



YEARLY STATUS REPORT - 2020-2021

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- Incharge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07182252743
• Mobile no	9822231521
• Registered e-mail	nmdcaclp@rediffmail.com
• Alternate e-mail	iqacnmdcgondia@gmail.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	nmdcac1p@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/download/Academic-Calendar-2020-21.pdf				
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) https://nmdcgondia.org/download/Minutes-and-Compliance-2020-21.pdf	
<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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Encouraged students to contribute in the college magazine 'PRERANA' through creative writing like short stories, science fiction and informative Articles, Poems etc. 2 Organised National Webinar on Intellectual Property Rights in association with RGNIIPM Nagpur, Participated by staff members, Students of the host college and Faculties of other nearby colleges of neighboring states. 3. Organised various webinars during lockdown period owing to the precautionary measures taken for Covid19. 4. 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 their CAS. 5.Upgraded Library by subscribing e-journals and e-books through NLIST programme.</p>		
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 classes during the pandemic. 2. To develop a harmonious coordination between the teaching and non-teaching staff to smoothly conduct the the academic and administrative activities during the pandemic Covid19. 3. Motivating faculties to update themselves in their respective fields and to facilitate them due permission. 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. Majority of the classes during the academic session 2020-21 were conducted one while the students learnt the of online teaching learning method and faculties prepared student friendly online study method. 2. Teaching and non-teaching staff worked hand in hand to smoothly conduct admissions , classes and exams during the difficult times of pandemic. 3. Faculty members were permitted to do orientation and refresher course as per their seniority in placements. 4. Feed back committee by the college conducted the feed back through its questionnaire circulating in the students and getting their responses. 5. Faculty member attended different webinars of quality enhancement and sustenance. 6. AQAR was prepared by the entire heads taking .help of the members and other teaching and non-teaching staff members.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>CDC</p>	<p>22/04/2021</p>
<p>14. Whether institutional data submitted to AISHE</p>	
<p>Year</p>	<p>Date of Submission</p>
<p>2020</p>	<p>27/02/2022</p>

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	13
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2797
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	3840
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	781
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	30
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	39
Total number of Classrooms and Seminar halls	
4.2	12252905
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

N. M. D. College is affiliated with the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The institute has been committed to imparting quality education to several generations of learners in various disciplines of Arts, Commerce, Law & Management so as to help the all-around development of the students and make them responsible citizens of the nation. The curriculum is design by the R. T. M. Nagpur University. The practice of effective curriculum delivery takes into account the diverse needs of all our students. A uniform academic calendar prescribed by home university i.e. Rashtrasant Tukdoji Maharaj Nagpur University is followed by our institution to implementing curriculum successfully.

The institution follows steps enlisted hereunder to ensure effective Curriculum delivery through a systematic way and documentation:

* The Annual Academic Calendar is prepared according to the university calendar prior to the commencement of the academic year by IQAC.

- * Annual General Meeting is held under the guidance of Head of the institution to discuss various aspects at the beginning of the session like a discussion on curricular and extracurricular activities, department wise activities, discussion on how the students would be guided properly and more effectively for their courses and other activities including competitive examinations and campus placements.
- * Hard copy of the syllabus of each subject is provided for the academic session to the students by the concerning teachers along with information of the availability of the soft copy in the university website.
- * The timetable committee of the college prepares a timetable at the beginning of session. Teachers are provided a Diary in which they maintain Records of their regular teaching as well as multiple activities carried out by them through the academic session.
- * Effective curriculum delivery is consolidated by a very conducive and supportive ambiance, excellent teaching-learning with remedial lectures, informal discussion with students regarding general facilities, and making provisions of spacious classrooms, well-equipped computers, and Geography labs.
- * Our faculties keep updated them regarding syllabus changes and curriculum updating. The institution provide facilities to all faculties regarding updating of their knowledge like ORIENTATION, REFRESHER, FDP, ARPIT etc. programme.
- * Due to COVID-19, college faculties used ICT techniques i.e. ZOOM, Google Meet, Microsoft Team, PPT, online curricula modules to conduct regular classes as per time table. For suitability of students regarding reading materials of Curriculum, E-content is made topic-wise by the faculties to prepare themselves for the lectures including revision of the courses and exams. The departmental seminars, unit tests, group discussions and students e-talk sessions are conducted in a regular manner 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.
- * The institution have a rich central library as well as Reading Room. The library also provides OPAC facilities, internet facility, various resources (Texts and online facilities of books and journals) to teachers and students for effective delivery of the

curriculum. Teachers also provide to the student's study notes, supplementary reading resources beyond the textbooks.

* Celebrating various national days, Birth & death anniversary of National Legendry Personalities, and other programs through the departments. Through these, activities we introduce students to the contributions of national leaders in the development of the nation and make them aware of their socio-religious aspects also.

