



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	CHISHTIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE
• Name of the Head of the institution	DR. SHAIKH AIJAZ MUNSHIMIYAN
• Designation	INCHARGE PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02437299424
• Mobile no	9890151975
• Registered e-mail	chishtiya_college@rediffmail.com
• Alternate e-mail	skaijazm@gmail.com
• Address	OLD TEHSIL BUILDING, NEAR OLD POLICE STATION
• City/Town	KHULDABAD, DIST. AURANGABAD
• State/UT	MAHARASHTRA
• Pin Code	431101
<b>2.Institutional status</b>	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid
• Name of the Affiliating University	DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY AURANGABAD
• Name of the IQAC Coordinator	DR. QUADRI SYEDA ARSHIA
• Phone No.	02437299324
• Alternate phone No.	02437299424
• Mobile	9860017596
• IQAC e-mail address	iqacchishtiyacollege@gmail.com
• Alternate Email address	syedaarshiaq@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://ccak.ac.in/wp-content/uploads/2021/12/AQAR_2019-20_Final.pdf">https://ccak.ac.in/wp-content/uploads/2021/12/AQAR_2019-20_Final.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://ccak.ac.in/wp-content/uploads/2022/10/Academic-Calendar-2020-21.pdf">https://ccak.ac.in/wp-content/uploads/2022/10/Academic-Calendar-2020-21.pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.15	2004	16/02/2004	15/02/2009
Cycle 2	B	2.05	2014	21/02/2014	20/02/2019
Cycle 3	B+	2.64	2022	23/08/2022	22/08/2027

**6.Date of Establishment of IQAC**

18/06/2005

**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	0	0

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>? Submission of AQAR 2019-20. ? Website upgradation as per NAAC requirements. ? ICT and Wi-Fi enabled campus. ? Organization of Seminars and Webinars. ? Preparation of Online/Offline/Blended mode teaching-learning schedule to cope with the pandemic situation.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
1. Submission of AQAR 2019-20.	1. AQAR 2019-20 submitted dt. 27/08/2021
2. Organization of Webinars.	2. Series of Webinars organized during 01st July 2021 to 18th July 2021.
3. Preparation of Academic Schedule to cope up with Pandemic Situation.	3. Well-Designed Academic Calendar and Time Tables were prepared to organize Online/Offline and Blended mode for fluctuating pandemic situation.
4. ICT and Wi-Fi enabled campus.	4. Two Smartboards. Six ICT Enabled classrooms with Two additional routers for Wi-Fi were added to enrich the ICT enabled experience.
5. Website upgradation.	5. Hosting agency of the website was replaced to enhance the website services as per NAAC SSR requirement.

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

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee and Governing Body	19/06/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021	10/01/2022

**15. Multidisciplinary / interdisciplinary**

Institution always aims for a multidisciplinary approach in it's academic as well as co-curricular activities. Students from

different disciplines are always encouraged to participate in events jointly as surveys & projects. Faculty members try to motivate students to participate in projects, field works & other extension activities in multidisciplinary mode. A discussion among the faculty member were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technical innovations in teaching learning.

Institution has already adopted a multidisciplinary approach towards education system. Previously, it was a single discipline institute till Science discipline was introduced and immediately followed by Commerce and Research Centre in History. Thus institute is ready to adopt the changes New Education Policy aims to recommend for a new education system.

#### **16.Academic bank of credits (ABC):**

The institute preparedness in implementation of ABC depends upon the guidelines of affiliated University and higher education department.

Institute always motivate students to take online course through modes like SWAYAM & NEPTEL. So That their credits can be earned against elective courses.

Awareness programme on NEP & ABC for students and staffs are arranged & institution is in process of developing a technical support system for it.

Credit based degrees are part of the courses offered by the institute. Four post-graduation programmes running by the institute are CBCS since 2009. Moreover affiliated university is going to implement the credit system in all the programmes its offering. Thus institute is also going to conduct the awareness drives for understanding ABC for students & teachers with a well chalk out plan in the coming years.

#### **17.Skill development:**

Skill based education is definitely more effective and purpose driven, with helps students to receive a clear objective along with a vibrant culture. Considering this fact, institute always try to give hands- on exposures to practical subjects. Projects, workshops, exhibitions, field visits & other extension activities are regularly executed so that students get opportunities to identify & develop their skills. Skill based a certificate courses like Calligraphy, Anganwadi - Balwadi training etc. were made available in institution for students. More such skill oriented programmes are in the

pipeline to focus on the increase in employability of the youths.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Indian knowledge system covering from ancient India to modern India. In terms of education, health, environment and culture is focused in curriculum. Institute encourages learning of languages mainly Urdu, Hindi, English and Marathi and History by offering UG, PG and Ph.D. course.

To acquaint students with Indian knowledge seminars, webinars, guest lectures and different cultural programs are arranged. Students are always motivated to participate & show their talents in youth Festival and local level competitions. Modi Lipi training workshop, bridge course in Marathi for Urdu speaking students are some of the initiatives taken for it.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The institute is affiliated to concerned university and follows guidelines as and when directed. Institute offer different courses under Arts, Science and Commerce programmes. All programmes are designed with outcomes and with development of entrepreneurship skills. All course syllabus are designed considering social needs.

Specific learning outcomes of all courses & programmes are available on the website. Variety of approaches like seminars, workshops, practical's and project based learning are suggested to achieve goal of OBE.

**20.Distance education/online education:**

Institute is offering distance education from YCMOU where students get degrees in B.A., M.A. and Certificate Courses.

Due to COVID-19 pandemic institute is actively involved in utilization of digital platforms. Regular classes, conferences, webinars and meeting are successfully conducted on digital mode. Faculties are encouraged to offer MOOC courses at institution, which promotes blended learning system. Institute also conducted online examination efficiently by using own team.

Initiatives are taken to prepare e-contents of related subjects and effective utilization of it for all students through online mode to meet future needs.

**Extended Profile**

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>319</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1368</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>1530</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>157</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>40</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	<b>45</b>

Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	38.64
4.3 Total number of computers on campus for academic purposes	25

## 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

The Institution followed various steps to ensure effective curriculum through a well-planned & documented proves:-

In the beginning of every academic year institution prepare academic calendar, according to calendar of Dr. BAMU. It specifies various dates for important activities to ensure the proper teaching learning process. As per the syllabus teacher carry out their teaching as per time table and maintain daily teaching diary according to time table.

Institute & IQAC take various initiative for student centric teaching learning proves more effective & interesting, make provision of ICT classes through the time table. Various activities are conducted like Group Discussion, Quiz Competition, Seminar Presentation are been conducted. Internal assessment & evaluation has been done & organize various outdoor activities such as Education Tour, visits to NGO's & Industrial visit provide practical exposure to the students. Guest Lecture were organized by experts every year.



At the end of the academic year the college principals presents the annual report of the college activity in annual social gathering in the presence of all the stake holder-management college development committee, student council, alumni, IQAC & parents along with student teaching and nonteaching faculty of the college.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Based on the norm set by the university the institution prepare academic calendar prior to the commencement of the every academic year specifying dates for important activities to ensure proper teaching learning & continuous evaluation.

Considering the academic calendar of the institution all the faculty prepare teaching plan for their respective syllabus, it indicates semester and month wise distribution of teaching units according to teaching days.

It include the tentative dates of internal examination and the department are instructed to design their own internal evaluation schedule based upon guidance of Academic calendar like Group Discussion, Seminar and also each department arranged their activities and programmes like Guest Lecture, Sports Activity, Educational Visits, Training. It also include details for the various Co-Curricular, Extracurricular & Academic Events like Seminar, Workshop, webinar etc. Regional Festival & Special days are celebrated which is mentioned in the academic calendar to promote National Integration (Accordingly every department and units organizes as per schedule of the academic calendar).

Besides these programme of social importance are mentioned & conducted regularly as per academic calendar such as Health Awareness Programme, Program on Local Social Issues, Career Guidance & Competitive Exam, College Social Gathering, Gender Equity Program, Nutrition Week etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in A. All of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

0

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 )	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environment Education, human right, I.C.T. etc. into the curriculum.

The Institution runs the courses in Arts, Science and Commerce stream, curriculum is designed by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad which includes various topics/chapters covering cross cutting issues.

**Environment and Sustainability:**

- Various Departments and NSS Unit organize various programmes such Cleanliness Drives, Lecture Series, Tree Plantation, Paani Foundation, Poster Presentation, Geography Day and Environment Day, Hygiene Management to create an awareness.

**Gender Inequality:**

• As per this issues is concern apart from syllabus various departments and ICC organized programme on Women Safety and Women Empowerment.

#### Human Values:

Beside the syllabus, the institution organized programmes to inculcate human values in students and staffs.

AIDS awareness 1st December camp is regularly organized.

NSS and cultural unit organize various activity for inculcate Human Values through Drama, Stage Show, Role Play and other events to create hospitality and social responsibility.

#### Professional Ethics:

Ethical practices such as truthful information, facts and unprejudiced approach are taught in context of syllabus and certificate course, career guidance and placement cell help students for various professional.

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.	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>

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

183

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://ccak.ac.in/feedback-2/">https://ccak.ac.in/feedback-2/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may** **A. Feedback collected, analyzed**

be classified as follows

and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://ccak.ac.in/feedback-2/">https://ccak.ac.in/feedback-2/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1368

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

962

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

Admission committee interacts with the students at the time of admission seeking to various subject offer guidance and counselling provided to the student and parents.

The institute assesses the learning levels of the student in two ways at the time of commencement of the program. Students are identified by methods like Q&A discussion or identified as slow & advanced learner by considering their background and previous knowledge performance.

#### Strategies:

##### Slow Learner

Counselling, evidence & extra time is given in off period by the respective faculty with an aim to improve the academic performance of the slower learner. Class test are conducted in written as well as oral. Revision are taken by the faculty. Problem solving method and extra study material provided by Dept. Open book test also apply better understanding the question and the relevance of answer. Bilingual explanation and discuss are imported for better understudied.

Personal guidance are given by all faculty and they are encouraged student to discuss their problem. Audio Visual aid are also used.

##### Advanced Learner

For Advance Learner various activities are organized like assignment, seminar, tutorial, guest lecture, field visit, study tour, survey which also includes ICT Facility to encourage them for advance learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1368	40

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Student centric methods are implemented in institute to allow students to actively participate in teaching learning process. Student centered learning engages students in their own success and incorporates their interests and skills into the learning process. Institute believes in the adoption of student centric methods to enhance student involvement as a part of participative leaning & problem solving methodology.

