



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

NATWARLAL MANIKLAL DALAL COLLEGE
OF ARTS AND COMMERCE

- Name of the Head of the institution **Dr. Sharda I. Mahajan**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **07182252743**
- Mobile no **9822231521**
- Registered e-mail **nmdcacpl@rediffmail.com**
- Alternate e-mail **iqacnmdcgondia@rediffmail.com**
- Address **Kudwa Road , Gondia**
- City/Town **Gondia**
- State/UT **Maharashtra**
- Pin Code **441614**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University R.T.M.Nagpur University, Nagpur
- Name of the IQAC Coordinator Dr. Shafiulla Khan
- Phone No. 07182252743
- Alternate phone No. 07182252634
- Mobile 9423384212
- IQAC e-mail address iqacnmdcgondia@gmail.com
- Alternate Email address nmdcaclp@rediffmail.com

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://nmdcgondia.org/aqar/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://nmdcgondia.org/academic-calendar/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.05	2004	16/02/2004	15/02/2009
Cycle 2	B	2.68	2013	05/01/2013	04/01/2018
Cycle 3	B	2.10	2019	09/09/2019	08/09/2024

6. Date of Establishment of IQAC

28/06/2005

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	00	00

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of

[View File](#)

IQAC

9.No. of IQAC meetings held during the year 02

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

1 Organized National Webinar on Intellectual Property Rights in association with Law Department ,N.M.D. College, Gondia. Participated by staff members, Students of the host college and Faculties of other nearby colleges of neighboring states. 2. Organized various seminars for students and faculty members. 3. Implemented PBAS API format as per the changed guidelines of the parent university in Career Advancement Scheme of teachers for self-appraisal and helped the faculties to successfully undergo CAS. 4 Upgraded Library by subscribing e-journals and e-books through NLIST programme. 5. Encouraged students to contribute in the college magazine 'PRERANA' through creative writing like short stories, science fiction and informative Articles, Poems etc.

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

Plan of Action	Achievements/Outcomes
<p>1. Encouraging students to learn through online classes by learning it's technicalities and motivating the staff members to prepare study material for online Lectures and Notes. 2. To develop a harmonious coordination between the teaching and non- teaching staff to smoothly conduct the academic and administrative activities .</p> <p>3. Motivating faculties to update themselves in their respective fields and to facilitate them due permission for the enhancement of teaching learning process and sustenance.</p> <p>4. Feedback of curriculum and teaching learning process. 5. Updating the faculties regarding the quality parameters of higher education from time to time. 6. Preparation of AQAR as per the new guidelines.</p>	<p>1.The classes during the academic session 2022-23 were conducted on both online and offline methods and faculties prepared student friendly online study material for both the methods. 2. Teaching and nonteaching staff worked hand in hand to smoothly conduct admissions , classes and exams .</p> <p>3. Faculty members were permitted to do orientation and refresher course as per their seniority in placements. 4. Feed back committee of the college conducted the feed back through its questionnaire circulating in the students and getting their responses. 5. Faculty members attended different webinars of quality enhancement and sustenance. 6.IQAC prepared AQAR with the help of all the criteria heads, the members of the criteria and non-teaching staff members.</p>

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
CDC	12/07/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	NATWARLAL MANIKLAL DALAL COLLEGE OF ARTS AND COMMERCE
• Name of the Head of the institution	Dr. Sharda I. Mahajan
• Designation	Principal
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• Phone no./Alternate phone no.	07182252743
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• if yes, whether it is uploaded in the Institutional website Web link:	https://nmdcgondia.org/academic-calendar/				
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• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			02		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
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<p>13.Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<p>• Name of the statutory body</p>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>CDC</p>	<p>12/07/2022</p>
<p>14.Whether institutional data submitted to AISHE</p>	
<p>Year</p>	<p>Date of Submission</p>
<p>22-23</p>	<p>29/02/2024</p>
<p>15.Multidisciplinary / interdisciplinary</p>	

Natwarlal Maniklal Dalal College of Arts and Commerce, Gondia had its inception in 1958 with traditional undergraduate courses of B.A. and B.com. In due course of time, the college has started LLB, and M.A. in Political Science, Geography, Economics, History, and English. It has also started more skill-based courses like B.B.A. and B.Com. in Computer Application and M.B.A. Keeping in view, the demands of multidisciplinary and interdisciplinary courses stressed in NEP 2020 the college has submitted proposals for multiple entries and exit courses like Journalism, Banking Practices, and Skill Development in the academic session 2022-23. These courses can be pursued by both arts and commerce field students. For example, arts and humanities students can pursue a commerce-related course like Banking Practices, and commerce and management students can pursue arts and humanities-related courses like journalism.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is an idea initiated by NEP 2020 which emphasizes on multiple entry and exit courses facilitating a certificate course of One Year, a Diploma of Two Years, and a Degree of Three Years. The students pursuing these courses can drop out after completing One year or Two Years. Whenever they come back to continue their studies, credits are kept in ABC. N.M.D. College, Gondia has submitted a proposal for such multidisciplinary certificates, Diplomas, and Degree Programmes in the academic session -2022-23. The college has received permission to start certificate courses in Journalism from the academic session 2023-24. Thus ABC has been formed in the college from the session 2022-23 as per the guidelines of NEP 2020 and the parent university.

17.Skill development:

Considering the demands of multidisciplinary and interdisciplinary courses stressed in NEP 2020 the college has submitted proposals for multiple entries and exit courses like Journalism, Banking Practices, and Skill Development in the session 2022-23. These courses can be pursued by both arts and commerce field students. For example, arts and humanities students can pursue a commerce-related course like Banking Practices, and commerce and management students can pursue arts and humanities-related courses like journalism. These programs will help the students to develop skills in multidisciplinary and interdisciplinary fields to improve the employability level of the students. Apart from these, the college runs programs like B.A., B.Com, B.B.A., B. C.C.A., L.L.B., & M.B.A, in which

projects, field visits, VIVA-VOCE, MOOT COURTS, etc are conducted for the development of skills of the students.

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

The syllabus of all the programs is prepared by various committees of the University comprising representatives of the faculties of respective courses—the faculties of N.M.D. College, Gondia contributes to the formation of the syllabus and tries to integrate the Indian Knowledge System appropriately. The college is also running programs in Marathi, Hindi, and English Medium to imbibe the ethos of Indian Culture and Languages. The M.B.A. program conducted by the college makes it Compulsory for students to Pursue Online Courses on MOOC Platforms. Undergraduate students like B.A., B.Com, B.B.A, B.C.C.A, and L.L.B pursue online courses from the SWAYAM platform.

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

Programs and Course Outcomes for all programs offered by the Institution are stated and displayed on the Website and communicated to teachers and students so that by the end of the program, the students will be able to:

Commerce and Management: 1. Understand the basic concepts of commerce, management, accounting & economics. 2. Analyze relationships among commerce, trade industry, services, management, and administration. 3. Perform all accounting activities and can handle the type of business very well. 4. Understand the application of knowledge of commerce in the business service sector, marketing, finance entrepreneurship development, etc. 5. Develop communication skills and computer awareness and rules of the Income Tax Act. 6. Think about commercial and professional ways or points of view. 7. Self-employment confidence is developed. 8. Understanding legal issues/laws relating to the banking and insurance sector.

Humanities: 1. Integrate student's learning across all facets of their lives. 2. Analyze critically and imaginatively. Develop skills in critical analysis and interpretation. 3. Communicate effectively 4. Understand the ethical implications of ideas, communications, and actions 5. Appear in competitive examinations.

Law: 1. The Comprehensive Syllabus is aimed towards imparting in-depth subjective and objective knowledge of the discipline to its

Annual Quality Assurance Report of NATWARLAL MANIKLAL DALAL COLLEGE OF ARTS AND COMMERCE students. 2. The course with a significant thrust on the Indian Constitution imparts knowledge of the Laws of the Land with Practical applicability in the courts of Law. 3. Students are trained to develop their writing & drafting skills through guided term papers. 4. Students are also able to apply a systematic approach to the acquisition of knowledge, conception, and principles. They also learn to analyze findings from books and journals and other data. 5. The students are also imparting knowledge through practical exercises like Moot Court and other legal field visits. They are also provided career counseling and other opportunities in the field.

20.Distance education/online education:

The M.B.A. Programme Conducted by the college makes it Compulsory for students to Pursue Online Courses on MOOC Platforms. Undergraduate students like B.A., B.Com, B.B.A., B.C.C.A., and L.L.B. pursue online courses from the SWAYAM platform. The college also has a Yashwantarao Chavan Maharashtra Open University study center offering programs like B.A., B. Com, and B. Lib on Distance Learning Mode.

Extended Profile

1.Programme

1.1

11

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

File Description	Documents
Data Template	View File

2.Student

2.1

3075

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

3580

Number of seats earmarked for reserved category as per GOI/

State Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3	937	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	30	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	38	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	41	
Total number of Classrooms and Seminar halls		
4.2	23.18689	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	159	
Total number of computers on campus for academic purposes		

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 is affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur which designs the curriculum of various courses run by the institution. The institution follows a uniform academic calendar prescribed by the mother university to implement the curriculum successfully. The institution follows the steps enlisted hereunder to ensure effective Curriculum delivery through a well-planned and documented process:

- * The Annual Academic Calendar is prepared according to the university calendar before the commencement of the academic year by IQAC. IQAC conducts a meeting at the beginning of the session to discuss various aspects of curricular and extracurricular activities, department-wise activities, and proper guidance of students.
- * The syllabus of each subject is provided for the academic session to the students by the concerned teachers.
- *The timetable committee of the college prepares a timetable at the beginning of the session. Teachers are provided a Diary in which they maintain Records preparing teaching plans of their regular teaching and other activities they carry out throughout the academic session monitored online.
- * Effective curriculum delivery is consolidated by a conducive and supportive ambiance, excellent teaching-learning with remedial lectures, informal discussion with students regarding general facilities, and making provisions for spacious classrooms, well-equipped computers, and Geography labs.
- * Departmental seminars, unit tests, and group discussions of the student sessions are conducted regularly to evaluate the students for the examinations based on the curriculum.
- * Arranging guest lectures for students through the departments to develop their socio-economic, cultural, and environmental ethics.
- * Tutorials and remedial classes are conducted for slow learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nmdcgondia.org/wp-content/uploads/2023/10/All-Syllabus-links-2022-2023.pdf

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

The Institute is permanently affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The academic calendar is a directive & most useful document, which contains the tentative dates of "internal and external semester examinations, co-curricular and extra-curricular activities, end of term and vacation period, to guide the teachers and students.