* As per the prescribed curriculum of the university and by taking the interest of the students into consideration, we put our efforts to make the students acquainted with the syllabus and the pattern of the university examination through the process of class tests, unit tests, class, and home assignments, and student's feedback.

* Tutorials and remedial classes conducted for poor students and slow learners to improve their performance. Faculties maintain their records of the regular attendance, daily diary, results, and progress of the students are maintained and preserved by the respective departments. The institution motivates faculty members' participation and paper presentation in seminars, conferences, workshops conducted by affiliated institutions, universities, and socio-economic forums. These activities help the faculties to acquire the necessary skills for the effective delivery of the curriculum. All the related documents of the academic activities are submitted to IQAC by the faculty members for documentation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nmcdgondia.org/download/academic_calendar/Academic-Calendar-2018-192019-20.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 to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The academic calendar is 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 above mentioned details, institutional academic calendar is prepared by IQAC under guidance of Head of the Institution and with co-operation of CDC.

Institutional academic calendar is made available to all stakeholders at the institution 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 highlight teaching days, 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 of CIE. The Principal of the college addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination-related activities through discipline wise student induction Programme.

The Action Plan for academic-oriented activities like seminars/workshops/ lecture series to be organized, subject experts to be invited for Guest lectures, cultural Programmes for various activities are decided in the respective departments/ committees. Faculty of various disciplines encouraging students to participate in co-curricular & extra-curricular activities in the manner of development of our stakeholders. It is mandatory for the students and the faculty to adhere to completion of student orientated activities in respective academic year. In every academic year, semester-wise examination committee meetings are organized for the better conducting of CIE. Students are evaluated continuously based on internal examinations and made ready for University examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nmcdgondia.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

B. Any 3 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

07

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)

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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

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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 promotes gender equality through co-curricular activities.

The institute celebrates Women's Day in a grand manner and presents success stories of famous women to inspire the girl students and to make them understand their potential.

Through co-curricular and extra-curricular activities conducting in the campus for being gender equality awareness in Girls' & Boys students of the institution.

The institution promotes gender equality through facilities for women Girls' common room is provided on the campus with required facilities.

The campus has safety facilities for students and staff.

To track cases, promote the power of expression against sexual exploitation, promote menstrual hygiene management,

To impart legal awareness to women for promoting leadership skills

Environmental Awareness:

Subjects like Environmental Geography Natural Disaster Management and Geography of prescribed in the syllabus of M.A. in Geography are taught in the college with a view to instill Environmental Awareness in the students. Similarly LL.B program in the college has Environmental Law as one of the subjects which highlight the legal provisions in the field of Law which help in protecting our environment and which should be known is the students in particular and society in general for environmental awareness. As well as

conducted various activities through geography department on awareness of environment.

Celebrating World Environment Day (5th June 2021) with Tree Plantation, Free plastic campus campaign etc.

In order to sensitize students about the environment and sustainability issues, a number of activities such as seminars, workshops, guest lectures, industry visits, and field excursions were organized for students of all programmes. Environment study is a part of the curriculum of the institution. Environment day is celebrated with enthusiasm. NSS students along with other college students participate in tree plantation and cleanliness programs.

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 which also deal with Human Rights. For example the subject Human Rights and Indian Constitution taught in M. A. Political Science deal with the rights and the constitutional provisions in a very judicious manner.

Professional ethics: All the professional courses in the institution like M.B.A., LL.B, BBA and BCCA taught professional ethics to the students. A part from the programs there is a specific subject in LLB called professional ethics and professional accounting system dealing with professional ethics. Regarding development of professionalism within students various cell conducts different programmes according to it like - helping needy people by providing them with food, medicines, sanitizers, and required information about social distancing, vaccination, and hospital facilities. Moreover, our NSS volunteers are habituated with rendering humanitarian duties selflessly by conducting awareness drives on election literacy, hygiene and health of women and girl child, cleanliness, plastic pollution, impacts of alcohols, drug abuse, tobacco, and pan macula, and also by holding blood donation camps. It is important to understand that ethical behavior in the workplace can stimulate positive employee behaviors that lead to organizational growth, just as unethical behavior in the workplace can inspire damaging headlines that lead to organizational demise. Professional ethics are taught to students as part of their holistic development.

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

A part from these the poems and dramas taught have Moral and Ethical Values. Which percolate in the minds of the youth to imbibe. Example of such lessons are "Playing the English Gentlemen" by M.K.Gandhi, Poem, "The Bird Sanctuary" by Sarojini Naidu, Drama "Chitra" by Ravindranath Tagore etc. As an integral part of student engagement in social activities during their Programme of study, the college also mandates all the students to enroll as NSS/NCC Volunteers. It aims at inculcating values, ethics, and socially responsible qualities. Students organize street plays, awareness campaigns, debates, etc. Human values activities by students are being conducted since inception.