Student centric methodology include.

### A) Experiential Learning

- 1) Field Visits/Study Tours
- 2) Project & Practical Work
- 3) Guest Lectures
- 4) Competitions at Various Level
- 5) Public Awareness Programmes

### B) Participative Learning

- 1) Seminars
- 2) Group/Team Activities
- 3) Debates & Group Discussions
- 4) Workshops
- 5) Role Play
- 6) Poster Making
- 7) Extension Activities



**C) Problem Solving Methods:**

1) Quizzes

2) Assignments

3) Projects/Case Studies/Surveys/Discussion

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

To provide E-Learning experience in the classroom, institute follows ICT enabled teaching in addition to traditional classroom teaching.

Faculty members are using IT enabled teaching tools such as PPT, CD, Video, Audio & online resources to impart advance knowledge to students. College staff uses ICT in education to support, enhance and to optimize the delivery of education.

ICT Tools used by the Institute.

- Projector for Teaching & Learning process.
- Scanner & Photocopy machine is available in Office & IQAC.
- Desktops: in Labs, Departments & Library.
- Two Smarts Boards are available for teaching.
- Classrooms, Seminar & Conference Halls with IT infrastructure facilities.
- WhatsApp, E-Mails, Zoom, Google Classrooms are used to communicate & to provide educational material to student.
- Students also provide feedbacks by using these facilities.
- Institution library is well equipped for personal learning & research.

- College premises are Wi-Fi enabled.

Specialized Computer Lab with internet connection has been provided to promote independent learning. Wi-Fi facility of internet is provided on individual Laptop & Mobile throughout the campus premises. Well security is provided to Wi-Fi users and is accessed & controlled by the System Administrator.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

## 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

751

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 transparent and robust evaluation process in terms of frequency and variety. Students who are admitted for the first year (U.G Level), departments conduct the oral discussion with the student for the assessment. The main object of the internal assessment is that to know the basic knowledge of the subject of the students.

Continuous evaluation is made through Surprise Test, Unit Test, Assignment, Oral Test, Open Book Test and Seminar Presentation. Unit Test are conducted as per the schedule.

The performance of the students is communicated by the faculty. Topics are given by their teachers to the students.

The following mechanism are follow for the evaluation process.

Mechanism of Evaluation Process:

Meeting with Faculty for Evaluation Process

Preparation of Question Paper for Evaluation

Exam taken as per Time Table by Various Method

Evaluate by Faculty

Inform Student about their Performance

Guide them for Improvement

The Method of internal assessment helps the teachers to evaluate the students more appropriately, due to this process the interest of students in learning and attending the classes has been also increased. Which leads them to take active participation in various Co-curricular and Extracurricular activities. In this way mechanism of internal assessment is done.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

As per internal assessment directives we try to follow The Principle of Confidentiality, Transparency and Fairness of Examinations. The Evaluation system consists of two components – Continuous Internal Evaluation (CIE) and End Semester Examination. The process of

evaluation is carefully planned & shared with students from the very beginning of the semester. Within a week of the beginning the teacher informs the class about course content and its objectives, evaluation scheme in terms of different types of components and its weightage. The college has a well-organized mechanism for redressal of examination related grievances. The Student can approach examination unit and authorities to redress the examination grievances.

At the college level, the evaluation work is done for the internal examination. If any student feels that the marks given to him in any paper are not just up to his or her expectation, he or she ask to subject teacher and resolve by respective department. The concerned subject teachers after assessing the answer-book guides the students. The principal keeps an eye on the overall procedure by meeting with the internal examination committee.

All HOD's deal with the grievances related to the internal assessment. Till date no written grievances is received regarding internal assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

In firm agreement with the objectives of OBE, POs and COs are usually framed by the affiliating University, though College departments takes efforts to frame Outcomes, offering concerned program after arduous consultation with all faculty and the stakeholders.

After attainment of accord, it widely propagated and publicized through display or communication specified hereunder.

- Website
- Prospectus
- Class rooms
- Notice Boards
- Laboratories

- Student Induction Programs
- Meetings with Employers, Parents, Faculty & Alumni
- Library

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, mentors, also inform them and create awareness of the need to attain outcomes. PSOs are specific skill requirements and happenings to be fulfilled by students.

Departments prepare the PSOs, usually two to four in consultation with the Principal.

The HOD's and subject experts and members of the individual departments will discuss & approve it after endorsement by the Principal.

POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation. Course Outcomes are prepared by course coordinator in consultation with concerned faculty members teaching the same course. The teachers teaching the course will verify it. Finally discussed in the concerned department's meeting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The process for finding the attainment of course outcomes uses various tools/methods. These methods are classified into two types: direct and indirect methods.

•Direct Methods display the student's knowledge and skills from their performance in the class test, internal assessment tests, assignments, semester examinations, seminars, laboratory assignments/practical, mini projects etc. these methods provide a sampling of what students know and/or can do and provide strong evidence of student learning.

•Indirect Methods such as course exit survey and examiner feedback to reflect on student's learning. They are used to assess opinions or thoughts about the graduate's knowledge or skills.

Rubrics are used for both formative and summative assessment. Same rubric is used for assessing an outcome so that the faculty is able to assess student progress and maintain the record of the same for each student. The rubrics are shared with students before being evaluated so that they are aware of the performance criteria and their weightage.

#### TOOLS USED TO EVALUATE ATTAINMENT OF PROGRAMME OUTCOME:

Direct Assessment Methods include:

- Theory Courses - Internal & Semester End Exams
- Laboratory Courses - Internal & Semester End Exams
- Assessment of Projects - Periodical and Specific

Indirect Methods Include:

- Course End Survey
- Programme End Survey

#### Graduate Exit Survey

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 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

157

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 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://ccak.ac.in/questioners/>

## 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)	<a href="#">View File</a>

**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**

8



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

College has evolved a practice of good transfer of knowledge though it is located in the rural area. As part of syllabus some subject have Field Survey or Projects undertaken by the students. The purpose behind this activity is to inculcate a research culture among the students. Institute encourage departments for implementation of various program, workshop, seminar, webinar and also provide financial assistance for the same. For promotion of research activity of the faculty & research scholar, college provide material resource such as well-equipped Central Library, Computer Centre and History Research Centre. Certified and Add-on Course are offered to the students to upgrade them. Placement Cell, Career Guidance Cell run by the Institution to increase potential employability of the student. Student are encourage by institution to participate in academic and co-curricular activity. Workshop, seminar, industrial Visits, Study Tour, visit to various vocational Centre are organized to impart practical knowledge of subject to the student. Eminent personality who have significantly contributed in

subject and research activities are invited for guest lecture. Essay Writing, Debate, Allocation Competition, wall Paper & Poster Presentation are organized by several departments to show creativity of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

43

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 College organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also to contribute to community and strengthen community participation. Institute always implemented various extension activities through NSS, Tourism Club, ICC and Cultural department. NSS unit of college effectively work throughout year with volunteers and local people. NSS had adopted Sulibhanjan a small village. Every year activities such as Van Mahotsav, Shramdan, Swachh Bharat Abhiyan, blood Donation Camps, Education Awareness Programmes, Water Conservation, Gender Equity Programmes were conducted in local area.

To make students responsible citizens activities related to social issues such as Environmental Pollution, Health & Hygiene, Road Safety, AIDS Awareness , Tree Plantation, Voter Awareness Programmes

by involving students in rallies for Gender Sensitization, Immunization, Book Exhibition, Women Empowerment and Entrepreneurship development programmes. Department of Home Science is actively engaged in organizing activities related to Health, Nutrition and Entrepreneurship Development. Every year Nutrition Week is celebrated and Diet Counselling centre is working for women and adolescent girls. NSS unit spread awareness and knowledge regarding covid vaccination by sharing posters, Quotes, YouTube links, and conducting camp.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

774

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

0

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

## 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.

To achieve the goal set by the Hon'ble Founder the institute has adequate physical, academic & technological enabled infrastructure that support to run smoothly the existing academic programmes & administration. The institute has various department in Arts, Commerce & Science stream.

The academic & infrastructural facilities are as follows.

- Specious building with beautiful surrounding. A well-furnished classrooms, ICT classroom & smart classroom, well equipped seminar hall and dark room, well ventilated cultural hall.
- Multipurpose hall for various programme, seminar, workshop and other activity of the institution.
- Well-equipped library with rich collection of books.
- Laboratories: Well equipped & well-furnished laboratories of Home Science, Geography, Physical Education, Chemistry, Physics, Zoology & Botany.
- Computer Centre with Internet, Wi-Fi and other ICT facilities.
- Well-equipped language laboratory with ICT facility.
- Indoor Outdoor games facility.
- Separate departments with sufficient facility.
- Cultural, NSS ICC, Career Guidance Cell have separate department.

- Wi-Fi connection in campus for student & faculty.
- Ladies Room.

**Facilities:** Generator facility for uninterrupted power supply, Vending Machine, Purified Drinking Water & Fire Extinguisher are also available for the safety purpose.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The institute played a provocative and supportive role in grooming students in sports & cultural activity. Infrastructural and instrumental facilities have been developed for extracurricular activities.

#### Sports Facilities:

The institute provided better infrastructural facilities for the Indoor & Outdoor games. Dept. of Physical Education encouraged students by providing coaching for various games.

During the sports events special kit, various necessary sports accessories are made available by the college to the participating student.

#### Equipment's Facilities available for Different Sports activities:

- Cricket
- Table Tennis
- Shot Put
- Disc Throw / Javelin Throw
- Measuring Scale

#### Cultural Activities:

1. Cultural department organize various activity throughout the year for enrich & nourishing student through it. Such as

celebrating Special Days, Guest Lecture on current events that imbibe the moral values in student. Institute organize annual social gathering. In this events various competition such as Food Fair-Canteen, Essay Writing, Allocation, Debate, Rangoli, Mehndi, Drama, Singing and other activities are conducted. Musical instrument also provided by Cultural Dept. to interested student.

2. Management Provide special budget for Social Gathering and other events throughout the year.

Physical Facilities for Cultural Activities is available in college.