In accordance with the above-mentioned details, the institutional academic calendar is prepared by IQAC under the guidance of the Head of the Institution and the CDC keeping in view the academic calendar of the parent university. The institutional academic calendar is made available to all the stakeholders on the institution's website. The academic calendar provides the date of commencement of the academic session, duration of the semester, period of internal assessment, tests, final semester examinations, etc. Striking features of the academic calendar are highlighting teaching days and events planned for the semester. The academic calendar specifies the teaching-learning schedule of the academic year and continuous internal evaluation. The examination committee also prepares a tentative schedule for CIE. The Action Plan for academic-oriented activities like seminars/workshops/ lecture series to be organized, subject experts to be invited for Guest lectures, and cultural programs for various activities are decided by the respective departments/ committees. The students and the faculty must adhere to the schedule of the academic calendar and implement it to the core.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nmdcgondia.org/academic-calendar/

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

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

62

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Gender Equality: The institution has formed a Sexual Harassment Cell to track cases and promote the power of expression against sexual exploitation. It also organizes various programs to promote menstrual hygiene management and impart legal awareness to women to promote leadership skills.

Environmental Awareness: Subjects like Environmental Geography Natural Disaster Management and Geography prescribed in the syllabus of Geography and Pol. Sci. are taught in the college to instill Environmental Awareness in the students. Similarly, the L.L.B program in the college has Environmental Law as one of the subjects.

Human rights: Though the LL.B. program of the college deals with the subject of Human Rights extensively, there are some compulsory and optional subjects in other programs that also deal with Human Rights.

Professional ethics: All the professional courses in the institution like M.B.A., LL.B, BBA, and BCCA taught professional ethics to the students. Apart from the programs, there is a

specific subject in LLB called professional ethics and professional accounting system dealing with professional ethics.

Moral and ethical values: - Moral and ethical values are taught to the students through lessons prescribed in compulsory and optional language subjects like Hindi, Marathi, and Compulsory English there are several lessons in the prescribed textbooks which deal with the life stories of saints and heroes of the society.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

405

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its 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	https://nmdcgondia.org/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/document/d/1ag-MbkCMDTOhJRS1RDFpMqODUUWvmY4aLFPX_nbfZcY/edit?usp=drive link

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

3075

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

2322

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The identification of slow learners and advanced learners is done through various measures by the faculties. Classroom teaching, question-answer sessions, and unit tests are used as identification tools. After identifying the slow and advanced learners based on student performance in the class and unit tests, the remedial activities to help these students are framed. The faculties organize remedial classes for slow learners identifying their weak areas and guiding them. Advanced learners are encouraged to refer to reference books of advanced categories. The advanced learners are also encouraged to participate in seminars, and debate competitions, prepare PowerPoint presentations to improve their skills and knowledge, and display it before all students and faculties in general. The students' performance in their last semesters is also considered to identify slow and advanced learners. The faculties also encourage students to identify their weaknesses and ask questions to improve their knowledge of their weak areas. It is important to note here that some students voluntarily come forward to confess their weaknesses and ask for help from the faculty.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/download/slow-and-advance-learner-22-23_2.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3075	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student-centric methods such as experiential learning are practiced in the college through project work, participation in a competitive examination, field visits, surveys, Industrial Visits, Guest Lectures, workshops, in-house sessions, land surveys, and mapping. Participative learning is implemented through role-play, and teamwork in NSS camps, tree plantation, Red Cross activity, Swatch Bharat, and health awareness camps. Participative learning is also encouraged through debates, group work practice, and question-answer sessions. Problem-solving methods employed by the college: case study, analysis and reasoning, discussion, quizzes, and research activities. The college facilitates all possible efforts for the development of students through various forums like the Career Counseling Cell, Placement Cell, and many other clubs formed by the departments. The Student Centric teaching is promoted by ensuring the classroom environment is learner-friendly. Emphasis is given to proper academic preparation and syllabus completion. The entire campus has a Wi-Fi facility to make e-resources available. Notes are distributed and discussed after the completion of each unit. The classroom environment is conducive to making learners feel free to share their ideas in healthy discussions. Students are informed about the topics to be taught in advance to come prepared. College libraries and departmental libraries help students in the process.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://docs.google.com/document/d/1htEQcr2Am-e59c0lKCXU1XBCbBk2ZKBO/edit?usp=drive_link&oid=117308323260477313696&rtpof=true&sd=true

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

Teachers have used ICT-enabled tools for the effective teaching-learning process in general. Teachers have been using PowerPoint Presentations, PDFs of notes, and other e-resources for effective learning. During the outbreak of the pandemic Covid19 in 2020 and the consequent lockdown, teachers were compelled to resort to online classes as per the guidelines of the parent university and the state government. The teachers organized online classes, webinars, and virtual workshops using various apps like Zoom, Microsoft Team, Google Meet, Webex, etc. Apart from these RTM Nagpur University teachers also organized a number of online lecture series of the different semesters covering the whole syllabus and distributing its different units and parts to various faculties. These online lectures are also streamlined on YouTube for the students to watch and learn at their convenience. Thus for the last two academic sessions owing to the pandemic and consequent lockdowns, the institution's teachers have extensively used various ICT for the effective teaching-learning process. The shadow of the lockdown still continues as students demand online notes in the form of PDFs and such online materials for study to save time for offline lectures during the academic session 2022-23also.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

51

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

26

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has adopted many major reforms in the evaluation process of internal assessment both at UG and PG courses. Continuous Internal Evaluation system at the college level includes both formal and informal ways. The major reforms in the evaluation process, as introduced by the university and followed by the college in respect of Continuous Internal Evaluation, can be enlisted as under.

*To acquaint the students with the exam pattern each semester the college conducts the Internal Test on the line with University Examinations and after assessing the papers the concerned teacher calls individual students and gives some suggestions, if any, required.

*CBCS introduced by the University for P.G. in the academic year 2015-16 wherein 80:20 patterns are followed.

*To develop depth in the research ability of students, a research project in the form of a Dissertation is introduced in the P.G. Course.

*The Internal Test for P.G. and U.G. Students as a part of Internal Assessment.

*, internal viva, presentation and attendance during teaching etc. as a part of the Internal Assessment have been adopted by the College.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/129kw80TEvHqsUyeH9P6tb6Xmu-uwTyjM/view?usp=sharing

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

The institute follows all the norms as per the Direction of RTM Nagpur University for the internal examination of the students. The R.T.M. Nagpur University guidelines are strictly followed for the internal examination. The students are provided with the facility of complaints through the Grievance Cell. If the students have any complaints they can lodge their complaints through the Grievance Cell. The cell considers the complaint and investigates it to draw a justified solution. The College hasn't received any complaints from the students regarding the internal examination. The policy is always well defined to everyone and conducted fairly and transparently. for said purpose, Our college set up a Grievance Cell, and meetings were also conducted under the supervision of the Principal for policy-making on how to handle and settle student grievances effectively. File Description Documents

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1WRwpmg5oK SX30Rr6bq8Y60iUF-0beDVd/view?usp=sharing

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.

College have robust procedure for stating, displaying and communitaing programme outcomes and course outcomes as follows:

Transparency and Accessibility: Our institution champions clear communication of programme and course outcomes. These are readily available on multiple platforms, including the website, notice boards, and social media.

Dynamic Updates: Course and programme outcomes are regularly updated on the website to reflect any changes made by the affiliated university.

Proactive Communication: The college administration ensures smooth implementation of these changes. The principal holds regular meetings with HODs, who then promptly inform students through classroom announcements and mentee groups.

Easy Access for Everyone: A dedicated section on the college website houses all course and programme outcomes for students and other visitors to readily access.

In Short:Our institution prioritizes transparency and ease of access when it comes to programme and course outcomes. Students and stakeholders are kept informed and involved, ensuring everyone is on the same page about learning goals and expectations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nmdcgondia.org/statement-of-psos-and-cos/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution runs eight programs as a community college. Evaluation of the teaching-learning process is a vital part and hence the IQAC has stated its program learning outcomes beforehand. Accordingly, the teaching-learning process is carried out. Attainment of program outcomes, program-specific outcomes, and course outcomes are duly evaluated by the institution. To attain the program-specific outcomes, the college conducts exams of the students in the final year of every program which is solely based on the stated outcomes. All the departments are instructed to set question papers for their respective subjects which are based on the stated learning outcomes. Hereafter exam is conducted and answer scripts are evaluated. Through this medium, the college comes to know to what extent the stated outcomes of the respective subjects have been attained. Hereafter the statistical information of the result is tallied or analyzed. The analysis of the result (the result of the exam conducted solely for stated outcomes)

helps the college to come to a specific conclusion. It helps the college to know its strengths and weaknesses. If the college happens to find any particular area where it is lagging behind at such a juncture ameliorative actions are taken.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1KVD52JgmEXPCL6HcohW2dRIU2yVVp7Wl/view?usp=sharing

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

540

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/1ZfilGdZJN0onJE8uJ5gMmJd1LVXGoRe6/view?usp=sharing

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://nmdcgondia.org/download/final_SSR-2022-23.pdf

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

07

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

N.M.D. College of Arts and Commerce, Gondia is Affiliated with Rashtrasant Tukdoji Maharaj, Nagpurs University, Nagpur, and follows the academic curriculum, prescribed by the university. However, within its predesigned, prescribed curriculum the institute strives to create an ecosystem for innovation by improving its methods of imparting knowledge. During the lockdown, some of the faculties not only conducted online classes but also streamlined their lectures on the YouTube platform which could be watched by students at their convenience. The faculty members who developed innovative methods of teaching are encouraged and asked to share their ideas with the staff.

