to make them aware of expectations of the College from them. They are briefed about the various Cells functioning in the College to guide them toward their personality development through co-curricular and extra-curricular activities by these cells. They are also briefed about keeping in touch with scheduled activities, circulars, time tables etc. through the College website and the College Calendar.

Coordinators of different Cells take turns to speak about speak about their objectives and activities. Anxieties of the students are laid to rest especially by the coordinators of the Anti-ragging Cell and the Internal Complaint Cell against Sexual Harassment. Information is provided by the respective in-charges for enrolment in NCC or NSS and the benefits from these. They are briefed about importance of participation in sports. The Librarian provides details all the available resources in the library for general reading as well as examinations. This is followed by a tour given to familiarize with different departments premises of the college.

Evidence of Success:

The comfort levels of the new students see evident improvement through this practice. They are seen to adjust well with the routine of the institution much faster and easily. The values of discipline are imbibed early into them, when they become well versed with the etiquette expected of them, when interacting with teachers, non-teaching staff and peers. There is ease of movement to classes, and to the library and College canteen during intervals since they are now acquainted with the surroundings. They become aware of various schedules and deadlines, both academic and extra-curricular, and actively seek out the Cell in-charges for enrolment and participation in spheres of their interest and expertise. This is especially so where enrolments, such as in the National level organizations viz. NCC and NSS, are time bound. The points touched upon by various speakers during the Orientation programme also serve to give them the required Dos and DON'Ts along with the other necessary information. Students not only become familiar with their peers, but also become acquainted with senior students. In the past five years, there have been no instances of ragging or sexual harassment, which is the best pointer towards the success of the Practice.

Problems Encountered and Resources Required:

The key to the success of the Orientation programme lies in the ability to target the maximum possible number of new students. However, the admissions process continues late into the first semester, with revisions in the admission process and number of seats from the Government and University, which may further be complicated if there are outstanding legal issues on the state or national level. When the new students cannot be accommodated in a common time slot, Orientation Programmes have to be held separately for different programmes, which not only tends to becomes repetitive for the faculty, but also involves setting up of the required arrangements a multiple number of times. Late entrants invariably miss the Orientation Programme and find it more

difficult to adjust. They have to be instructed separately on all fronts by their subject teachers, mentors and peers. No major resources, especially on a monetary front, are required.

File Description	Documents
Best practices in the Institutional website	**https://www.sfscollege.edu.in/wp-content/uploads/2021/06/Best-Practices.pdf**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

A Carefully nurtured legacy of values and a nationwide stakeholder spectrum representing cross sections of society make the institution iconic.

Three successful accreditations by NAAC and applying for CPE and NIRF have accelerated the quest for excellence.

Marvellous ambiance coupled with vibrant learning atmosphere and disciplined work culture ensures all-round development of the students. Excellent infrastructure for academics, sports, co-curricular development and research, recently augmented by funding from RUSA reflect our growth and evolution as an institution..

A rich, completely automated Library and use of modern technology through Network resource centres and internet facilities assist in teaching-learning. Our dynamic website effectively reaches out to our stakeholders. Wholehearted use of ICT by teachers has facilitated a modern learning approach since the COVID-19 pandemic.

Students' participation in planning, collaborating, executing and managing activities in all spheres, generates a learner-centred environment, positive attitude, leadership qualities, oneness, sportsmanship and self-awareness, leading to personality development.

Guidance and employment for students is sought through networking with Industries, Alumni and and by applying for career oriented or vocational courses.

Consistently high result in examinations and laurels brought by student participation in sports and cultural events reflect success of our three pronged approach- academics, sports and extra-curricular activity.

File Description	Documents
Appropriate web in the Institutional website	**View File**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. **To complete utilization of funds received from RUSA for infrastructure augmentation, renewal, equipment and resources.**
2. **To add to infrastructure by electrification and furnishing of new classrooms, to construct a new 10000 L overhead tank and use it to make the firefighting system fully functional, to waterproof terraces, to add covered seating facility for canteen, to construct a new underground water tank, shifting of gymnasium to new space in old wing**
3. **Technological upgradation of new computer laboratory by networking, purchase of new computer and networked UPS, upgrading college server, upgradation of CCTV system**
4. **Beautifying campus by plantation along internal road, paving space near old wing, constructing retaining wall for garden and for basketball court, landscaping of space near main gate.**
5. **Renovation of volleyball court and Chemistry laboratory and strengthening PG courses by new equipment.**
6. **To conduct employability oriented certificate courses at college level**
7. **To get green, energy and environment audits conducted by certified agency.**
8. **Subscribing to database for library**
9. **Organizing webinars and e-conferences, carry out extension activities for blood donation through Staff, NSS and partnering NGOs.**
10. **To increase activities of cells, increase placement**
11. **To apply for new courses.**