Musical Instrumental Facilities for Cultural Activities is available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

1.89



File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library is the prime learning resource of the college. It is partially automated with Qualsoft Library Management software since 2009. Due to some limitation to this software, so to adapt a fully automated system, Institute switched to SOUL 2.0, an integrated Library Management System from 2020-21. It allows advanced cataloguing system, classification, record keeping, and search options. It completes the international standards such as MARC21 bibliographic format, Unicode based universal character sets for multilingual bibliographic records and based protocols for electronic surveillance and control. It supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of materials. It is highly versatile and user friendly. OPAC with simple and advanced research facility, OPAC users can export their search result into PDF, MS-Excel and MARC-XML. By access facility of e-resources students and other users can access e-journals and e-books. Subscription of NList added recently through which 6000+ e journals, 199500 e-books and 600000 e-books from NDL can be accessed virtually. This facility is also supported through SOUL. Library is equipped with 11000+ physical books, which is maintained by fully automated SOUL 2.0 and has two access points.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**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** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

0.52

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

68

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Institute as per NAAC Peer Team suggestion of 2014, started updating frequently all the facilities as per requirement of the workload. In the pandemic year, the demand of the IT facility increased a lot. Now every table has its own advanced desktops, separate printers, a common high speed printer and copier. The administration work

previously supported by BSNL Broadband services, upgraded to Optic Fiber and Wi-Fi facility since 2020-21. Due to the compulsory online admission procedure, online examination paper downloading system and online T.C issuing mechanism introduced by the affiliating university, Institute has upgraded all the IT facilities required to carry on the work without any interruption. The campus has two inverter and one 60 KVS Generator for uninterrupted power supply. Besides this, accounting and billing is managed by highly useful Office Administration Software since 2018-19 and Library was upgraded from Qualsoft Library Management software to SOUL2.0 Library Management Software for better results and easy handling. For advanced teaching learning experience there are four ICT enabled classrooms, two Smart Class rooms and two ICT enabled Seminar halls.

#### Year IT Upgradation Amount

2020-21 HP Desktop (2) for Library 64500

BSNL Optic Fiber, Wi-Fi

Modems, CCTV Cameras

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

38.64

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Every year special budgetary provisions are made for the maintenance and utilization of the infrastructure. All the physical and support facilities are maintained with the help of various committees.

College Development Committee takes decision about infrastructure and other academic and physical facilities required.

Use of the auditorium and sports complex and it is made available to outsiders free of cost.

Major procedure and policies followed by the institute are:

1. Department need to register a written requirement.
2. Authorities assigns the job to the agency with which an annual contract of maintenance is signed.
3. The assigned agency sends technician to resolve the complaint.

4. After completing the call the technician reports to the authority and agency of job completion.
5. Bills are submitted and payments are done through bank.

Utilization of common facilities such Auditorium, Seminar Halls and Sports equipment.

Departments and faculty members can used Seminar Hall, ICT Rooms, Sports Equipment and Complex.

There are Protocols for Use and Maintenance of Classrooms and Laboratories.

Library: All the rules and regulations should follow strictly by students and staff.

Library is a member of INFLIBNET N-List facility through which remote access of the e-resources are provided to the users.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

556

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**D. 1 of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

207

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

207

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
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

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

25

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

0

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)	<a href="#">View File</a>

### 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.**

0

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

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 )

To run smooth & healthy administration institute involves students in administrative bodies, co-curricular and extracurricular activities throughout the year.

In institution Student Council is formed according to the guidelines of University Act 2016 subsection 99. Student Council consists of:

1. President
2. Secretary
3. Reservation Representative
4. Ladies Representative
5. BA I, II & III Year Representative
6. Representative of NSS, Cultural & Sports

The main objectives of the student council is to cultivate qualities

like Leadership, Democracy, Patriotism, Social Responsibilities etc. among the students. Students Council are always a part of meeting related to activities like NSS, Sports & Cultural.

In 2020-21 University cannot take election of student council due to COVID-19 but at college level under the president ship of principal, body formed as per students' academic performance.

Apart from this student from UG & PG are appointed in various bodies of administration by Head of the student. Like:

1. Student Council
2. Literacy Association / Magazine Publication
3. Abhiyas Mandal
4. Internal Complain Committee
5. IQAC

Student Council and representative from various committee encourage college students to actively participate in various co-curricular and extracurricular activity. These committees are working as bridge the gap between teachers and student.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

The Alumni Association contributes to development throughout the year. There is no legal registered Alumni Association in the institution. At the institutional level as per Management & Principals guidelines Alumni Association is form. Institution involves Alumni in various committees of the college for academic & other activities.

Alumni Association organize alumni meet every year. Some of the activities and contribution of the alumni association are as follows:

1. Alumni contribution through Guest Lecture, Resource Person, Visiting Faculty.
2. Actively participate in various activity in the college cultural, sports & social gathering they help to organize different competition and program by involving student.

The Alumni Association also help student in admission process. They guide and counselling student in subject selection.

They help in survey process for admission.

The member of the alumni association have regular interaction with The Principal, The Management & Staff Member regarding the overall development of the college.

Alumni act as a role model to encourage the existing student with

their guidance.

Thus this committee actively function throughout the year for the development & progress of the institution. It also look after systematically and also continuously keep contact and report with the college student to solve their problem.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## 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

1. The college started its journey in 1989 to success providing education and community services to the surrounding are.
2. To lit the light of knowledge and make higher education easily available to hilly & rural area.
3. All round development of student leading towards responsible citizens of India.
4. Institute take various initiatives with teachers to spread higher education to student from various hilly & rural area, teacher done survey in various village around the Khuldabad. They meet parents guardian through door to door survey and aware them about higher education and importance of girls education and give details of college facility and encourage them for education.

This effort makes great change, parents allow girls for admission. Most admissions are from rural area, students are ward of farmer/ labour and also from class four worker in institute who are financially week. Our institute allow them partial payment of fees or gave them concession in fees. The institute has a clearly defined

organization structure for effective decision making and its implementation. The governance of the institution is carried out with the expert of various bodies. Such as

- Management Council
- College Development Committee
- IQAC
- Participation of Teachers

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Name of Practice: IQAC Committee**

IQAC is one of the important committee which administers the organization and involves in the process of decision making. IQAC is a 'participative' and 'facilitative' unit that closely work with management, faculties and students to plan out the best possible strategies. IQAC plays a lead role in preparation of perspective planning and takes the responsibility of its effective implementation.

Apart from this, IQAC committee is actively involved in:

- AQAR Preparation
- Criteria wise data collection, preparation & presentation
- SSR Preparation

IQAC organizes its meeting twice every year. All the stakeholders are invited, members from management, alumni, student representatives as well as local community members. College development committee and management takes action on the recommendations of the IQAC positively.

**Major initiatives taken by IQAC**

- Suggestions for infrastructure development as per NAAC criteria.

- Automation of college library and development of smart classrooms.
- Effective utilization of ICT in academic and administrative activities.
- Organization of Seminars, Webinars, Workshops & other research activities to promote research culture.
- Preparation of academic audit.
- Development of Gymnasium & Sport activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective aligns with the vision and mission of the institutional which are the constant driving factors for improving academic quality, policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation.
2. Teaching-Learning Processes based on ICT.
3. Research, Collaboration and Extension Activities.
4. Academic infrastructural facilities.
5. Internal Quality Assurance System.
6. Governance, Leadership and Management.

Various bodies chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

One such broad in which the institutional perspective and strategic plan has been successfully implemented is that of academic infrastructural facilities, teaching, learning and research. This has been achieved through the deployment of action plan for the following initiatives:

1. Emphasis on using the ICT Tools for effective teaching and learning.

2. Established History Research Centre in 2020-21.
3. Conferences, Seminars and Webinars are organized by various departments. Collaboration with other colleges for faculty exchange programmes.
4. Introduction of new UG programs in science and commerce.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 key components of organizational structure of the college are Governing Body, it reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members and stakeholders in various Committees/ Boards.

As per the university/ government guidelines, IQAC Cell, Anti-ragging Cell etc. are also in place for the institution. There are various committees with well-defined functions that give academic and administrative leadership to the institution.

College strictly follows the service rules according to the UGC norms and Minority Status Rules.

A body comprising of university representative, management representative, Principal, external subject experts decides the worthiness of the candidates by his/her performance in the interview according to the parameters specified by the University. The institution follows transparent promotional policies previously through Appraisal forms and through API henceforth. Regular student feedback on improving quality of teaching learning process as well as Institutional governance are taken twice in a semester for timely corrections. This feedback is analyzed and discussed with concerned faculty in the presence of Head of the Department and Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Various leave facility such as Duty Leave and On Duty for attending conference, seminar, orientation, Refresher & Short Term Courses. Provision of Casual leave as per university circular, Medical Leave & Maternity Leave provision for Male & Female faculty as per norms with full paid.

Loan facilities for non-teaching staff such as Home Loan, Vehicle Loan are granted.

Gratuity and Provident Fund as per rule for Teaching & Non-Teaching Staff.

Mediclaim Facility for both staff.

Wi-Fi & Internet facilities for all staff member.



Drinking water & Washroom facilities for Ladies & Gents.

Fee Concession for ward of non-teaching staff and free education for economical week employee.

Travelling allowances are given to non-teaching staff for college work.

Financial supports given to knowledge enhancement or for attending conference or seminar.

Teaching Staff

Non-Teaching Staff

Loan Facility: Home Loan, Vehicle Loan

Loan Facility: Home Loan, Vehicle Loan

Leave Facility: CL, DL, OD, ML, Maternity Leave

Leave Facility: EL, DL, ML, Maternity Leave

Gratuity, PF

Gratuity, PF

Travelling Allowances for visits for knowledge enhancement

Travelling allowances

Wi-Fi & Internet Facility

Free Education for Ward

Washrooms

Fee concession for Ward

Drinking Water

Wi-Fi & Internet Facility

Medicclaim

Washroom

**Drinking Water****Mediclaim**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

0

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)	<a href="#">View File</a>

**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**

12

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	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Institute has performance appraisal system for staff for promotion of the faculty members and quality enhancement affirmative from different policies.

Research Activity, Skillset, Improvement in teaching learning process, Adaptation of ICT in teaching, Contribution in

Administrative Work, Creating Modules for Online Teaching, Professionalism for Administrative and Office Work.

Teaching Staff Performance Appraisal is done in two ways:

1. Career Advancement Scheme as laid down by UGC: The institute is transparent and abides to the guidelines laid by UGC, state government and affiliating university for the promotion of teachers under career advancement scheme.
2. Performance Appraisal System: Developed by the college Self Appraisal, filled in self appraisal form from teaching staff are collected annually by IQAC.

Role of IQAC: Teacher's advancement is monitored by IQAC, Research Committee and Principal. IQAC has dedicated mechanism in form of set format to monitored teachers academic and research activity.