From the academic session 2022-23 the the institution resumed its full-fledged offline classes but some of the online methods have been continued in this academic session also. For example, the faculties continued forwarding PDFs of study material to the students to save time and they also instructed the students to watch YouTube lectures of certain chapters. Thus the institute created an ecosystem for innovation, creation, and transfer of knowledge.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/

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

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

02

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)	View File
Any additional information	View File

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**

21

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out by different units of the college like National Service Scheme (NSS), National Cadet Corps (NCC), and Life-Long Learning and Extension Dept. The students of NSS and NCC carry out programs on Tree Plantation, Cleanliness Drives, and Vaccination Drives. The NSS unit of the college adopts a nearby village and the volunteers visit the village regularly and also organize a ten-day Special Camp in the the adopted village. The NSS unit starts its work with a survey of the village in which the students visit each and every house of the village and identify their problems which range from social, and medical to economic problems. The NSS unit tries to solve their problems with the schemes provided by the government to help the villagers. The NCC unit of the college organizes Traffic Safety Week and educates the citizens regarding the rules of the road. Thus the institution carried out neighborhood community outreach programs and sensitized the students on social issues for their holistic development during the year through its organizations like N.S.S., N.C.C., LLL&ED, and various cultural and academic activities.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/download/Extension-Activities-2022-23_2.pdf
Upload any additional information	View File

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

07

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

425

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

3.5 - Collaboration

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

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

30

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

College Development Committee (CDC) has been constituted for the development and maintenance of infrastructure facilities and equipment. This is the pivotal committee in the college that makes decisions for the development of academics and support facilities. This committee consists of members from management, teacher representatives, non-teaching staff representatives, and eminent people from society from the fields of Education, Research, Industry, and Social Service. Student council representative is also given a place in the CDC as per the norms. CDC organizes meetings at least twice a year. The meeting organized at the beginning of the session chalks out strategies regarding the procedures and policies for maintaining and

utilizing physical, academic, and support facilities of the college available in the form of laboratory, library, sports and games, computers, and classrooms. At the end of the academic session, the CDC organizes another meeting to ascertain how far the chalked-out programs implemented and materialized. There are various committees that work under this committee. College Core Committee:- College Core Committee is another very important committee that is responsible for the overall development of the college and its students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/Vv9pAVaZImk

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

The institution has one air-conditioned auditorium with 600 seating capacity and one air-conditioned seminar hall with about 200 seating capacity which is used for seminars, workshops, and cultural activities. Apart from these, the institution has a number of ICT-enabled rooms where cultural activities like elocution competitions, debate competitions quiz competitions, and such activities are regularly conducted. It has a playground for outdoor games indoor gymnasium, a yoga room, and table tennis rooms. The institution also has closed premises of about 10000 square feet of pavine blocks fitted area which is used for the Agricultural Exhibition and social gatherings every year. Thus the institution has adequate facilities for cultural activities, sports, games (indoor, and outdoor,) a gymnasium, and a yoga center.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

8.86598

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of the institution is housed in the central area of the college premises on the ground floor. The College building which was constructed in 1958 and renovated again in 2004-05 with the latest modern facilities, while retaining the ambiance of its heritage structure and making it energy efficient. The library is equipped with 70 seating capacity. The library is partially automated with all its subsystems having Wi-Fi. It has a separate Research and computer lab with the provision of 40 workstations to access e-resources and e-databases. library at present is using 'LIBMAN-VERSION 2.03' Integrated Library Management Software On the Unix 0.6 Master Software platform with a lot of clients attached to it. This is one of the latest web-centric Library Management Software with the latest technology. In future planning, this library has provided Android Apps with Remote Access Facilities to

our clients. 1 . Browser-based access. 2. Facility of fetching bibliographical data from ' Google' and 'DOAJ', Shodh Ganga, etc 3. Improved user-friendly OPAC interface. 4. Easing out Import/ Export of data. 5. Quick report generation in different formats etc. Periodically list of books and reminders is generated in an automated way. Acquisition of serial, maintaining issue records, sending reminders of missing issues, generating binding lists, etc. are also being done in an automated manner. At present library provides access to more than 6000+ e-journals and 3,135,000e-books with N-LIST and Open Access Databases.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://nmdcgondia.org/department-of-library/

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.86833

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has well-equipped computer labs with about 159 computers. The institute regularly monitors and maintains these systems and labs for their optimum use and keeps updating them. The institute has been updated by the advanced internet facility of the Railwire lease line with 50 MBPS capacity in the current academic session. The institute also uses cloud-based ERP software which is used to facilitate students' online admission, fee submission, and request for various certificates. Students are communicated through ERP Software which has been very useful and convenient to both college and students. Various university and state government-related notices were circulated to the students in their Whatsapp groups and even to their mail IDs through this software. The institute's website is also frequently updated to provide the latest information to the students. The institute has also conducted online exams by preparing question papers in Google form and the results are prepared accordingly. The institute has signed an AMC with Delta Marketing, Gondia to regularly update the software and computers as per the requirements of the students according to their syllabus. For updating the software/hardware the institute also purchases new computers every year replacing the old and redundant ones to cope with the fast-changing world of

software. File Description Documents

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/

4.3.2 - Number of Computers

159

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

23.18689

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Gondia Education Society's, Natwarlal Maniklal Dalal Arts, Commerce, Law, and Management College, Gondia (NMD) library is housed in the central areas of college premises on the ground floor. The College building, which was constructed in 1958 and renovated again in 2004-05 with the latest modern facilities, while retaining the ambiance of its heritage structure and making it energy efficient. The library is equipped with a 70-seating capacity. The library is partially automated with all its subsystems having Wi-Fi. It has a separate Research and computer lab with the provision of 40 workstations to access e-resources and e-databases. Library at present is using 'LIBMAN- VERSION 2.03' Integrated Library Management Software On Unix 0.6 Master software platform with a lot of clients attached to it. This is one of the latest web-centric Library Management Software with the latest technology. In future planning, this library plans to provide Android Apps with a Remote Access Facility to our client's Browser-based access; The facility of fetching bibliographical data from 'Google' and 'DOAJ', Shodh Ganga, etc. Improved user-friendly OPAC interface; Easing out Import/Export of data; Quick report generation in different formats etc. CDC is the apex body that decides about utilizing physical, academic, and support facilities like libraries, Sports, Computers, and classrooms every year and directs the college and its various committees for the optimum utilization and maintenance of these facilities through established systems and procedures.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/download/Facility-option-4.4.2.pdf

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**

1385

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

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

68

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://nmdcgondia.org/photo-gallery/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

480

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

480

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

34

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

185

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college had a regularly formed Student Representatives Council, consisting of officially elected representatives from each class, which later sent its representatives to the University

Council. This practice was in force till 2013-14, after which in the run-up to the introduction of the new Maharashtra Public University Act, elections and formation of the Student Representatives Council were stopped almost for four years till 2017-18. In the interim period from 2014-15 onwards, in the absence of a regular and formal Students Representative Council, the representation of students in the management, planning, and activities of the college was achieved by taking students up as members in some committees, holding regular interaction with student groups, getting student inputs through committee conveners and individual faculty members and even putting students in charge of some committees. The college administration has always involved the students in different aspects of the college administration. Student representatives are present in different administrative bodies of the college. The students elect from amongst themselves their representatives on academic bodies such as the Commerce Forum, Social Sciences Forum, Library Association, etc. However, during the academic session 2022-23 elections could not be conducted following the guidelines of the parent university. Nevertheless, the students were given opportunities to represent different activities like seminars, conferences, workshops, and social and cultural activities from time to time.

File Description	Documents
Paste link for additional information	https://www.facebook.com/rajani.chaturvedi.771
Upload any additional information	View File

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

276

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The institution has an Alumni Association and its registration is in process. The institution takes suggestions from the Alumni Association for its development. The college conducts meetings with the Alumni Association every year. It takes feedback from the Alumni Association through a questionnaire which helps in obtaining ideas and suggestions for academic excellence and sustenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college follows the vision of its founder president Late Shri Manoharbai Patel, who wanted to take education to the doorsteps of the downtrodden and economically backward students of the east Vidarbha region. The courses of arts, commerce, law, and management run by the college offer affordable fees for the poorest of the poor of the east Vidarbha region with the best of infrastructure renovating it from time to time. The institution's mission is to translate the vision of the Late Shri Manoharbai Patel into reality. The institution visualizes to impart quality education. To realize the vision of the founder president the institution strives to disseminate the latest and updated knowledge and promote campus research activity, to ensure the all-around development of students. It also strives to train the students for self-employment and to carve true citizens and skilled professionals of tomorrow. The institute organizes various programs for the all-round development of the students in the form of soft skill development and training programs for the students under the Training and Placement Cell of the college. The institute observes the birth and death anniversaries of all the national heroes and saints so that the students can imbibe qualities from them.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/vision-and-mission/
Upload any additional information	View File

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

The institution follows an organizational hierarchy system to implement various academic and administrative activities of the college. These activities are distributed to various committees headed by in-charges. Thus the process of decentralization and participative management is followed in which the resolutions taken in the CDC meetings percolate to various committees through the principal. The principal in his turn instructs various committees to take up the tasks to implement the resolution. At the bottom level, the in-charges work in collaboration with the members of various committees to finally implement the tasks given to them. Some such activities are explained hereunder:

1. Conducting Test Examinations and Internal assessments.

2. Evaluation of the Teaching-Learning Process.

In the same manner, all the committees constituted by the institution, practice the process of decentralization and participative management in all the academic and administrative activities of the college.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/download/Organogram.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic planning is made by the College Development Committee (CDC) in consultation with the head of the institution and the concerned senior teachers. The perspective institutional plan is chalked out at the beginning of every academic year. The annual Academic calendar is prepared in consonance with the university calendar. Various committees are formed to carry forward the administrative and academic activities during the session. All the heads of departments are asked to submit their departmental requirements regarding the development of respective departments. Novel ideas are appreciated and implemented as far as possible. All academic and administrative activities are conducted through teamwork. Decisions are always taken in consultation with CDC. Students are involved in the activities wherever required. They work as volunteers and are assigned duties. The objectives set at the beginning of the session are communicated and notified to the staff. The responsibilities assigned depend on the expertise of different faculty members related to different departments. A healthy and academic atmosphere is created by promoting cooperation in the faculty members and departments by assigning them joint responsibilities e.g. NSS and NCC units organize blood donation and tree plantation programs jointly every year. Similarly, as the institution is multidisciplinary many of the interdisciplinary programs and activities are organized with the purpose of sharing knowledge, innovation, and empowering the faculty.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://nmcdgondia.org/academic-calendar/
Upload any additional information	View File

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 college is affiliated with R.T.M. Nagpur University, Nagpur, and follows the rules of the University Grant Commission and Higher and Technical Education, Govt. of Maharashtra. In all its administrative and academic activities. As far as its curriculum is concerned, the institution is bound to follow its mother university. For other rules and policies, the institution has to follow the norms prescribed by U.G.C. and Higher and Technical Education, Govt. of Maharashtra. Appointments and service rules are as per the statutory bodies mentioned above. For example, before appointments, the college has to get the posts sanctioned by the Joint Director, of Higher and Technical Education. The appointment of Teaching and Non-teaching staff is also done in consultation and due approval of the statutory bodies. CURRICULUM DEVELOPMENT: The strategic planning is made by the College Development Committee (CDC) in consultation with concerned senior teachers. The perspective institutional plan is chalked out at the beginning of every academic year. All the heads of departments are asked to submit their departmental requirements regarding the development of their respective departments. Novel ideas are appreciated and implemented as far as possible.