Non-Teaching: based on performance and feedback, the principal encourage the non-teaching staff for better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

The account of the Institution is subjected to an audit by the certified external chartered accountant appointed by the Management. The Income and expenditure audited by the Internal and External Auditors as per Govt. norms and as per the policy of Management.

### Internal Audit:

The Finance committee and Management evaluate the methods and priorities of utilization of the resources by a C.A. Anwar Husain and co is done by Institution every year regularly. Internal auditor examine issue related to college.

### External Audit:

External Audit done by Institution by External agencies, i.e. JD, Senior Auditor and Auditor General AG Audit. They carried out Audit as per Govt. Schedule. In this Audit all information is given such as Audit register, Students Report & Strength for non-grant & grant div., list of Teaching and non-teaching staff with granted and non-granted post along with work load and salary allowances.

During the verification process if some objections are taken by the auditors, the following is followed by the Institution.

1. On receiving the objection and queries, immediate action are taken by the Institution the case is taken to avoid its repetition.
2. The auditors suggest the correction and are following immediately.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institute has well defined and systematic procedure for effective and optimal usage of the available resources. The resource utilization & fund mobilization are monitored regularly by the account sections. College Development Committee (CDC) takes final

decision in this regards. Beginning of every academic session, department wise tentative budget of expenditure is given in the meeting. Management decides and send exact amount to the principal. All expenditures are made with concern from respective departments. Various student activities are arranged for which management financially support. In emergency conditions like natural calamities, institution raise funds from staffs, students and local leaders. The management has Lion's share in upgrading and modernizing the look of the institute.

Resource is just not about funds but it is also related to human resources and infrastructural facilities.

- College Conference Hall and LCD Projector is made available for different community programmers and Govt. Offices.
- The Institute provides necessary arrangement for polling booth of local elections.
- Sport ground is also shared for development of sport culture in village.
- Local people has given access for water source available in institute campus when they face water scarcity.
- Library is used by regions research scholars & students.

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

Significantly for institutionalizing the quality assurance strategies and processes some of the contribution are i.e. feedback and mentor-mentee mechanism, academic and administrative audit and use of ICT in teaching learning process.

### Administrative Audit:

Function of this committee to evaluate the efficiency and effectiveness of the administrative procedure. It includes assessment policies, strategies and function of the administrative department and control of the overall administrative system. In account section all register are maintain properly. From the

discussion of office staff it's come to know by committee all major registers are maintain and updated. All the major work of the office is ICT based. Personal files are maintain properly and updated, yearly inspection has been conducted. Thus well satisfied work done by administrative staff. Some suggestion are also given by the committee.

#### Academic Audit:

Function of this Academic Audit to evaluate the teaching learning process for the progression of the staff and the student. External faculty discuss with all department and check the procedure of teaching learning process. They also suggest use of ICT in teaching learning process as per need of modern era. Reports of Academic Audit has been submitted to the affiliated University in the prescribed formats.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

IQAC is the body in the Institution which work for quality education. It monitors and reviews the teaching learning process regularly. The quality of teachers is reviewed through a self-appraisal performance

In Institution students came from rural or remote area they have several problems. Different process involved are sensitization of student's social issue through different committee. All the outcome attainment are frequently reviewed by various methods.

#### Innovation and creativity in Teaching Learning:

For innovative and creativity in teaching all departments used various methods to facilitated quality learning. Language department take various Seminar, Project and Competition for language skill. Social Sciences and Practical subjects organized Field Visit, Tour, Practical and Demonstration Method. Various topics given on Social

Issue in seminar and project for aware of social problem and try to solve it.

#### Enhancement ICT Facility:

To meet the growing need of global knowledge requirement, the IQAC and Principal motivated the faculty to adopt ICT enable teaching methodology. Teachers and supports staff are encourage to participate in ICT training and orientation programme. Institution have its own computer center in campus. Hence IQAC encourage faculty for use of ICT. They provide internet facility, Wi-Fi and Projectors in the campus for teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 institute takes several measures in gender equity & sensitization in curriculum implementation.

The institute promotes gender sensitization through co-curriculum activities like seminars, webinars, workshops, guest lectures, rallies and counselling. Periodically guest lectures are arranged on women empowerment by NSS and ICC.

Committees like Grievance Redressal Cell, Anti Ragging, ICC and Mentor-Mentee system is effectively working for well-being of students & staff. The functions of these committees are displayed on the website and information is being disseminated to the student through mentation and induction programme. Women faculties are nominated based on their ability as heads of department & conveners of various committees and discharging their duties efficiently.

College campus is well equipped with CCTC to provide safety & security to students. All students & staffs are provided ID Cards and special care is taken for their academic, emotional, social & cognitive development. Special efforts are taken to provide fear free environment to girl students.

Separate washrooms are provided to male & female students. Washrooms are provided with sanitary napkin vending machines. Separate girl's room and day-care-center is provided in the campus by management.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Gender-Sensitization-Action-Plan.pdf">https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Gender-Sensitization-Action-Plan.pdf</a>
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	<a href="https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Geotagged-Photos-of-Women-Facilities.pdf">https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Geotagged-Photos-of-Women-Facilities.pdf</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

Student, faculty & staff are properly educated on proper waste management practices. Cleaners are appointed, who clean entire college building regularly. Staff and student also take efforts to do so.

Swachhta Abhiyan cleanliness drive and tree plantation is main focus of NSS unit. Dustbin is kept on particular distance. Dry waste i.e. leaf, paper are burn on time. Plastic ban initiatives taken by institute. Remaining waste is collected & put in garbage which is collected by Municipal Corporation. Board displaying, water conservation & cleanliness are put and places. This create awareness among student regarding health & hygiene.

The Institute has good drainage system. Water harvesting system is done in college campus. Systematic usage of water management was done. The authority encourage office staff for less use of paper in the office work. Notices for student on black board written with chalk and for staff messages is given by SMS or WhatsApp group. Students are given notices of academics and examination, by way of SMS system through mentor mentee group.

Efforts are taken to create minimum E- waste. Institute take care of all waste management and try to keep campus green & clean.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks** A. Any 4 or all of the above

**and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

**5.**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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).

Institute run under the minority institute. Faculties are appointed from various religion and cast. It provide all facility Institute Vision "To lift the knowledge and make higher education easily available to hilly and rural youth." And Mission "All round development of student leading towards responsible citizens of

India.”

The institute where student of all caste, religion, creeds and language are encouraged to be part of this temple of learning.

The college and its teacher and staff jointly celebrates the cultural and regional festivals like Teacher’s Day, Orientation, Induction, Farewell Program, Rally, Oath, Plantation, Youth Day, Women’s Day, Yoga Day, Festival like Ramadan, Rakhi, Sanskruti etc. religious ritual activities are performed in the campus.

The Institute / College also organizes regularly Annual Social Gatherings for students. Students from all walks of life, from diverse background whether social, economic or religious gather to celebrate the Annual Function. This gives rise to the Communal Harmony and religious tolerance. Celebration of Social Gatherings also leads to the enhancement of various skills of the student through Stage / Acting performances, Singing, Mehndi, Rangoli, Sports, Election, Debate Competitions and Arrangement of Food Fares showcases the perfect taste of inclusive environment for all types of cast and creed.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Institute has been committed to educating student as continuously aware citizens sensitized to their fundamental rights and duties.

To equip students with the knowledge, skill & values that are necessary for sustaining ones balance between a livelihood & life b providing an effective, supportive, safe, accessible and affordable learning environment. These element are inculcated in the value system of the college community.

The college establishes policies that care values, code of conduct is prepared for students and staff and everyone should obey the conduct rules.

Ø NSS unit regularly organize special & regular camp under this, slum development, upgradation and cleanliness drives are taken.

Ø Program on Gender Sensitization, Sexual Harassment and Women Empowerment by Dept. of Home Science has been conducted regularly.

Ø Program on Importance of Voting on Voter's Day & Samvidhan Diwas conducted by Political Science Department.

Ø Hindi Diwas & Marathi Week celebrated by Respective Department to promote National & Regional language.

Ø Cultural department organize various program on social issues through Drama, Singing, Poetry and improve leadership quality, responsibility in student.

Ø Dept. of History organize educational tour to historical sites, sensitizing the student to the need to protect our rich cultured heritage.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://ccak.ac.in/wp-content/uploads/2022/03/7.1.9-Sensitizationof-the-Student-Supporting-Document.pdf">https://ccak.ac.in/wp-content/uploads/2022/03/7.1.9-Sensitizationof-the-Student-Supporting-Document.pdf</a>
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

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Institute celebrates and organizes various events and festivals of National and International commemorative days which reflects the great heritage of India..

1. Institute celebrates Indian Independence Day, Republic Day, Marathwada Mukti Sangram Day and Maharashtra Day with Labour Day enthusiastically by hoisting and unfurling the Tricolor and organizing lecture by eminent personalities, speeches by students, tree plantation drives.

2. Yoga Day is celebrated annually.

3. Departments organize commemorate important days, such as Hindi Diwas, Geography Day, Constitution Day, National Voters Day, Wahan Prerna Diwas, Teacher's Day.

4. "Women's Day" is celebrated by Dept. of Home Science and Internal Complaint Committee.

5. Institute also celebrates regularly Birth and Death anniversaries of all National Heroes, Social Activists and Historian. All these anniversary were celebrated regularly by the various dept. in the institution by organizing various lectures, activities to aware students about their work for society and Nation.

6. Mahatma Gandhi's Birth anniversary celebrated as Swacch Bharat Abhiyan since 2014 by NSS.

7. 7th September is the birth anniversary of the Founder Chairman of Urdu Education Society Mr. Abdul Azeem Sahab. This day is celebrated with the chanting of Qur'anic verses followed by various programs.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 1

#### 1. Title of the Practice:

Community Development and Awareness Services.

#### 1. Goal:

Awareness, Cleanliness and hygiene. Developing surrounding, providing expertise of the highly educated persons to the community, Voluntary contribution of labour, Awareness of constitutional Rights and responsibility, improving the hygienic and educational mentality.

#### 1. The Context:

Please go through the provided Web link for details of the context.

#### 1. The Practice:

**Special Camp:** Due to Covid-19 pandemic as per University guidelines Special Camp was not arranged by the institute.

**Regular Programmes:** In Academic Year 2020-21 the various programs organized by NSS as provided in the web link provided.

#### 1. Evidence of Success:

Please go through web link for details of evidence of success.

#### 1. Problems Encountered And Resources Required:



Please go through the web link for details.

1. Notes:

Please go through the link provided for additional notes.

Best Practice 2

1. Title of the Practice:

Women Health Awareness and Entrepreneurship Development Services.

1. Goal:

Creating awareness, improving the life standards, Informing and empowering women, providing guidance for the right nutrition, providing facilities for acquainting rural girl.

1. The Context:

Please go through the provided link for detailed context.

1. The Practice:

Considering Covid-19 pandemic, most of the different activities conducted online. Details are available on the provided web link.

1. Evidence of Success:

Please go through web link for details of evidence of success.

1. Problems Encountered and Resources Required:

2. Please go through the web link for details.

3. Notes:

Please go through the link provided for additional notes.

File Description	Documents
Best practices in the Institutional website	<a href="https://ccak.ac.in/wp-content/uploads/2022/12/Best-Practices-2020-21.pdf">https://ccak.ac.in/wp-content/uploads/2022/12/Best-Practices-2020-21.pdf</a>
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

The institute makes consistent efforts in fulfilling its social responsibility toward the down trodden sections of society.

The college was awarded 'C++' in Feb. 2004 and grade 'B' with CGPA 2.05 in Feb 2014 by NAAC Bangalore. The institute is preparing for its 3rd Cycle of Accreditation.

A few distinctive features of the Institute are:

1. Institute facilitates students in the vertical academic progression to highest degree. It provides education from UG to PG in several prominent subjects.
2. NSS and other departments makes the Institute a pioneer in the field.
3. Special Open University study center for those who are unable to complete their studies regularly.
4. Well-equipped Library with a collection of rare books and manuscripts of Sufism.
5. Computer Center with Internet and Wi-Fi Facility.
6. Green and Naturally ventilated campus.
7. The Institute has well qualified and experienced staff with 90% faculty members having Ph.Ds and Research Guides.
8. Adequate infrastructural facilities, well equipped laboratories and co-curricular/extra-curricular facilities.
9. Making higher education easily available to rural youths.
10. The Sports unit also have a number of achievements in National and International sports events to its credit.
11. First Institute of Higher Education with variety of courses and facilities in the taluka.

The institution promises to act as a catalyst to bring about a positive change in the minds of stakeholders for the upliftment of mankind and safety environment.

## 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

The Institution followed various steps to ensure effective curriculum through a well-planned & documented proves:-

In the beginning of every academic year institution prepare academic calendar, according to calendar of Dr. BAMU. It specifies various dates for important activities to ensure the proper teaching learning process. As per the syllabus teacher carry out their teaching as per time table and maintain daily teaching diary according to time table.

Institute & IQAC take various initiative for student centric teaching learning proves more effective & interesting, make provision of ICT classes through the time table. Various activities are conducted like Group Discussion, Quiz Competition, Seminar Presentation are been conducted. Internal assessment & evaluation has been done & organize various outdoor activities such as Education Tour, visits to NGO's & Industrial visit provide practical exposure to the students. Guest Lecture were organized by experts every year.

At the end of the academic year the college principals presents the annual report of the college activity in annual social gathering in the presence of all the stake holder-management college development committee, student council, alumni, IQAC & parents along with student teaching and nonteaching faculty of the college.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Based on the norm set by the university the institution prepare

academic calendar prior to the commencement of the every academic year specifying dates for important activities to ensure proper teaching learning & continuous evaluation.

Considering the academic calendar of the institution all the faculty prepare teaching plan for their respective syllabus, it indicates semester and month wise distribution of teaching units according to teaching days.

It include the tentative dates of internal examination and the department are instructed to design their own internal evaluation schedule based upon guidance of Academic calendar like Group Discussion, Seminar and also each department arranged their activities and programmes like Guest Lecture, Sports Activity, Educational Visits, Training. It also include details for the various Co-Curricular, Extracurricular & Academic Events like Seminar, Workshop, webinar etc. Regional Festival & Special days are celebrated which is mentioned in the academic calendar to promote National Integration (Accordingly every department and units organizes as per schedule of the academic calendar).

Besides these programme of social importance are mentioned & conducted regularly as per academic calendar such as Health Awareness Programme, Program on Local Social Issues, Career Guidance & Competitive Exam, College Social Gathering, Gender Equity Program, Nutrition Week etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

0

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 )	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environment Education, human right, I.C.T. etc. into the curriculum.

The Institution runs the courses in Arts, Science and Commerce stream, curriculum is designed by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad which includes various topics/chapters covering cross cutting issues.

**Environment and Sustainability:**

- Various Departments and NSS Unit organize various programmes such Cleanliness Drives, Lecture Series, Tree Plantation, Paani Foundation, Poster Presentation, Geography Day and Environment Day, Hygiene Management to create an awareness.

**Gender Inequality:**

- As per this issues is concern apart from syllabus various departments and ICC organized programme on Women Safety and Women Empowerment.

**Human Values:**

Beside the syllabus, the institution organized programmes to inculcate human values in students and staffs.

AIDS awareness 1st December camp is regularly organized.

NSS and cultural unit organize various activity for inculcate Human Values through Drama, Stage Show, Role Play and other events to create hospitality and social responsibility.

**Professional Ethics:**

Ethical practices such as truthful information, facts and unprejudiced approach are taught in context of syllabus and certificate course, career guidance and placement cell help students for various professional.

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.	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>

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

183

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="https://ccak.ac.in/feedback-2/">https://ccak.ac.in/feedback-2/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://ccak.ac.in/feedback-2/">https://ccak.ac.in/feedback-2/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>1368</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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</b>	



supernumerary seats)

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

962

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Admission committee interacts with the students at the time of admission seeking to various subject offer guidance and counselling provided to the student and parents.

The institute assesses the learning levels of the student in two ways at the time of commencement of the program. Students are identified by methods like Q&A discussion or identified as slow & advanced learner by considering their background and previous knowledge performance.

Strategies:

Slow Learner

Counselling, evidence & extra time is given in off period by the respective faculty with an aim to improve the academic performance of the slower learner. Class test are conducted in written as well as oral. Revision are taken by the faculty. Problem solving method and extra study material provided by Dept. Open book test also apply better understanding the question and the relevance of answer. Bilingual explanation and discuss are imported for better understudied.

Personal guidance are given by all faculty and they are encouraged student to discuss their problem. Audio Visual aid are also used.

Advanced Learner

For Advance Learner various activities are organized like

assignment, seminar, tutorial, guest lecture, field visit, study tour, survey which also includes ICT Facility to encourage them for advance learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1368	40

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Student centric methods are implemented in institute to allow students to actively participate in teaching learning process. Student centered learning engages students in their own success and incorporates their interests and skills into the learning process. Institute believes in the adoption of student centric methods to enhance student involvement as a part of participative leaning & problem solving methodology.

Student centric methodology include.

#### A) Experiential Learning

- 1) Field Visits/Study Tours
- 2) Project & Practical Work
- 3) Guest Lectures
- 4) Competitions at Various Level

**5) Public Awareness Programmes****B) Participative Learning**

1) Seminars

2) Group/Team Activities

3) Debates &amp; Group Discussions

4) Workshops

5) Role Play

6) Poster Making

7) Extension Activities

**C) Problem Solving Methods:**

1) Quizzes

2) Assignments

3) Projects/Case Studies/Surveys/Discussion

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

To provide E-Learning experience in the classroom, institute follows ICT enabled teaching in addition to traditional classroom teaching.

Faculty members are using IT enabled teaching tools such as PPT, CD, Video, Audio & online resources to impart advance knowledge to students. College staff uses ICT in education to support, enhance and to optimize the delivery of education.

**ICT Tools used by the Institute.**

- Projector for Teaching & Learning process.
- Scanner & Photocopy machine is available in Office & IQAC.
- Desktops: in Labs, Departments & Library.
- Two Smarts Boards are available for teaching.
- Classrooms, Seminar & Conference Halls with IT infrastructure facilities.
- WhatsApp, E-Mails, Zoom, Google Classrooms are used to communicate & to provide educational material to student.
- Students also provide feedbacks by using these facilities.
- Institution library is well equipped for personal learning & research.
- College premises are Wi-Fi enabled.

Specialized Computer Lab with internet connection has been provided to promote independent learning. Wi-Fi facility of internet is provided on individual Laptop & Mobile throughout the campus premises. Well security is provided to Wi-Fi users and is accessed & controlled by the System Administrator.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

751	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 transparent and robust evaluation process in terms of frequency and variety. Students who are admitted for the first year (U.G Level), departments conduct the oral discussion with the student for the assessment. The main object of the internal assessment is that to know the basic knowledge of the subject of the students.

Continuous evaluation is made through Surprise Test, Unit Test, Assignment, Oral Test, Open Book Test and Seminar Presentation. Unit Test are conducted as per the schedule.

The performance of the students is communicated by the faculty. Topics are given by their teachers to the students.

The following mechanism are follow for the evaluation process.

**Mechanism of Evaluation Process:**

**Meeting with Faculty for Evaluation Process**

**Preparation of Question Paper for Evaluation**

**Exam taken as per Time Table by Various Method**

**Evaluate by Faculty**

**Inform Student about their Performance**

### Guide them for Improvement

The Method of internal assessment helps the teachers to evaluate the students more appropriately, due to this process the interest of students in learning and attending the classes has been also increased. Which leads them to take active participation in various Co-curricular and Extracurricular activities. In this way mechanism of internal assessment is done.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

As per internal assessment directives we try to follow The Principle of Confidentiality, Transparency and Fairness of Examinations. The Evaluation system consists of two components - Continuous Internal Evaluation (CIE) and End Semester Examination. The process of evaluation is carefully planned & shared with students from the very beginning of the semester. Within a week of the beginning the teacher informs the class about course content and its objectives, evaluation scheme in terms of different types of components and its weightage. The college has a well-organized mechanism for redressal of examination related grievances. The Student can approach examination unit and authorities to redress the examination grievances.

At the college level, the evaluation work is done for the internal examination. If any student feels that the marks given to him in any paper are not just up to his or her expectation, he or she ask to subject teacher and resolve by respective department. The concerned subject teachers after assessing the answer-book guides the students. The principal keeps an eye on the overall procedure by meeting with the internal examination committee.

All HOD's deal with the grievances related to the internal assessment. Till date no written grievances is received regarding internal assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

In firm agreement with the objectives of OBE, POs and COs are usually framed by the affiliating University, though College departments takes efforts to frame Outcomes, offering concerned program after arduous consultation with all faculty and the stakeholders.

After attainment of accord, it widely propagated and publicized through display or communication specified hereunder.