File Description	Documents
Paste link for additional information	https://nagpuruniversity.ac.in/index.php/Contentpage/index/Ri84b3Z1cEzTZnhTWLZZPQ%3D%3D/en
Link to Organogram of the institution webpage	https://nmcdgondia.org/download/Organogram.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

N.M.D. College of Arts and Commerce, Gondia comes under RTM Nagpur University, Nagpur, and being a granted college it follows the guidelines of its mother university, University Grants Commission, and Higher and Technical Education Maharashtra Government, Maharashtra. Hence it follows all the welfare measures prescribed by these statutory bodies. For example, employees are given medical leave, maternity leave, and other such leaves as per the requirements of the employees. The institution reimburses the medical expenses of the members of the teaching and non-teaching staff as per the provisions of the statutory bodies. The institution also has the Employees' Credit Cooperative Society and Consumers' Cooperative Society which provide instant loans to its teaching and non-teaching staff to the tune of Rs. 150,000 and Rs. 300,000 respectively. The institution takes care of the health and hygiene of its employees by providing safe drinking water. The college has installed 04 R.O. Water purifiers for teaching and non-teaching staff and students.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1HVCqdfCGXFkSJE9yJLAg3Wz9de30ad_N/view?usp=sharing
Upload any additional information	View File

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

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File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

00

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

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

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

04

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

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

Internal Quality Assurance Cell furthers the task of Evaluation of Teaching Learning Process as the different committees and Cells are formed giving responsibilities to all the members of the teaching and non-teaching staff members. One such important committee that plays a major role in the evaluation of the teaching-learning process is the Feedback Committee comprising one senior faculty playing the role of Prof.-in-Charge While the members are faculties of various departments. Every year the students are distributed feedback forms based on a questionnaire. The questionnaire assesses the performance of the faculties in the teaching-learning process. The responses of the students are collected and analyzed by the Feedback Committee. The feedback is placed before the administration and the concerned faculties. Thus the whole process involves the administration, faculties, and students for the improvement of the teaching-learning process and it is a good example of decentralization and participative management. The college also has a Performance Based Appraisal System (PBAS) as per the direction of UGC and the parent university, which analyzes the performance of the teaching staff through a screening committee. The appraisal report is duly endorsed by the screening committee which is headed by the coordinator of IQAC and the Principal. The appraisal report is a must for the placement of teaching staff. A similar appraisal system as per the guidelines of UGC and Govt. of Maharashtra is also applied for non-teaching staff.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/feedback/
Upload any additional information	View File

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 college meticulously carries out audits by both internal and external agencies every year mandatorily. The first instance of audit is the college accounts department which prepares the draft audited statement and ensures that all financial matters and transactions are in consonance with applicable norms and regulations. In the second instance, every year these accounts and transactions are audited by professional and licensed chartered accountant agencies, which carry out the audit independently and certify if the financial matters have followed requisite norms or not and point out discrepancies if any. In addition to these annual internal and external audits, there are periodic audits by some government agencies. The office of the Joint Director of Higher Education from the region sends its team periodically to physically verify the financial undertakings of the college. Similarly, the regional office of the Accountant General of India also periodically verifies the audited records of the college and seeks compliance if any discrepancies or lacunae are found. In addition to these general overall audits, the college carries out regular audits of the financial matters associated with specific schemes, grants, and projects. These audited statements and utilization certificates are regularly sent to the concerned bodies.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1v0weFY1iht53JswNyM0uBzzh-IdiqJ7/view?usp=sharing
Upload any additional information	View File

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)

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

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

The institution receives salary and non-salary grants jointly from the University Grants Commission and Higher and Technical Education, Govt. of Maharashtra. The non-salary grant is used for the development, renovation, and upgradation of the college from time to time. Every year at the beginning of the session the institution organizes a meeting of the College Development Committee (CDC) which comprises of authorities from the college management, the principal of the college & senior members of the teaching and non-teaching staff. All the members jointly plan strategies for the mobilization of funds as per the provisions of the grant-releasing agencies. Once received these grants are utilized optimally for the welfare of the college. The proper utilization of funds is monitored by the auditors of the Joint Director Higher and Technical Education and Accountant General Govt. of Maharashtra from time to time, while the college keeps the audited record of all the transactions getting them approved by the Chartered Accountant which is appointed by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1F-tBK6vmofHdmf4hEaxB6LP4RaB7SgR/view?usp=sharing
Upload any additional information	View File

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

Following the guidelines of the National Accreditation and Assessment Council and to meet the standard earmarked by the new guidelines of the Annual Quality Assurance Report, IQAC has taken every initiative to elevate the standard of education. IQAC of the college distributes the portfolios including the cells and committees prescribed by UGC and the government and prepares the academic calendar at the beginning of the session. IQAC encourages and monitors all the activities throughout the year ensuring the operational procedures and quality assurance strategies. As a quality initiative, the IQAC has introduced a novel system of distributing NAAC's criteria and matrices among faculties. The total scores of all the metrics are distributed with the proportionate number of teachers and most importantly the accomplishment of the metrics is evaluated along with the PBAS of the concerned faculty. The AQAR and SSR are prepared with the help of these data and documents. Students are encouraged to contribute to the college magazine 'PRERANA' through creative writing like short stories, science fiction, informative Articles, poems, etc. The college organized a web workshop in association with Master Software, Nagpur, Training the teaching and non-teaching staff to handle academic and administrative activities through its software under the aegis of IQAC. IQAC also became instrumental in upgrading the library by subscribing to e-journals and e-books through the NLIST program.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/internal-quality-assurance-cell-igac-naac/
Upload any additional information	View File

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

At the beginning of every academic year, IQAC conducts a meeting to plan the teaching-learning processes, structures and methodologies, and operations. IQAC also conducts such meetings at the end of every session. To ascertain learning outcomes. The data of the strategies planned and their outcome is submitted to IQAC by every department which is used to prepare AQAR by IQAC every year. The IQAC is also responsible for changing its teaching-learning process and methods of operations as per the changing methods in the world of education. IQAC also played a leading role

in organizing seminars and workshops giving responsibility to all the departments to conduct at least one virtual seminar or workshop relating to their field of a subject in a semester. Focusing on the teaching-learning process and reforms, after the accomplishment of the third cycle and complying with the recommendations of the peer team, IQAC resolved to improve the tools and devices pertaining to ICT, to make them available to the students and classrooms, and finally to transform the process more ICT-based. In an incremental way, we availed modern ICT tools and converted most of our traditional classrooms, laboratories, and auditorium into smart ones. As a matter of fact, some classrooms have been converted into smart rooms; Computer labs have been renovated and equipped with an updated version of computers and accessories, and the library has been totally reformed and equipped with new software.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/internal-quality-assurance-cell-igac-naac/
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://nmdcgondia.org/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution always strives to promote gender equity through various campaigns and programmes. In order to maintain health and hygiene for girls, sanitary napkin vending machines are installed. There is one lady attendant at the girls' common room. The College has a separate cell known as Internal Complaint Committee (ICC) to address the gender sensitive issues which is responsible to provide them counseling in this regard. In the Academic year of 2022-2023, to promote gender equality Learn and Earn , a Rakhi Making workshop was organized by the ICC and Board of Students' Development (BSD) of the College to promote gender equality. To promote ideas among students, a guest lecture on My Entrepreneurial Journey was organized by BSD and the alumni of the college Mr. Pratik Lalwani was invited for the deliberation. Mr. Niraj Kayarkar was invited for delivering a deliberation on Youth - 20toexemplify India's youth centric efforts and provide an opportunity to showcase their values and policy measures. A Visit to RESETI Training Centre was organizedfor the Members of ICC and BSD. Students participated in the training programme of Costume (Clothes) Jewellery from 27th Feb. to 11th March 2023.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1GfmZOk3pzmmhYFRYgNiubzw2bYi61Wfm/view?usp=sharing
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	https://docs.google.com/document/d/1edSYTCbsW7LImvtH2fpzrMt8pXmN9_ghzrRUDJJfcBY/edit?usp=sharing

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

In the College, We have placed green dustbins and yellow dustbins in different corners/spots of our college premises for wet litter and dry litter respectively.

Dry Waste Management -If there is any construction waste on campus, we ensure that it is removed by the laborers and the contractors immediately to make the campus neat and clean. We have also banned plastics on campus to make the college plastic free. There is a ban on using polythenes and other such plastic materials on campus. In the case of used stationary, waste, and soiled papers, which are of no use, we dispose of them in compost pits. The old newspapers and magazines are sold to scrap dealers.

Wet Waste Management -The waste in liquid form is properly handled, managed, and controlled. There are proper drainages for the disposal of sewage water.

Biomedical Waste Management -Used masks, empty sanitizer bottles, and gloves are disposed of properly as the dust bins are placed in every corner.

E-waste Management -As far as the management of e-waste is concerned, after destroying old and obsolete electronic products like computers, printers, and other electronic items, they are sold as scrap to minimize the level of e-waste. The college has employed a private cleaning agency for the cleaning of the premises regularly including the toilets, washrooms, and lavatories as a part of waste management of all sorts.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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 **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the **D. Any 1 of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution has students of diverse socio-cultural and

linguistic backgrounds. The institution makes sure that any intolerance towards cultural, regional, linguistic, communal socio-economic and other diversities is strictly not entertained. With full energy and enthusiasm, birth anniversaries of great personalities like Shri Manoharbai Patel, Dr. Bhimrao Ambedkar, Shri Sarvepalli Radhakrishnan and Shri Lal Bahadur Shastri are celebrated in the Institution. The institution promotes various cultures and social activities like blood donation camps, tree plantation drives, etc.

On the birth anniversary of Sardar Vallabhbhai Patel on October 31, the Institution celebrates Rashtriya Ekta Diwas (staff and students take the pledge on National Integration Day) every year. The Grievance Redressal Cell and Department of Commerce organized a workshop on the occasion of Consumer Rights Day. Various programmes were organized to promote Nasha Mukta Bharat. The initiatives are to promote better education, economic upliftment of the needy, and ensure communal harmony. National Minority Rights Day was also observed by the Institution to promote harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Sadbhavna Day was also observed by the NCC Unit of the College. Marathi Bhasha Gaurav Diwas was also celebrated by the Marathi department.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

N.M.D. College, Gondia sensitizes the students and the employees of the institution regarding the constitutional obligations of values, rights, duties, and responsibilities of citizens which enables them to conduct themselves as responsible citizens. The students are inspired to participate in various events that promote the values, rights, duties, and responsibilities of citizens. The Institution conducted various awareness drive camps like blood donation camps, tree plantation drives, and Road safety drives to contribute to the local community. The college also has a very active NSS unit to encourage the students and the unit is successfully conducting activities to serve society. During the

pandemic, the unit worked extensively to reach the needy people. The students are encouraged to organize tree plantation programmes during Environment Week and other important occasions through NCC Unit. The College, being a center for promoting knowledge and awareness, takes up the responsibility to make the students aware of the needs of the time and its importance. The college organizes legal awareness camps to provide legal aid to needy students and citizens as a part of moral values and social responsibilities. As far as administrative transparency is concerned, various cells and committees have been constituted which are working efficiently to maintain transparency. Some important cells are as follows - 1. Internal Quality Assurance Cell (IQAC) 2. Internal Complaint Cell 3. Grievance Redressal Cell 4. Career Counseling and Placement Cell 5. Research Advisory Cell 6. Anti-ragging Cell

7. Compliance of RTI

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1gx8XOFBOoRKYW8Jaip_YrWVHoSYopcl_XCFhh1_8iU4/edit?usp=sharing
Any other relevant information	https://docs.google.com/document/d/1zKasEL3tGQn3SzHkMJl_LqmzqVvSTdoDbbOPvtyO3sw/edit?usp=sharing

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The academic calendar is prepared at the beginning of the session keeping in view the help extended by different public concerns like the Department of Social Forestry, Courts, Industries, University Grant Commission, and Rashtrasant Tukadoji Maharaj Nagpur University. The academic calendar prepared at the start helps to celebrate and observe national festivals and birth/death anniversaries of great personalities.

The students are encouraged to organize tree plantation programmes during environmental week and other important occasions. The national festivals like Independence Day and Republic

Days are also celebrated with full enthusiasm and zeal.

Year Activity Duration (from June 2022to May 2023)

International Yoga Day on 21/06/2022

2022-2023 Independence Day Celebration on 15/08/2022

2022-2023Teacher's Day Celebration of Birth Anniversary of Dr. Radhakrishnan Sarvapalli on 05/09/2022

2022-2023 National Consumer Day 24/12/2022

2022-2023 Republic Day Celebration 26/01/2023

2022-2023 International Women's Day 08/03/2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice - I

Title of the practice: Indradhanushya - State Level
'Indradhanushya' Youth Festival District Level University Team Selection Trial.

The context: The two days event invited the entries from all the colleges from Gondia District. The selection trials were based on five categories like Music, Dance, Theater, Literary and Fine Arts. Many Colleges from the Gondia District and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur participated in the event. The judges were invited to conduct the competitions and the result of the same was submitted to the registration committee.

Best Practice - II

Title of the practice: Online Monitoring Committee

The context: The committee of online monitoring was formed to monitor and collect the record of online classes taken by the respective faculty members. In the starting of the session, the time-table was prepared and the allotment and information was given to the concerned teachers. The online monitoring committee ensures that the report of the class is submitted by each and every teacher after his/her period. The data was collected through Google Form. A uniform and structured procedure was adopted by the committee to ensure the transparency in the record system of the

online and offline classes.

File Description	Documents
Best practices in the Institutional website	https://nmdcgondia.org/download/2022-2023-Best-Practices-I-II-1.pdf
Any other relevant information	https://drive.google.com/file/d/13VIGHqSY83gDnvySxam5aCWfC-lQSYxU/view?usp=sharing

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 Agro Exhibition is one of the distinctive features of the College. Since an educational institution is responsible for contributing to national development, keeping in view this the College organizes Agro-exhibition to provide an opportunity for local farmers to show their skills and products to the locals directly, to involve the participation of local public and students in the exhibition, to make people aware of the distinctiveness of their locality as far as the agricultural achievements are concerned and to provide a platform to honor the local farmers as far as the organic agro-products and crops are concerned. To promote quality and excellence, teachers are motivated by management to participate in National, International, and Interdisciplinary seminars and conferences. They are also encouraged to publish their works in highly reputed peer-reviewed journals with a good impact factor. The college has advanced infrastructure such as a software material library, a facility of OPEC, an advanced computer lab, a seminar hall, and an auditorium to keep pace with academic growth. The best possible practices are undertaken within the norms for quality assurance and sustenance. The College strives to produce entrepreneurs with a sense of social responsibility.

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 is affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur which designs the curriculum of various courses run by the institution. The institution follows a uniform academic calendar prescribed by the mother university to implement the curriculum successfully. The institution follows the steps enlisted hereunder to ensure effective Curriculum delivery through a well-planned and documented process:

* The Annual Academic Calendar is prepared according to the university calendar before the commencement of the academic year by IQAC. IQAC conducts a meeting at the beginning of the session to discuss various aspects of curricular and extracurricular activities, department-wise activities, and proper guidance of students.

* The syllabus of each subject is provided for the academic session to the students by the concerned teachers.

*The timetable committee of the college prepares a timetable at the beginning of the session. Teachers are provided a Diary in which they maintain Records preparing teaching plans of their regular teaching and other activities they carry out throughout the academic session monitored online.

* Effective curriculum delivery is consolidated by a conducive and supportive ambiance, excellent teaching-learning with remedial lectures, informal discussion with students regarding general facilities, and making provisions for spacious classrooms, well-equipped computers, and Geography labs.

* Departmental seminars, unit tests, and group discussions of the student sessions are conducted regularly to evaluate the students for the examinations based on the curriculum.

* Arranging guest lectures for students through the departments to develop their socio-economic, cultural, and environmental ethics.

* Tutorials and remedial classes are conducted for slow learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nmdcgondia.org/wp-content/uploads/2023/10/All-Syllabus-links-2022-2023.pdf

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

The Institute is permanently affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The academic calendar is a directive & most useful document, which contains the tentative dates of "internal and external semester examinations, co-curricular and extra-curricular activities, end of term and vacation period, to guide the teachers and students.

In accordance with the above-mentioned details, the institutional academic calendar is prepared by IQAC under the guidance of the Head of the Institution and the CDC keeping in view the academic calendar of the parent university. The institutional academic calendar is made available to all the stakeholders on the institution's website. The academic calendar provides the date of commencement of the academic session, duration of the semester, period of internal assessment, tests, final semester examinations, etc. Striking features of the academic calendar are highlighting teaching days and events planned for the semester. The academic calendar specifies the teaching-learning schedule of the academic year and continuous internal evaluation. The examination committee also prepares a tentative schedule for CIE. The Action Plan for academic-oriented activities like seminars/workshops/ lecture series to be organized, subject experts to be invited for Guest lectures, and cultural programs for various activities are decided by the respective departments/ committees. The students and the faculty must adhere to the schedule of the academic calendar and implement it to the core.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nmdcgondia.org/academic-calendar/

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

62

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Gender Equality: The institution has formed a Sexual Harassment Cell to track cases and promote the power of expression against sexual exploitation. It also organizes various programs to promote menstrual hygiene management and impart legal awareness to women to promote leadership skills.

Environmental Awareness: Subjects like Environmental Geography Natural Disaster Management and Geography prescribed in the syllabus of Geography and Pol. Sci. are taught in the college to instill Environmental Awareness in the students. Similarly, the L.L.B program in the college has Environmental Law as one of the subjects.

Human rights: Though the LL.B. program of the college deals with the subject of Human Rights extensively, there are some compulsory and optional subjects in other programs that also

deal with Human Rights.

Professional ethics: All the professional courses in the institution like M.B.A., LL.B, BBA, and BCCA taught professional ethics to the students. Apart from the programs, there is a specific subject in LLB called professional ethics and professional accounting system dealing with professional ethics.

Moral and ethical values: - Moral and ethical values are taught to the students through lessons prescribed in compulsory and optional language subjects like Hindi, Marathi, and Compulsory English there are several lessons in the prescribed textbooks which deal with the life stories of saints and heroes of the society.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
405	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its 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	https://nmcdgondia.org/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/document/d/1ag-Mb kCMDTOhJRS1RDFpMqODUUWvmY4aLFPX_nbfZcY/edit?usp=drive_link
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**

3075

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

2322

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

The identification of slow learners and advanced learners is done through various measures by the faculties. Classroom teaching, question-answer sessions, and unit tests are used as identification tools. After identifying the slow and advanced learners based on student performance in the class and unit tests, the remedial activities to help these students are framed. The faculties organize remedial classes for slow learners identifying their weak areas and guiding them. Advanced learners are encouraged to refer to reference books of advanced categories. The advanced learners are also encouraged to participate in seminars, and debate competitions, prepare PowerPoint presentations to improve their skills and knowledge, and display it before all students and faculties in general. The students' performance in their last semesters is also considered to identify slow and advanced learners. The faculties also encourage students to identify their weaknesses and ask questions to improve their knowledge of their weak

areas. It is important to note here that some students voluntarily come forward to confess their weaknesses and ask for help from the faculty.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/download/slow-and-advance-learner-22-23_2.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3075	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student-centric methods such as experiential learning are practiced in the college through project work, participation in a competitive examination, field visits, surveys, Industrial Visits, Guest Lectures, workshops, in-house sessions, land surveys, and mapping. Participative learning is implemented through role-play, and teamwork in NSS camps, tree plantation, Red Cross activity, Swatch Bharat, and health awareness camps. Participative learning is also encouraged through debates, group work practice, and question-answer sessions. Problem-solving methods employed by the college: case study, analysis and reasoning, discussion, quizzes, and research activities. The college facilitates all possible efforts for the development of students through various forums like the Career Counseling Cell, Placement Cell, and many other clubs formed by the departments. The Student Centric teaching is promoted by ensuring the classroom environment is learner-friendly. Emphasis is given to proper academic preparation and syllabus completion. The entire campus has a Wi-Fi facility to make e-resources available. Notes are distributed and discussed after the completion of each unit. The classroom environment is

conducive to making learners feel free to share their ideas in healthy discussions. Students are informed about the topics to be taught in advance to come prepared. College libraries and departmental libraries help students in the process.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://docs.google.com/document/d/1htEOcr2Am-e59c0lKcXU1XBCbBk2ZKBQ/edit?usp=drive_link&oid=117308323260477313696&rtpof=true&sd=true

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

Teachers have used ICT-enabled tools for the effective teaching-learning process in general. Teachers have been using PowerPoint Presentations, PDFs of notes, and other e-resources for effective learning. During the outbreak of the pandemic Covid19 in 2020 and the consequent lockdown, teachers were compelled to resort to online classes as per the guidelines of the parent university and the state government. The teachers organized online classes, webinars, and virtual workshops using various apps like Zoom, Microsoft Team, Google Meet, Webex, etc. Apart from these RTM Nagpur University teachers also organized a number of online lecture series of the different semesters covering the whole syllabus and distributing its different units and parts to various faculties. These online lectures are also streamlined on YouTube for the students to watch and learn at their convenience. Thus for the last two academic sessions owing to the pandemic and consequent lockdowns, the institution's teachers have extensively used various ICT for the effective teaching-learning process. The shadow of the lockdown still continues as students demand online notes in the form of PDFs and such online materials for study to save time for offline lectures during the academic session 2022-23also.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

51

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

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

26

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has adopted many major reforms in the evaluation process of internal assessment both at UG and PG courses. Continuous Internal Evaluation system at the college level includes both formal and informal ways. The major reforms in the evaluation process, as introduced by the university and followed by the college in respect of Continuous Internal Evaluation, can be enlisted as under.