- Website
- Prospectus
- Class rooms
- Notice Boards
- Laboratories
- Student Induction Programs
- Meetings with Employers, Parents, Faculty & Alumni
- Library

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, mentors, also inform them and create awareness of the need to attain outcomes. PSOs are specific skill requirements and happenings to be fulfilled by students.

Departments prepare the PSOs, usually two to four in consultation with the Principal.

The HOD's and subject experts and members of the individual departments will discuss & approve it after endorsement by the Principal.

POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation. Course Outcomes are prepared by course



coordinator in consultation with concerned faculty members teaching the same course. The teachers teaching the course will verify it. Finally discussed in the concerned department's meeting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The process for finding the attainment of course outcomes uses various tools/methods. These methods are classified into two types: direct and indirect methods.

•Direct Methods display the student's knowledge and skills from their performance in the class test, internal assessment tests, assignments, semester examinations, seminars, laboratory assignments/practical, mini projects etc. these methods provide a sampling of what students know and/or can do and provide strong evidence of student learning.

•Indirect Methods such as course exit survey and examiner feedback to reflect on student's learning. They are used to assess opinions or thoughts about the graduate's knowledge or skills.

Rubrics are used for both formative and summative assessment. Same rubric is used for assessing an outcome so that the faculty is able to assess student progress and maintain the record of the same for each student. The rubrics are shared with students before being evaluated so that they are aware of the performance criteria and their weightage.

**TOOLS USED TO EVALUATE ATTAINMENT OF PROGRAMME OUTCOME:**

Direct Assessment Methods include:

- Theory Courses - Internal & Semester End Exams
- Laboratory Courses - Internal & Semester End Exams
- Assessment of Projects - Periodical and Specific

**Indirect Methods Include:**

- Course End Survey
- Programme End Survey

**Graduate Exit Survey**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**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**

157

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

**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://ccak.ac.in/questioners/>

**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)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
8	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.2 - Innovation Ecosystem</b>	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	

College has evolved a practice of good transfer of knowledge though it is located in the rural area. As part of syllabus some subject have Field Survey or Projects undertaken by the students. The purpose behind this activity is to inculcate a research culture among the students. Institute encourage departments for implementation of various program, workshop, seminar, webinar and also provide financial assistance for the same. For promotion of research activity of the faculty & research scholar, college provide material resource such as well-equipped Central Library, Computer Centre and History Research Centre. Certified and Add-on Course are offered to the students to upgrade them. Placement Cell, Career Guidance Cell run by the Institution to increase potential employability of the student. Student are encourage by institution to participate in academic and co-curricular activity. Workshop, seminar, industrial Visits, Study Tour, visit to various vocational Centre are organized to impart practical knowledge of subject to the student. Eminent personality who have significantly contributed in subject and research activities are invited for guest lecture. Essay Writing, Debate, Allocation Competition, wall Paper & Poster Presentation are organized by several departments to show creativity of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
2	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>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</b>	
<b>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</b>	
43	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.4 - Extension Activities</b>	

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 College organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also to contribute to community and strengthen community participation. Institute always implemented various extension activities through NSS, Tourism Club, ICC and Cultural department. NSS unit of college effectively work throughout year with volunteers and local people. NSS had adopted Sulibhanjan a small village. Every year activities such as Van Mahotsav, Shramdan, Swachh Bharat Abhiyan, blood Donation Camps, Education Awareness Programmes, Water Conservation, Gender Equity Programmes were conducted in local area.

To make students responsible citizens activities related to social issues such as Environmental Pollution, Health & Hygiene, Road Safety, AIDS Awareness , Tree Plantation, Voter Awareness Programmes by involving students in rallies for Gender Sensitization, Immunization, Book Exhibition, Women Empowerment and Entrepreneurship development programmes. Department of Home Science is actively engaged in organizing activities related to Health, Nutrition and Entrepreneurship Development. Every year Nutrition Week is celebrated and Diet Counselling centre is working for women and adolescent girls. NSS unit spread awareness and knowledge regarding covid vaccination by sharing posters, Quotes, YouTube links, and conducting camp.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

774

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>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</b>	
0	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
To achieve the goal set by the Hon'ble Founder the institute has adequate physical, academic & technological enabled infrastructure that support to run smoothly the existing academic	



programmes & administration. The institute has various department in Arts, Commerce & Science stream.

The academic & infrastructural facilities are as follows.

- Specious building with beautiful surrounding. A well-furnished classrooms, ICT classroom & smart classroom, well equipped seminar hall and dark room, well ventilated cultural hall.
- Multipurpose hall for various programme, seminar, workshop and other activity of the institution.
- Well-equipped library with rich collection of books.
- Laboratories: Well equipped & well-furnished laboratories of Home Science, Geography, Physical Education, Chemistry, Physics, Zoology & Botany.
- Computer Centre with Internet, Wi-Fi and other ICT facilities.
- Well-equipped language laboratory with ICT facility.
- Indoor Outdoor games facility.
- Separate departments with sufficient facility.
- Cultural, NSS ICC, Career Guidance Cell have separate department.
- Wi-Fi connection in campus for student & faculty.
- Ladies Room.

Facilities: Generator facility for uninterrupted power supply, Vending Machine, Purified Drinking Water & Fire Extinguisher are also available for the safety purpose.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The institute played a provocative and supportive role in grooming students in sports & cultural activity. Infrastructural and instrumental facilities have been developed for extracurricular activities.

**Sports Facilities:**

The institute provided better infrastructural facilities for the Indoor & Outdoor games. Dept. of Physical Education encouraged students by providing coaching for various games.

During the sports events special kit, various necessary sports accessories are made available by the college to the participating student.

**Equipment's Facilities available for Different Sports activities:**

- Cricket
- Table Tennis
- Shot Put
- Disc Throw / Javelin Throw
- Measuring Scale

**Cultural Activities:**

1. Cultural department organize various activity throughout the year for enrich & nourishing student through it. Such as celebrating Special Days, Guest Lecture on current events that imbibe the moral values in student. Institute organize annual social gathering. In this events various competition such as Food Fair-Canteen, Essay Writing, Allocation, Debate, Rangoli, Mehndi, Drama, Singing and other activities are conducted. Musical instrument also provided by Cultural Dept. to interested student.
2. Management Provide special budget for Social Gathering and other events throughout the year.

Physical Facilities for Cultural Activities is available in college.

Musical Instrumental Facilities for Cultural Activities is available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

1.89

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is the prime learning resource of the college. It is partially automated with Qualsoft Library Management software since 2009. Due to some limitation to this software, So to adapt a fully automated system, Institute switched to SOUL 2.0, an integrated Library Management System from 2020-21. It allows advanced cataloguing system, classification, record keeping, and search options. It completes the international standards such as MARC21 bibliographic format, Unicode based universal character sets for multilingual bibliographic records and based protocols

for electronic surveillance and control. It supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of materials. It is highly versatile and user friendly. OPAC with simple and advanced research facility, OPAC users can export their search result into PDF, MS-Excel and MARC-XML. By access facility of e-resources students and other users can access e-journals and e-books. Subscription of NList added recently through which 6000+ e journals, 199500 e-books and 600000 e-books from NDL can be accessed virtually. This facility is also supported through SOUL. Library is equipped with 11000+ physical books, which is maintained by fully automated SOUL 2.0 and has two access points.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**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**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

0.52

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

68

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Institute as per NAAC Peer Team suggestion of 2014, started updating frequently all the facilities as per requirement of the workload. In the pandemic year, the demand of the IT facility increased a lot. Now every table has its own advanced desktops, separate printers, a common high speed printer and copier. The administration work previously supported by BSNL Broadband services, upgraded to Optic Fiber and Wi-Fi facility since 2020-21. Due to the compulsory online admission procedure, online examination paper downloading system and online T.C issuing mechanism introduced by the affiliating university, Institute has upgraded all the IT facilities required to carry on the work without any interruption. The campus has two inverter and one 60 KVS Generator for uninterrupted power supply. Besides this, accounting and billing is managed by highly useful Office Administration Software since 2018-19 and Library was upgraded from Qualsoft Library Management software to SOUL2.0 Library Management Software for better results and easy handling. For advanced teaching learning experience there are four ICT enabled classrooms, two Smart Class rooms and two ICT enabled Seminar halls.

**Year IT Upgradation Amount**

2020-21 HP Desktop (2) for Library 64500

BSNL Optic Fiber, Wi-Fi

Modems, CCTV Cameras

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

25

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**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	<a href="#">View File</a>

**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)**

38.64

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Every year special budgetary provisions are made for the maintenance and utilization of the infrastructure. All the physical and support facilities are maintained with the help of various committees.

College Development Committee takes decision about infrastructure and other academic and physical facilities required.

Use of the auditorium and sports complex and it is made available to outsiders free of cost.

Major procedure and policies followed by the institute are:

1. Department need to register a written requirement.
2. Authorities assigns the job to the agency with which an annual contract of maintenance is signed.
3. The assigned agency sends technician to resolve the complaint.
4. After completing the call the technician reports to the authority and agency of job completion.
5. Bills are submitted and payments are done through bank.

Utilization of common facilities such Auditorium, Seminar Halls and Sports equipment.

Departments and faculty members can used Seminar Hall, ICT Rooms, Sports Equipment and Complex.

There are Protocols for Use and Maintenance of Classrooms and Laboratories.

Library: All the rules and regulations should follow strictly by

students and staff.

Library is a member of INFLIBNET N-List facility through which remote access of the e-resources are provided to the users.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

556

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

2



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>D. 1 of the above</b>
File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>207</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>207</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

25

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

0

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)	<a href="#">View File</a>

**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.**

0

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

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 )

To run smooth & healthy administration institute involves students in administrative bodies, co-curricular and extracurricular activities throughout the year.

In institution Student Council is formed according to the guidelines of University Act 2016 subsection 99. Student Council consists of:

1. President
2. Secretary
3. Reservation Representative
4. Ladies Representative
5. BA I, II & III Year Representative
6. Representative of NSS, Cultural & Sports

The main objectives of the student council is to cultivate qualities like Leadership, Democracy, Patriotism, Social Responsibilities etc. among the students. Students Council are always a part of meeting related to activities like NSS, Sports & Cultural.

In 2020-21 University cannot take election of student council due to COVID-19 but at college level under the president ship of principal, body formed as per students' academic performance.