*To acquaint the students with the exam pattern each semester the college conducts the Internal Test on the line with University Examinations and after assessing the papers the concerned teacher calls individual students and gives some suggestions, if any, required.

*CBCS introduced by the University for P.G. in the academic year 2015-16 wherein 80:20 patterns are followed.

*To develop depth in the research ability of students, a research project in the form of a Dissertation is introduced in the P.G. Course.

*The Internal Test for P.G. and U.G. Students as a part of Internal Assessment.

*,internal viva, presentation and attendance during teachingetc. as a part of the Internal Assessment have beenadopted by the College.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/129kw80TEvHqsUyeH9P6tb6Xmu-uwTyjM/view?usp=sharing

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

The institute follows all the norms as per the Direction of RTM Nagpur University for the internal examination of the students. The R.T.M. Nagpur University guidelines are strictly followed for the internal examination. The students are provided with the facility of complaints through the Grievance Cell. If the students have any complaints they can lodge their complaints through theGrievance Cell. The cell considers the complaint and investigates it to draw a justified solution.The College hasn't received any complaints from the students regarding the internal examination. The policy is always well defined to everyone and conducted fairly and transparently. for said purpose, Our college set up a Grievance Cell, and meetings were also conducted under the supervision of the Principal for policy-making on how to handle and settle student grievances effectively. File Description Documents

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1WRwpmg5oKSX30Rr6bq8Y60iUF-0beDVd/view?usp=sharing

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.

College have robust procedure for stating, displaying and communitaing programme outcomes and course outcomesas follows:

Transparency and Accessibility:Our institution champions clear communication of programme and course outcomes. These are readily available on multiple platforms, including the website, notice boards, and social media.

Dynamic Updates: Course and programme outcomes are regularly updated on the website to reflect any changes made by the affiliated university.

Proactive Communication: The college administration ensures smooth implementation of these changes. The principal holds regular meetings with HODs, who then promptly inform students through classroom announcements and mentee groups.

Easy Access for Everyone: A dedicated section on the college website houses all course and programme outcomes for students and other visitors to readily access.

In Short:Our institution prioritizes transparency and ease of access when it comes to programme and course outcomes. Students and stakeholders are kept informed and involved, ensuring everyone is on the same page about learning goals and expectations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nmdcgondia.org/statement-of-psos-and-cos/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution runs eight programs as a community college.

Evaluation of the teaching-learning process is a vital part and hence the IQAC has stated its program learning outcomes beforehand. Accordingly, the teaching-learning process is carried out. Attainment of program outcomes, program-specific outcomes, and course outcomes are duly evaluated by the institution. To attain the program-specific outcomes, the college conducts exams of the students in the final year of every program which is solely based on the stated outcomes. All the departments are instructed to set question papers for their respective subjects which are based on the stated learning outcomes. Hereafter exam is conducted and answer scripts are evaluated. Through this medium, the college comes to know to what extent the stated outcomes of the respective subjects have been attained. Hereafter the statistical information of the result is tallied or analyzed. The analysis of the result (the result of the exam conducted solely for stated outcomes) helps the college to come to a specific conclusion. It helps the college to know its strengths and weaknesses. If the college happens to find any particular area where it is lagging behind at such a juncture ameliorative actions are taken.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1KVD52JgmEXPCL6HcohW2dRIU2yVVp7Wl/view?usp=sharing

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

540

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/1ZfilGdZJNoonJE8uJ5gMmJdlLVXGoRe6/view?usp=sharing

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://nmdcgondia.org/download/final_SSR-2022-23.pdf

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

07

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

N.M.D. College of Arts and Commerce, Gondia is Affiliated with Rashtrasant Tukdoji Maharaj, Nagpurs University, Nagpur, and follows the academic curriculum, prescribed by the university. However, within its predesigned, prescribed curriculum the institute strives to create an ecosystem for innovation by improving its methods of imparting knowledge. During the lockdown, some of the faculties not only conducted online classes but also streamlined their lectures on the YouTube platform which could be watched by students at their convenience. The faculty members who developed innovative methods of teaching are encouraged and asked to share their ideas with the staff.

From the academic session 2022-23 the the institution resumed its full-fledged offline classes but some of the online methods have been continued in this academic session also. For example,

the faculties continued forwarding PDFs of study material to the students to save time and they also instructed the students to watch YouTube lectures of certain chapters. Thus the institute created an ecosystem for innovation, creation, and transfer of knowledge.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/

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

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

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)	View File
Any additional information	View File

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**

21

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Extension activities are carried out by different units of the college like National Service Scheme (NSS), National Cadet Corps (NCC), and Life-Long Learning and Extension Dept. The students of NSS and NCC carry out programs on Tree Plantation, Cleanliness Drives, and Vaccination Drives. The NSS unit of the college adopts a nearby village and the volunteers visit the village regularly and also organize a ten-day Special Camp in the the adopted village. The NSS unit starts its work with a survey of the village in which the students visit each and every house of the village and identify their problems which range from social, and medical to economic problems. The NSS unit tries to solve their problems with the schemes provided by the government to help the villagers. The NCC unit of the

college organizes Traffic SafetyWeek and educates the citizens regarding the rules of the road.Thus the institution carried out neighborhood community outreach programs and sensitized the students on social issues for their holistic development during the year through its organizations like N.S.S., N.C.C., LLL&ED, and various cultural and academic activities.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/download/Extension-Activities-2022-23_2.pdf
Upload any additional information	View File

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

07

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

425

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

3.5 - Collaboration

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

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

30

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries,

corporate houses etc. during the year

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

College Development Committee (CDC) has been constituted for the development and maintenance of infrastructure facilities and equipment. This is the pivotal committee in the college that makes decisions for the development of academics and support facilities. This committee consists of members from management, teacher representatives, non-teaching staff representatives, and eminent people from society from the fields of Education, Research, Industry, and Social Service. Student council representative is also given a place in the CDC as per the norms. CDC organizes meetings at least twice a year. The meeting organized at the beginning of the session chalks out strategies regarding the procedures and policies for maintaining and utilizing physical, academic, and support facilities of the college available in the form of laboratory, library, sports and games, computers, and classrooms. At the end of the academic session, the CDC organizes another meeting to ascertain how far the chalked-out programs implemented and materialized. There are various committees that work under this committee. College Core Committee:- College Core Committee is another very important committee that is responsible for the overall development of the college and its students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/Vv9pAVaZImk

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

The institution has one air-conditioned auditorium with 600 seating capacity and one air-conditioned seminar hall with about 200 seating capacity which is used for seminars, workshops, and cultural activities. Apart from these, the institution has a number of ICT-enabled rooms where cultural activities like elocution competitions, debate competitions quiz competitions, and such activities are regularly conducted. It has a playground for outdoor games indoor gymnasium, a yoga room, and table tennis rooms. The institution also has closed premises of about 10000 square feet of pavine blocks fitted area which is used for the Agricultural Exhibition and social gatherings every year. Thus the institution has adequate facilities for cultural activities, sports, games (indoor, and outdoor,) a gymnasium, and a yoga center.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

8.86598

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of the institution is housed in the central area of the college premises on the ground floor. The College building which was constructed in 1958 and renovated again in 2004-05 with the latest modern facilities, while retaining the ambiance of its heritage structure and making it energy efficient. The library is equipped with 70 seating capacity. The library is partially automated with all its subsystems having Wi-Fi. It has a separate Research and computer lab with the provision of 40 workstations to access e-resources and e-databases. library at present is using ' LIBMAN-VERSION 2.03' Integrated Library Management Software On the Unix 0.6 Master Software platform with a lot of clients attached to it. This is one of the latest web-centric Library Management Software with the latest technology. In future planning, this library has

provided Android Apps with Remote Access Facilities to our clients. 1 . Browser-based access. 2. Facility of fetching bibliographical data from ' Google' and 'DOAJ', Shodh Ganga, etc 3. Improved user-friendly OPAC interface. 4. Easing out Import/ Export of data. 5. Quick report generation in different formats etc. Periodically list of books and reminders is generated in an automated way. Acquisition of serial, maintaining issue records, sending reminders of missing issues, generating binding lists, etc. are also being done in an automated manner. At present library provides access to more than 6000+ e-journals and 3,135,000e-books with N-LIST and Open Access Databases.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://nmdcgondia.org/department-of-library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.86833

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has well-equipped computer labs with about 159 computers. The institute regularly monitors and maintains these systems and labs for their optimum use and keeps updating them. The institute has been updated by the advanced internet facility of the Railwire lease line with 50 MBPS capacity in the current academic session. The institute also uses cloud-based ERP software which is used to facilitate students' online admission, fee submission, and request for various certificates. Students are communicated through ERP Software which has been very useful and convenient to both college and students. Various university and state government-related notices were circulated to the students in their Whatsapp groups and even to their mail IDs through this software. The institute's website is also frequently updated to provide the latest information to the students. The institute has also conducted online exams by preparing question papers in Google form and the results are prepared accordingly. The institute has signed an AMC with Delta Marketing, Gondia to regularly update the software and computers as per the requirements of the students according to their syllabus. For updating the software/hardware the institute also purchases new computers

every year replacing the old and redundant ones to cope with the fast-changing world of software. File Description Documents

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/facilities/

4.3.2 - Number of Computers

159

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

23.18689

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Gondia Education Society's, Natwarlal Maniklal Dalal Arts, Commerce, Law, and Management College, Gondia (NMD) library is housed in the central areas of college premises on the ground floor. The College building, which was constructed in 1958 and renovated again in 2004-05 with the latest modern facilities, while retaining the ambiance of its heritage structure and making it energy efficient. The library is equipped with a 70-seating capacity. The library is partially automated with all its subsystems having Wi-Fi. It has a separate Research and computer lab with the provision of 40 workstations to access e-resources and e-databases. Library at present is using 'LIBMAN-VERSION 2.03' Integrated Library Management Software On Unix 0.6 Master software platform with a lot of clients attached to it. This is one of the latest web-centric Library Management Software with the latest technology. In future planning, this library plans to provide Android Apps with a Remote Access Facility to our client's Browser-based access; The facility of fetching bibliographical data from 'Google' and 'DOAJ', Shodh Ganga, etc. Improved user-friendly OPAC interface; Easing out Import/Export of data; Quick report generation in different formats etc. CDC is the apex body that decides about utilizing physical, academic, and support facilities like libraries, Sports, Computers, and classrooms every year and directs the college and its various committees for the optimum utilization and maintenance of these facilities through established systems and procedures.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/download/Facility-option-4.4.2.pdf

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

1385

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

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

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

68

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to Institutional website	https://nmdcgondia.org/photo-gallery/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
480	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
480	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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	View File
Upload any additional information	View File
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

34

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

185

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college had a regularly formed Student Representatives Council, consisting of officially elected representatives from each class, which later sent its representatives to the University Council. This practice was in force till 2013-14, after which in the run-up to the introduction of the new Maharashtra Public University Act, elections and formation of the Student Representatives Council were stopped almost for four years till 2017-18. In the interim period from 2014-15 onwards, in the absence of a regular and formal Students Representative Council, the representation of students in the management, planning, and activities of the college was achieved by taking students up as members in some committees, holding regular interaction with student groups, getting student inputs through committee conveners and individual faculty members and even putting students in charge of some committees. The college administration has always involved the students in different aspects of the college administration. Student representatives are present in different administrative bodies of the college. The students elect from amongst themselves their representatives on academic bodies such as the Commerce Forum, Social Sciences Forum, Library Association, etc. However, during the academic session 2022-23 elections could not be conducted following the guidelines of the parent university. Nevertheless, the students were given opportunities to represent different activities like seminars, conferences, workshops, and social and cultural activities from time to time.

File Description	Documents
Paste link for additional information	https://www.facebook.com/rajani.chaturvedi.771
Upload any additional information	View File

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

276

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The institution has an Alumni Association and its registration is in process. The institution takes suggestions from the Alumni Association for its development. The college conducts meetings with the Alumni Association every year. It takes feedback from the Alumni Association through a questionnaire which helps in obtaining ideas and suggestions for academic excellence and sustenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college follows the vision of its founder president Late Shri Manoharbai Patel, who wanted to take education to the doorsteps of the downtrodden and economically backward students of the east Vidarbha region. The courses of arts, commerce, law, and management run by the college offer affordable fees for the poorest of the poor of the east Vidarbha region with the best of infrastructure renovating it from time to time. The institution's mission is to translate the vision of the Late Shri Manoharbai Patel into reality. The institution visualizes to impart quality education. To realize the vision of the founder president the institution strives to disseminate the latest and updated knowledge and promote campus research activity, to ensure the all-around development of students. It also strives to train the students for self-employment and to carve true citizens and skilled professionals of tomorrow. The institute organizes various programs for the all-round development of the students in the form of soft skill development and training programs for the students under the Training and Placement Cell of the college. The institute observes the birth and death anniversaries of all the national heroes and saints so that the students can imbibe qualities from them.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/vision-and-mission/
Upload any additional information	View File

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

The institution follows an organizational hierarchy system to implement various academic and administrative activities of the college. These activities are distributed to various committees headed by in-charges. Thus the process of decentralization and participative management is followed in which the resolutions taken in the CDC meetings percolate to various committees through the principal. The principal in his turn instructs various committees to take up the tasks to implement the resolution. At the bottom level, the in-charges work in collaboration with the members of various committees to finally implement the tasks given to them. Some such activities are explained hereunder:

1. Conducting Test Examinations and Internal assessments.
2. Evaluation of the Teaching-Learning Process.

In the same manner, all the committees constituted by the institution, practice the process of decentralization and participative management in all the academic and administrative activities of the college.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/download/Organogram.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic planning is made by the College Development Committee (CDC) in consultation with the head of the

institution and the concerned senior teachers. The perspective institutional plan is chalked out at the beginning of every academic year. The annual Academic calendar is prepared in consonance with the university calendar. Various committees are formed to carry forward the administrative and academic activities during the session. All the heads of departments are asked to submit their departmental requirements regarding the development of respective departments. Novel ideas are appreciated and implemented as far as possible. All academic and administrative activities are conducted through teamwork. Decisions are always taken in consultation with CDC. Students are involved in the activities wherever required. They work as volunteers and are assigned duties. The objectives set at the beginning of the session are communicated and notified to the staff. The responsibilities assigned depend on the expertise of different faculty members related to different departments. A healthy and academic atmosphere is created by promoting cooperation in the faculty members and departments by assigning them joint responsibilities e.g. NSS and NCC units organize blood donation and tree plantation programs jointly every year. Similarly, as the institution is multidisciplinary many of the interdisciplinary programs and activities are organized with the purpose of sharing knowledge, innovation, and empowering the faculty.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://nmdcgondia.org/academic-calendar/
Upload any additional information	View File

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 college is affiliated with R.T.M. Nagpur University, Nagpur, and follows the rules of the University Grant Commission and Higher and Technical Education, Govt. of Maharashtra. In all its administrative and academic activities. As far as its curriculum is concerned, the institution is bound to follow its mother university. For other rules and policies, the institution has to follow the norms prescribed by U.G.C. and Higher and Technical Education, Govt. of Maharashtra. Appointments and service rules are as per the statutory bodies

mentioned above. For example, before appointments, the college has to get the posts sanctioned by the Joint Director, of Higher and Technical Education. The appointment of Teaching and Non-teaching staff is also done in consultation and due approval of the statutory bodies. CURRICULUM DEVELOPMENT: The strategic planning is made by the College Development Committee (CDC) in consultation with concerned senior teachers. The perspective institutional plan is chalked out at the beginning of every academic year. All the heads of departments are asked to submit their departmental requirements regarding the development of their respective departments. Novel ideas are appreciated and implemented as far as possible.

File Description	Documents
Paste link for additional information	https://nagpuruniversity.ac.in/index.php/Contentpage/index/Ri84b3Z1cEzTZnhTWlZZPQ%3D%3D/en
Link to Organogram of the institution webpage	https://nmcdgondia.org/download/Organogram.pdf
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

N.M.D. College of Arts and Commerce, Gondia comes under RTM Nagpur University, Nagpur, and being a granted college it follows the guidelines of its mother university, University Grants Commission, and Higher and Technical Education Maharashtra Government, Maharashtra. Hence it follows all the welfare measures prescribed by these statutory bodies. For example, employees are given medical leave, maternity leave, and other such leaves as per the requirements of the employees. The institution reimburses the medical expenses of the members of the teaching and non-teaching staff as per the provisions of the statutory bodies. The institution also has the Employees' Credit Cooperative Society and Consumers' Cooperative Society which provide instant loans to its teaching and non-teaching staff to the tune of Rs. 150,000 and Rs. 300,000 respectively. The institution takes care of the health and hygiene of its employees by providing safe drinking water. The college has installed 04 R.O. Water purifiers for teaching and non-teaching staff and students.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1HVCqdfCGXfkSJE9yJLAg3Wz9de3Oad_N/view?usp=sharing
Upload any additional information	View File

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

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File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized

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

00

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

04

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

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

Internal Quality Assurance Cell furthers the task of Evaluation of Teaching Learning Process as the different committees and Cells are formed giving responsibilities to all the members of the teaching and non-teaching staff members. One such important committee that plays a major role in the evaluation of the teaching-learning process is the Feedback Committee comprising one senior faculty playing the role of Prof.-in-Charge While the members are faculties of various departments. Every year the students are distributed feedback forms based on a questionnaire. The questionnaire assesses the performance of the faculties in the teaching-learning process. The responses of the students are collected and analyzed by the Feedback Committee. The feedback is placed before the administration and the concerned faculties. Thus the whole process involves the administration, faculties, and students for the improvement of the teaching-learning process and it is a good example of decentralization and participative management. The college also has a Performance Based Appraisal System (PBAS) as per the direction of UGC and the parent university, which analyzes the performance of the teaching staff through a screening committee. The appraisal report is duly endorsed by the screening committee which is headed by the coordinator of IQAC and the Principal. The appraisal report is a must for the placement of teaching staff. A similar appraisal system as per the guidelines of UGC and Govt. of Maharashtra is also applied for non-teaching staff.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/feedback/
Upload any additional information	View File

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 college meticulously carries out audits by both internal and external agencies every year mandatorily. The first instance of audit is the college accounts department which prepares the draft audited statement and ensures that all financial matters and transactions are in consonance with

applicable norms and regulations. In the second instance, every year these accounts and transactions are audited by professional and licensed chartered accountant agencies, which carry out the audit independently and certify if the financial matters have followed requisite norms or not and point out discrepancies if any. In addition to these annual internal and external audits, there are periodic audits by some government agencies. The office of the Joint Director of Higher Education from the region sends its team periodically to physically verify the financial undertakings of the college. Similarly, the regional office of the Accountant General of India also periodically verifies the audited records of the college and seeks compliance if any discrepancies or lacunae are found. In addition to these general overall audits, the college carries out regular audits of the financial matters associated with specific schemes, grants, and projects. These audited statements and utilization certificates are regularly sent to the concerned bodies.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1v0weFYliht53JswNyM0uBzzh-IdiqJ7_/view?usp=sharing
Upload any additional information	View File

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)

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

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

The institution receives salary and non-salary grants jointly from the University Grants Commission and Higher and Technical Education, Govt. of Maharashtra. The non-salary grant is used for the development, renovation, and upgradation of the college from time to time. Every year at the beginning of the session the institution organizes a meeting of the College Development Committee (CDC) which comprises of authorities from the college management, the principal of the college & senior members of the teaching and non-teaching staff. All the members jointly plan strategies for the mobilization of funds as per the provisions of the grant-releasing agencies. Once received these grants are utilized optimally for the welfare of the college. The proper utilization of funds is monitored by the auditors of the Joint Director Higher and Technical Education and Accountant General Govt. of Maharashtra from time to time, while the college keeps the audited record of all the transactions getting them approved by the Chartered Accountant which is appointed by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1F-tBK6vm_oF_Hdmf4hEAxB6LP4RaB7SgR/view?usp=sharing
Upload any additional information	View File

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

Following the guidelines of the National Accreditation and Assessment Council and to meet the standard earmarked by the new guidelines of the Annual Quality Assurance Report, IQAC has taken every initiative to elevate the standard of education. IQAC of the college distributes the portfolios including the cells and committees prescribed by UGC and the government and prepares the academic calendar at the beginning of the session. IQAC encourages and monitors all the activities throughout the year ensuring the operational procedures and quality assurance strategies. As a quality initiative, the IQAC has introduced a novel system of distributing NAAC's criteria and matrices among faculties. The total scores of all the metrics are distributed with the proportionate number of teachers and most importantly the accomplishment of the metrics

is evaluated along with the PBAS of the concerned faculty. The AQAR and SSR are prepared with the help of these data and documents. Students are encouraged to contribute to the college magazine 'PRERANA' through creative writing like short stories, science fiction, informative Articles, poems, etc. The college organized a web workshop in association with Master Software, Nagpur, Training the teaching and non-teaching staff to handle academic and administrative activities through its software under the aegis of IQAC. IQAC also became instrumental in upgrading the library by subscribing to e-journals and e-books through the NLIST program.