Apart from this student from UG & PG are appointed in various bodies of administration by Head of the student. Like:

1. Student Council
2. Literacy Association / Magazine Publication
3. Abhiyas Mandal
4. Internal Complain Committee
5. IQAC

Student Council and representative from various committee encourage college students to actively participate in various co-curricular and extracurricular activity. These committees are working as bridge the gap between teachers and student.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

The Alumni Association contributes to development throughout the year. There is no legal registered Alumni Association in the institution. At the institutional level as per Management & Principals guidelines Alumni Association is form. Institution involves Alumni in various committees of the college for academic & other activities.

Alumni Association organize alumni meet every year. Some of the activities and contribution of the alumni association are as follows:

1. Alumni contribution through Guest Lecture, Resource Person, Visiting Faculty.

2. Actively participate in various activity in the college cultural, sports & social gathering they help to organize different competition and program by involving student.

The Alumni Association also help student in admission process. They guide and counselling student in subject selection.

They help in survey process for admission.

The member of the alumni association have regular interaction with The Principal, The Management & Staff Member regarding the overall development of the college.

Alumni act as a role model to encourage the existing student with their guidance.

Thus this committee actively function throughout the year for the development & progress of the institution. It also look after systematically and also continuously keep contact and report with the college student to solve their problem.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year**

**E. <1Lakhs**

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<ol style="list-style-type: none"> <li>1. The college started its journey in 1989 to success providing education and community services to the surrounding are.</li> <li>2. To lit the light of knowledge and make higher education easily available to hilly &amp; rural area.</li> <li>3. All round development of student leading towards responsible citizens of India.</li> <li>4. Institute take various initiatives with teachers to spread higher education to student from various hilly &amp; rural area, teacher done survey in various village around the Khuldabad. They meet parents guardian through door to door survey and aware them about higher education and importance of girls education and give details of college facility and encourage them for education.</li> </ol> <p>This effort makes great change, parents allow girls for admission. Most admissions are from rural area, students are ward of farmer/ labour and also from class four worker in institute who are financially week. Our institute allow them partial payment of fees or gave them concession in fees. The institute has a clearly defined organization structure for effective decision making and its implementation. The governance of the institution is carried out with the expert of various bodies. Such as</p> <ul style="list-style-type: none"> <li>o Management Council</li> <li>o College Development Committee</li> <li>o IQAC</li> <li>o Participation of Teachers</li> </ul>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Name of Practice: IQAC Committee**

IQAC is one of the important committee which administers the organization and involves in the process of decision making. IQAC is a 'participative' and 'facilitative' unit that closely work with management, faculties and students to plan out the best possible strategies. IQAC plays a lead role in preparation of perspective planning and takes the responsibility of its effective implementation.

Apart from this, IQAC committee is actively involved in:

- AQAR Preparation
- Criteria wise data collection, preparation & presentation
- SSR Preparation

IQAC organizes its meeting twice every year. All the stakeholders are invited, members from management, alumni, student representatives as well as local community members. College development committee and management takes action on the recommendations of the IQAC positively.

**Major initiatives taken by IQAC**

- Suggestions for infrastructure development as per NAAC criteria.
- Automation of college library and development of smart classrooms.
- Effective utilization of ICT in academic and administrative activities.
- Organization of Seminars, Webinars, Workshops & other research activities to promote research culture.
- Preparation of academic audit.
- Development of Gymnasium & Sport activities.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective aligns with the vision and mission of the institutional which are the constant driving factors for improving academic quality, policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation.
2. Teaching-Learning Processes based on ICT.
3. Research, Collaboration and Extension Activities.
4. Academic infrastructural facilities.
5. Internal Quality Assurance System.
6. Governance, Leadership and Management.

Various bodies chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

One such broad in which the institutional perspective and strategic plan has been successfully implemented is that of academic infrastructural facilities, teaching, learning and research. This has been achieved through the deployment of action plan for the following initiatives:

1. Emphasis on using the ICT Tools for effective teaching and learning.
2. Established History Research Centre in 2020-21.
3. Conferences, Seminars and Webinars are organized by various departments. Collaboration with other colleges for faculty exchange programmes.
4. Introduction of new UG programs in science and commerce.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 key components of organizational structure of the college are Governing Body, it reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members and stakeholders in various Committees/ Boards.

As per the university/ government guidelines, IQAC Cell, Anti-ragging Cell etc. are also in place for the institution. There are various committees with well-defined functions that give academic and administrative leadership to the institution.

College strictly follows the service rules according to the UGC norms and Minority Status Rules.

A body comprising of university representative, management representative, Principal, external subject experts decides the worthiness of the candidates by his/her performance in the interview according to the parameters specified by the University. The institution follows transparent promotional policies previously through Appraisal forms and through API henceforth. Regular student feedback on improving quality of teaching learning process as well as Institutional governance are taken twice in a semester for timely corrections. This feedback is analyzed and discussed with concerned faculty in the presence of Head of the Department and Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Various leave facility such as Duty Leave and On Duty for attending conference, seminar, orientation, Refresher & Short Term Courses. Provision of Casual leave as per university circular, Medical Leave & Maternity Leave provision for Male & Female faculty as per norms with full paid.

Loan facilities for non-teaching staff such as Home Loan, Vehicle Loan are granted.

Gratuity and Provident Fund as per rule for Teaching & Non-Teaching Staff.

Mediclaim Facility for both staff.

Wi-Fi & Internet facilities for all staff member.

Drinking water & Washroom facilities for Ladies & Gents.

Fee Concession for ward of non-teaching staff and free education for economical week employee.

Travelling allowances are given to non-teaching staff for college work.

Financial supports given to knowledge enhancement or for attending conference or seminar.

Teaching Staff

Non-Teaching Staff

Loan Facility: Home Loan, Vehicle Loan

Loan Facility: Home Loan, Vehicle Loan

Leave Facility: CL, DL, OD, ML, Maternity Leave

Leave Facility: EL, DL, ML, Maternity Leave

Gratuity, PF

Gratuity, PF

Travelling Allowances for visits for knowledge enhancement

Travelling allowances

Wi-Fi & Internet Facility

Free Education for Ward

Washrooms

Fee concession for Ward

Drinking Water

Wi-Fi & Internet Facility

Medicclaim

Washroom

**Drinking Water****Mediclaim**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

0

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)	<a href="#">View File</a>

**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**

12

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	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Institute has performance appraisal system for staff for promotion of the faculty members and quality enhancement affirmative from different policies.

Research Activity, Skillset, Improvement in teaching learning process, Adaptation of ICT in teaching, Contribution in Administrative Work, Creating Modules for Online Teaching, Professionalism for Administrative and Office Work.

Teaching Staff Performance Appraisal is done in two ways:

1. Career Advancement Scheme as laid down by UGC: The institute is transparent and abides to the guidelines laid by UGC, state government and affiliating university for the promotion of teachers under career advancement scheme.
2. Performance Appraisal System: Developed by the college Self Appraisal, filled in self appraisal form from teaching staff are collected annually by IQAC.

Role of IQAC: Teacher's advancement is monitored by IQAC, Research Committee and Principal. IQAC has dedicated mechanism in form of set format to monitored teachers academic and research activity.

Non-Teaching: based on performance and feedback, the principal encourage the non-teaching staff for better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

The account of the Institution is subjected to an audit by the certified external chartered accountant appointed by the Management. The Income and expenditure audited by the Internal and External Auditors as per Govt. norms and as per the policy of Management.

Internal Audit:

The Finance committee and Management evaluate the methods and priorities of utilization of the resources by a C.A. Anwar Husain

and co is done by Institution every year regularly. Internal auditor examine issue related to college.

#### External Audit:

External Audit done by Institution by External agencies, i.e. JD, Senior Auditor and Auditor General AG Audit. They carried out Audit as per Govt. Schedule. In this Audit all information is given such as Audit register, Students Report & Strength for non-grant & grant div., list of Teaching and non-teaching staff with granted and non-granted post along with work load and salary allowances.

During the verification process if some objections are taken by the auditors, the following is followed by the Institution.

1. On receiving the objection and queries, immediate action are taken by the Institution the case is taken to avoid its repetition.
2. The auditors suggest the correction and are following immediately.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>



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

The institute has well defined and systematic procedure for effective and optimal usage of the available resources. The resource utilization & fund mobilization are monitored regularly by the account sections. College Development Committee (CDC) takes final decision in this regards. Beginning of every academic session, department wise tentative budget of expenditure is given in the meeting. Management decides and send exact amount to the principal. All expenditures are made with concern from respective departments. Various student activities are arranged for which management financially support. In emergency conditions like natural calamities, institution raise funds from staffs, students and local leaders. The management has Lion's share in upgrading and modernizing the look of the institute.

Resource is just not about funds but it is also related to human resources and infrastructural facilities.

- College Conference Hall and LCD Projector is made available for different community programmers and Govt. Offices.
- The Institute provides necessary arrangement for polling booth of local elections.
- Sport ground is also shared for development of sport culture in village.
- Local people has given access for water source available in institute campus when they face water scarcity.
- Library is used by regions research scholars & students.

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

Significantly for institutionalizing the quality assurance strategies and processes some of the contribution are i.e. feedback and mentor-mentee mechanism, academic and administrative audit and use of ICT in teaching learning process.

**Administrative Audit:**

Function of this committee to evaluate the efficiency and effectiveness of the administrative procedure. It includes assessment policies, strategies and function of the administrative department and control of the overall administrative system. In account section all register are maintain properly. From the discussion of office staff it's come to know by committee all major registers are maintain and updated. All the major work of the office is ICT based. Personal files are maintain properly and updated, yearly inspection has been conducted. Thus well satisfied work done by administrative staff. Some suggestion are also given by the committee.

#### Academic Audit:

Function of this Academic Audit to evaluate the teaching learning process for the progression of the staff and the student. External faculty discuss with all department and check the procedure of teaching learning process. They also suggest use of ICT in teaching learning process as per need of modern era. Reports of Academic Audit has been submitted to the affiliated University in the prescribed formats.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

IQAC is the body in the Institution which work for quality education. It monitors and reviews the teaching learning process regularly. The quality of teachers is reviewed through a self-appraisal performance

In Institution students came from rural or remote area they have several problems. Different process involved are sensitization of student's social issue through different committee. All the outcome attainment are frequently reviewed by various methods.

Innovation and creativity in Teaching Learning:

For innovative and creativity in teaching all departments used various methods to facilitated quality learning. Language department take various Seminar, Project and Competition for language skill. Social Sciences and Practical subjects organized Field Visit, Tour, Practical and Demonstration Method. Various topics given on Social Issue in seminar and project for aware of social problem and try to solve it.

#### Enhancement ICT Facility:

To meet the growing need of global knowledge requirement, the IQAC and Principal motivated the faculty to adopt ICT enable teaching methodology. Teachers and supports staff are encourage to participate in ICT training and orientation programme. Institution have its own computer center in campus. Hence IQAC encourage faculty for use of ICT. They provide internet facility, Wi-Fi and Projectors in the campus for teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 institute takes several measures in gender equity & sensitization in curriculum implementation.

The institute promotes gender sensitization through co-curriculum activities like seminars, webinars, workshops, guest lectures, rallies and counselling. Periodically guest lectures are arranged on women empowerment by NSS and ICC.

Committees like Grievance Redressal Cell, Anti Ragging, ICC and Mentor-Mentee system is effectively working for well-being of students & staff. The functions of these committees are displayed on the website and information is being disseminated to the student through mentation and induction programme. Women faculties are nominated based on their ability as heads of department & conveners of various committees and discharging their duties efficiently.

College campus is well equipped with CCTC to provide safety & security to students. All students & staffs are provided ID Cards and special care is taken for their academic, emotional, social & cognitive development. Special efforts are taken to provide fear free environment to girl students.

Separate washrooms are provided to male & female students. Washrooms are provided with sanitary napkin vending machines. Separate girl's room and day-care-center is provided in the campus by management.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Gender-Sensitization-Action-Plan.pdf">https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Gender-Sensitization-Action-Plan.pdf</a>
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	<a href="https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Geotagged-Photos-of-Women-Facilities.pdf">https://ccak.ac.in/wp-content/uploads/2022/03/7.1.1-Geotagged-Photos-of-Women-Facilities.pdf</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**Student, faculty & staff are properly educated on proper waste management practices. Cleaners are appointed, who clean entire college building regularly. Staff and student also take efforts to do so.**

**Swachhta Abhiyan cleanliness drive and tree plantation is main focus of NSS unit. Dustbin is kept on particular distance. Dry waste i.e. leaf, paper are burn on time. Plastic ban initiatives taken by institute. Remaining waste is collected & put in garbage which is collected by Municipal Corporation. Board displaying, water conservation & cleanliness are put and places. This create awareness among student regarding health & hygiene.**

**The Institute has good drainage system. Water harvesting system is done in college campus. Systematic usage of water management was done. The authority encourage office staff for less use of**

paper in the office work. Notices for student on black board written with chalk and for staff messages is given by SMS or WhatsApp group. Students are given notices of academics and examination, by way of SMS system through mentor mentee group.

Efforts are taken to create minimum E- waste. Institute take care of all waste management and try to keep campus green & clean.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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).

Institute run under the minority institute. Faculties are appointed from various religion and cast. It provide all facility  
 Institute Vision "To lift the knowledge and make higher education easily available to hilly and rural youth." And Mission "All round development of student leading towards responsible citizens of India."

The institute where student of all caste, religion, creeds and language are encouraged to be part of this temple of learning.

The college and its teacher and staff jointly celebrates the cultural and regional festivals like Teacher's Day, Orientation, Induction, Farewell Program, Rally, Oath, Plantation, Youth Day, Women's Day, Yoga Day, Festival like Ramadan, Rakhi, Sanskruti etc. religious ritual activities are performed in the campus.

The Institute / College also organizes regularly Annual Social Gatherings for students. Students from all walks of life, from diverse background whether social, economic or religious gather to celebrate the Annual Function. This gives rise to the Communal Harmony and religious tolerance. Celebration of Social Gatherings also leads to the enhancement of various skills of the student through Stage / Acting performances, Singing, Mehndi, Rangoli, Sports, Election, Debate Competitions and Arrangement of Food Fares showcases the perfect taste of inclusive environment for all types of cast and creed.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Institute has been committed to educating student as continuously aware citizens sensitized to their fundamental rights and duties.

To equip students with the knowledge, skill & values that are necessary for sustaining ones balance between a livelihood & life b providing an effective, supportive, safe, accessible and affordable learning environment. These element are inculcated in the value system of the college community.

The college establishes policies that care values, code of conduct is prepared for students and staff and everyone should obey the conduct rules.

Ø NSS unit regularly organize special & regular camp under this, slum development, upgradation and cleanliness drives are taken.

Ø Program on Gender Sensitization, Sexual Harassment and Women Empowerment by Dept. of Home Science has been conducted regularly.

Ø Program on Importance of Voting on Voter's Day & Samvidhan Diwas conducted by Political Science Department.

Ø Hindi Diwas & Marathi Week celebrated by Respective Department to promote National & Regional language.

Ø Cultural department organize various program on social issues through Drama, Singing, Poetry and improve leadership quality, responsibility in student.

Ø Dept. of History organize educational tour to historical sites, sensitizing the student to the need to protect our rich cultured heritage.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://ccak.ac.in/wp-content/uploads/2022/03/7.1.9-Sensitizationof-the-Student-Supporting-Document.pdf">https://ccak.ac.in/wp-content/uploads/2022/03/7.1.9-Sensitizationof-the-Student-Supporting-Document.pdf</a>
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**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Institute celebrates and organizes various events and festivals of National and International commemorative days which reflects the great heritage of India..**

**1. Institute celebrates Indian Independence Day, Republic Day, Marathwada Mukti Sangram Day and Maharashtra Day with Labour Day enthusiastically by hoisting and unfurling the Tricolor and organizing lecture by eminent personalities, speeches by**

students, tree plantation drives.

2. Yoga Day is celebrated annually.

3. Departments organize commemorate important days, such as Hindi Diwas, Geography Day, Constitution Day, National Voters Day, Wahan Prerna Diwas, Teacher's Day.

4. "Women's Day" is celebrated by Dept. of Home Science and Internal Complaint Committee.

5. Institute also celebrates regularly Birth and Death anniversaries of all National Heroes, Social Activists and Historian. All these anniversary were celebrated regularly by the various dept. in the institution by organizing various lectures, activities to aware students about their work for society and Nation.

6. Mahatma Gandhi's Birth anniversary celebrated as Swacch Bharat Abhiyan since 2014 by NSS.

7. 7th September is the birth anniversary of the Founder Chairman of Urdu Education Society Mr. Abdul Azeem Sahab. This day is celebrated with the chanting of Qur'anic verses followed by various programs.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 1

#### 1. Title of the Practice:

Community Development and Awareness Services.

1. Goal:

Awareness, Cleanliness and hygiene. Developing surrounding, providing expertise of the highly educated persons to the community, Voluntary contribution of labour, Awareness of constitutional Rights and responsibility, improving the hygienic and educational mentality.

1. The Context:

Please go through the provided Web link for details of the context.

1. The Practice:

Special Camp: Due to Covid-19 pandemic as per University guidelines Special Camp was not arranged by the institute.

Regular Programmes: In Academic Year 2020-21 the various programs organized by NSS as provided in the web link provided.

1. Evidence of Success:

Please go through web link for details of evidence of success.

1. Problems Encountered And Resources Required:

Please go through the web link for details.

1. Notes:

Please go through the link provided for additional notes.

Best Practice 2

1. Title of the Practice:

Women Health Awareness and Entrepreneurship Development Services.

1. Goal:

Creating awareness, improving the life standards, Informing and empowering women, providing guidance for the right nutrition, providing facilities for acquainting rural girl.

1. The Context:

Please go through the provided link for detailed context.

1. The Practice:

Considering Covid-19 pandemic, most of the different activities conducted online. Details are available on the provided web link.

1. Evidence of Success:

Please go through web link for details of evidence of success.

1. Problems Encountered and Resources Required:
2. Please go through the web link for details.
3. Notes:

Please go through the link provided for additional notes.

File Description	Documents
Best practices in the Institutional website	<a href="https://ccak.ac.in/wp-content/uploads/2022/12/Best-Practices-2020-21.pdf">https://ccak.ac.in/wp-content/uploads/2022/12/Best-Practices-2020-21.pdf</a>
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

The institute makes consistent efforts in fulfilling its social responsibility toward the down trodden sections of society.

The college was awarded 'C++' in Feb. 2004 and grade 'B' with CGPA 2.05 in Feb 2014 by NAAC Bangalore. The institute is preparing for its 3rd Cycle of Accreditation.

A few distinctive features of the Institute are:

1. Institute facilitates students in the vertical academic progression to highest degree. It provides education from UG to PG in several prominent subjects.
2. NSS and other departments makes the Institute a pioneer in the field.
3. Special Open University study center for those who are unable to complete their studies regularly.
4. Well-equipped Library with a collection of rare books and manuscripts of Sufism.
5. Computer

Center with Internet and Wi-Fi Facility. 6. Green and Naturally ventilated campus. 7. The Institute has well qualified and experienced staff with 90% faculty members having Ph.Ds and Research Guides. 8. Adequate infrastructural facilities, well equipped laboratories and co-curricular/extra-curricular facilities. 9. Making higher education easily available to rural youths. 10. The Sports unit also have a number of achievements in National and International sports events to its credit. 11. First Institute of Higher Education with variety of courses and facilities in the taluka.

The institution promises to act as a catalyst to bring about a positive change in the minds of stakeholders for the upliftment of mankind and safety environment.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Institute has set some short term goals and Long term goals.

Most of the short term goals during the assessment period has been achieved. There are some long term goals yet to achieve. The Institute is marching firmly towards the achievement of its target.

#### Short Term Goals:

Introduction of Skill and Capability enhancement certificate courses.

To increase number of ICT enabled classrooms.

Improvement of Science Laboratories.

Introduction of more Bridge Courses for slow learners.

Generation of funds for the economically weaker section to meet the Higher education expenses.

Organization of International/National level Seminars/Conferences.

Career Guidance and Counselling through a well maintained Cell.

Promotional of Research culture among students and teachers.

Extend the facility of internet through making Wi- Fi enabled campus.

Upgradation and extension of Library Services.

Going for ISO Certification.

Efforts to obtain awards in cultural and extension activities

Establishing formal registered Alumni Association.

Long Term Goals

1. To launch new more undergraduate Courses.
2. Introduction of modules for improving Communication skills.
3. To develop more ICT enabled Class rooms.
4. To streamline the process of feedback from the other stakeholders and its quantitative assessment by IQAC.
5. To conduct systematic Academic and Administrative Audits by External Agency.
6. Strengthening of e-governance.
7. Installation of additional Dept. wise CCTV surveillance system.
8. Digital Library services.
9. To start departmental level Short Term Courses to build the gap between the slow and fast learners,  
Bridge Courses.