File Description	Documents
Paste link for additional information	https://nmcdgondia.org/internal-quality-assurance-cell-igac-naac/
Upload any additional information	View File

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

At the beginning of every academic year, IQAC conducts a meeting to plan the teaching-learning processes, structures and methodologies, and operations. IQAC also conducts such meetings at the end of every session. To ascertain learning outcomes. The data of the strategies planned and their outcome is submitted to IQAC by every department which is used to prepare AQAR by IQAC every year. The IQAC is also responsible for changing its teaching-learning process and methods of operations as per the changing methods in the world of education. IQAC also played a leading role in organizing seminars and workshops giving responsibility to all the departments to conduct at least one virtual seminar or workshop relating to their field of a subject in a semester. Focusing on the teaching-learning process and reforms, after the accomplishment of the third cycle and complying with the recommendations of the peer team, IQAC resolved to improve the tools and devices pertaining to ICT, to make them available to the students and classrooms, and finally to transform the process more ICT-based. In an incremental way, we availed modern ICT tools and converted most of our traditional classrooms, laboratories, and auditorium into smart ones. As a matter of fact, some classrooms have been converted into smart

rooms; Computer labs have been renovated and equipped with an updated version of computers and accessories, and the library has been totally reformed and equipped with new software.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/internal-quality-assurance-cell-igac-naac/
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://nmdcgondia.org/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution always strives to promote gender equity through various campaigns and programmes. In order to maintain health and hygiene for girls, sanitary napkin vending machines are installed. There is one lady attendant at the girls' common

room. The College has a separate cell known as Internal Complaint Committee (ICC) to address the gender sensitive issues which is responsible to provide them counseling in this regard. In the Academic year of 2022-2023, to promote gender equality Learn and Earn , a Rakhi Making workshop was organized by the ICC and Board of Students' Development (BSD) of the College to promote gender equality. To promote ideas among students, a guest lecture on My Entrepreneurial Journey was organized by BSD and the alumni of the college Mr. Pratik Lalwani was invited for the deliberation. Mr. Niraj Kayarkar was invited for delivering a deliberation on Youth - 20toexemplify India's youth centric efforts and provide an opportunity to showcase their values and policy measures. A Visit to RESETI Training Centre was organizedfor the Members of ICC and BSD. Students participated in the training programme of Costume (Clothes) Jewellery from 27th Feb. to 11th March 2023.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1GfmZQk3pzmmhYFRYgNiubzw2bYi61Wfm/view?usp=sharing
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	https://docs.google.com/document/d/1edSYTCbsW7LImvtH2fpzrMt8pXmN9_ghzrRUDJJfcBY/edit?usp=sharing

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

In the College, We have placed green dustbins and yellow dustbins in different corners/spots of our college premises for wet litter and dry litter respectively.

Dry Waste Management -If there is any construction waste on campus, we ensure that it is removed by the laborers and the contractors immediately to make the campus neat and clean. We have also banned plastics on campus to make the college plastic free. There is a ban on using polythenes and other such plastic materials on campus. In the case of used stationary, waste, and soiled papers, which are of no use, we dispose of them in compost pits. The old newspapers and magazines are sold to scrap dealers.

Wet Waste Management -The waste in liquid form is properly handled, managed, and controlled. There are proper drainages for the disposal of sewage water.

Biomedical Waste Management -Used masks, empty sanitizer bottles, and gloves are disposed of properly as the dust bins are placed in every corner.

E-waste Management -As far as the management of e-waste is concerned, after destroying old and obsolete electronic products like computers, printers, and other electronic items, they are sold as scrap to minimize the level of e-waste. The college has employed a private cleaning agency for the cleaning of the premises regularly including the toilets, washrooms, and lavatories as a part of waste management of all sorts.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

<p>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</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

D. Any 1 of the above

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution has students of diverse socio-cultural and linguistic backgrounds. The institution makes sure that any intolerance towards cultural, regional, linguistic, communal socio-economic and other diversities is strictly not

entertained. With full energy and enthusiasm, birth anniversaries of great personalities like Shri Manoharbai Patel, Dr. Bhimrao Ambedkar, Shri Sarvepalli Radhakrishnan and Shri Lal Bahadur Shastri are celebrated in the Institution. The institution promotes various cultures and social activities like blood donation camps, tree plantation drives, etc.

On the birth anniversary of Sardar Vallabhbhai Patel on October 31, the Institution celebrates Rashtriya Ekta Diwas (staff and students take the pledge on National Integration Day) every year. The Grievance Redressal Cell and Department of Commerce organized a workshop on the occasion of Consumer Rights Day. Various programmes were organized to promote Nasha Mukta Bharat. The initiatives are to promote better education, economic upliftment of the needy, and ensure communal harmony. National Minority Rights Day was also observed by the Institution to promote harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Sadbhavna Day was also observed by the NCC Unit of the College. Marathi Bhasha Gaurav Diwas was also celebrated by the Marathi department.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

N.M.D. College, Gondia sensitizes the students and the employees of the institution regarding the constitutional obligations of values, rights, duties, and responsibilities of citizens which enables them to conduct themselves as responsible citizens. The students are inspired to participate in various events that promote the values, rights, duties, and responsibilities of citizens. The Institution conducted various awareness drive camps like blood donation camps, tree plantation drives, and Road safety drives to contribute to the local community. The college also has a very active NSS unit to encourage the students and the unit is successfully conducting activities to serve society. During the pandemic, the unit worked extensively to reach the needy people. The students are encouraged to organize tree plantation programmes during

Environment Week and other important occasions through NCC Unit. The College, being a center for promoting knowledge and awareness, takes up the responsibility to make the students aware of the needs of the time and its importance. The college organizes legal awareness camps to provide legal aid to needy students and citizens as a part of moral values and social responsibilities. As far as administrative transparency is concerned, various cells and committees have been constituted which are working efficiently to maintain transparency. Some important cells are as follows - 1. Internal Quality Assurance Cell (IQAC) 2. Internal Complaint Cell 3. Grievance Redressal Cell 4. Career Counseling and Placement Cell 5. Research Advisory Cell 6. Anti-ragging Cell

7. Compliance of RTI

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1gx8XOFB0oRKYW8Jaip_YrWVHoSYopcl_XCFhh1_8iU4/edit?usp=sharing
Any other relevant information	https://docs.google.com/document/d/1ZKasEL3tGQn3SzHkMJl_LqmzqVvSTdoDbbOPvtyQ3sw/edit?usp=sharing

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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The academic calendar is prepared at the beginning of the session keeping in view the help extended by different public concerns like the Department of Social Forestry, Courts, Industries, University Grant Commission, and Rashtrasant Tukadoji Maharaj Nagpur University. The academic calendar prepared at the start helps to celebrate and observe national festivals and birth/death anniversaries of great personalities.

The students are encouraged to organize tree plantation programmes during environmental week and other important occasions. The national festivals like Independence Day and Republic

Days are also celebrated with full enthusiasm and zeal.

Year Activity Duration (from June 2022to May 2023)

International Yoga Day on 21/06/2022

2022-2023 Independence Day Celebration on 15/08/2022

2022-2023Teacher's Day Celebration of Birth Anniversary of Dr. Radhakrishnan Sarvapalli on 05/09/2022

2022-2023 National Consumer Day 24/12/2022

2022-2023 Republic Day Celebration 26/01/2023

2022-2023 International Women's Day 08/03/2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice - I

Title of the practice: Indradhanushya - State Level
'Indradhanushya' Youth Festival District Level University Team Selection Trial.

The context: The two days event invited the entries from all the colleges from Gondia District. The selection trials were based on five categories like Music, Dance, Theater, Literary and Fine Arts. Many Colleges from the Gondia District and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur participated in the event. The judges were invited to conduct the competitions and the result of the same was submitted to the registration committee.

Best Practice - II

Title of the practice: Online Monitoring Committee

The context: The committee of online monitoring was formed to monitor and collect the record of online classes taken by the respective faculty members. In the starting of the session, the time-table was prepared and the allotment and information was given to the concerned teachers. The online monitoring committee ensures that the report of the class is submitted by each and every teacher after his/her period. The data was collected through Google Form. A uniform and structured procedure was adopted by the committee to ensure the transparency in the

record system of the online and offline classes.

File Description	Documents
Best practices in the Institutional website	https://nmdcgondia.org/download/2022-2023-Best-Practices-I-II-1.pdf
Any other relevant information	https://drive.google.com/file/d/13VIGHqSY83gDnvySxam5aCWfC-lQSYxU/view?usp=sharing

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 Agro Exhibition is one of the distinctive features of the College. Since an educational institution is responsible for contributing to national development, keeping in view this the College organizes Agro-exhibition to provide an opportunity for local farmers to show their skills and products to the locals directly, to involve the participation of local public and students in the exhibition, to make people aware of the distinctiveness of their locality as far as the agricultural achievements are concerned and to provide a platform to honor the local farmers as far as the organic agro-products and crops are concerned. To promote quality and excellence, teachers are motivated by management to participate in National, International, and Interdisciplinary seminars and conferences. They are also encouraged to publish their works in highly reputed peer-reviewed journals with a good impact factor. The college has advanced infrastructure such as a software material library, a facility of OPEC, an advanced computer lab, a seminar hall, and an auditorium to keep pace with academic growth. The best possible practices are undertaken within the norms for quality assurance and sustenance. The College strives to produce entrepreneurs with a sense of social responsibility.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Motivating faculties to update themselves in their respective fields and to facilitate them with due permission for updation through workshops, Orientation Courses, Refresher Courses, Seminars and Conferences. Feedback on the curriculum and the teaching-learning process will be obtained and analyzed to chalk out right Plan of Action. Updating the faculties regarding the quality parameters of higher education from time to time. Preparation of AQAR as per the new guidelines. Preparation of the 4th cycle of NAAC accreditation in the year 2024 by filling IIQA, due registration fee, and compiling AQARs of the last five years for the preparation of SSR. The institution is organizing career counselling programs and campus placement drives through Career Counselling Cell to give exposure to rural area students. It is also in the process of registering Alumni Association and garner their financial contribution. Canteen facility is available in the joint campus of N.M.D. College and D.B. Science College, however the college is making arrangement of exclusive canteen for the students of N.M.D. College in the next academic session.