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

04

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

299

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

B. Any 3 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://nmdcgondia.org/download/Feedback-Analysis.pdf

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

2797

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

1919

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. The classroom teaching, question -answers sessions, and unit tests are used as tools of identification. After identifying the slow and advanced learners on the basis of students' performance in the class and unit test, the remedial activities to help these students are framed. The faculties organized remedial classes for the slow learners identifying their weak areas and guiding them. The advance learners are encouraged to refer to reference books of advance categories. The advance learners are also encouraged to participate in seminars, debate competitions and to prepare powerpoint presentations to improve their skills and knowledge and to display it before all students and faculties in general.

The prevalence of pandemics in the last two years prevented the faculties to conduct offline classes. Due to the non-availability of students on an offline basis, the faculties have to resolve to online test examination through Google form. However, the performance of the students in their last semesters or exams is also considered to identify slow and advance learners. The faculties also encourage students to identify their own weaknesses and to ask questions to improve the 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/Time Table_Slow_Advance_Learner_20-21.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
2797	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 competitive examination, field visits, and surveys, Industrial Visits, Guest Lectures, workshops, in-house sessions, land surveys, and mapping. Participative learning is implemented through role-play, teamwork in NSS camps, tree plantation, red cross activity, Swatch Bharat, and health awareness camps. Participative learning is also encouraged through debates, the group works 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 Career Counseling Cell, Placement Cell, and many other different clubs formed by the departments. The Student Centric teaching is promoted by ensuring the classroom environment is learner-friendly. Emphasis is given on proper academic preparation and syllabus completion. Entire campus has Wi-Fi facility to make e-resources available. Notes are distributed and discussed after the completion of each unit. The classroom environment is kept conducive to make 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

library and departmental library help students in the process.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://docs.google.com/document/d/lwJBdmylRP2qJtCx7CH901OeeQOrRsZFt/edit?usp=sharing&ouid=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

ICT-enabled tools have been used by the teachers for the effective teaching-learning process in general. Teachers have been using PowerPoint Presentations, pdfs of notes, and other e-resources for effective learning. Since the outbreak of pandemic Covid19 in the year 2020 and the consequent lockdown the teachers are engaging in online classes as per the guidelines of the parent university and the state government. The teachers are organizing online classes, webinars, and virtual workshops using various apps like Zoom, Microsoft Team, Google Meet, Webex, etc. Apart from these RTM Nagpur University teachers are also organizing online lecture series of the different semesters covering the whole syllabus 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 teachers of the institution have done extensive use of various ICT for effective teaching-learning process.

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

30

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

24

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

30

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 in each semester the college conducts the Internal Test on the line with University Examinations and after assessing the papers concerned teacher calls individual student and gives some suggestions, if any, required. CBCS introduced by the University for P.G from 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 P.G. Course. The Internal Test for P.G. and U.G Students as a part of Internal Assessment. Doctoral and non-doctoral research projects, teaching, etc. as a part of the Internal Assessment have been introduced by the College. At the UG level for Practical Subjects college has adopted several major reforms to evaluate the performances of students such as Presentations, Visits, Maintaining Diaries of Visits, Preparation of reports on such visits, Participation in camps Organized by State Government, Seminars, panel discussions PPT presentations, use of audio-visual aids, group discussions, etc. New paper pattern for CBCS courses wherein 80: 20 pattern is introduced in which 20 marks are for Internal Assessment consisting of marks for Seminars presentations, writing assignments, Law teaching, internal test, etc. Subject-wise internal tests are also conducted by the concerned teachers as a part of the evaluation. Apart from the above, the college considers Attendance, Discipline, Performance, Participation of Students in various activities of the college. During the academic session 2020-21, due to the prevalence of Covid-19 the institute was asked to conduct examinations of semesters . To conduct this examination the college constituted a committee to

conduct the examination smoothly.

File Description	Documents
Any additional information	View File
Link for additional information	https://nmdcgondia.org/wp-content/uploads/2022/02/PDF-Scanner-02-02-22-11.20.22.pdf

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

The institute follows all the norms for the internal examination of the students. The R.T.M. Nagpur university guidelines are always followed very strictly for the internal examination. The College has yet not received any complaints from the students regarding the internal examination. The college provided the facility to the students if any complaints regarding internal examination they can submit their complaints to the Grievance cell. During the pandemic, our college conducts the internal examination through online means by creating WhatsApp groups of the students for concern year. The examination committee provides the link regarding examination on that group and also to solve the online issue of the students regarding their login issues. The college helps them how to solve the online examination through the given Google form for that purpose college creates an online examination Committee. The policy is always well defined to everyone. And this examinations are conducted fairly and transparently .

File Description	Documents
Any additional information	View File
Link for additional information	https://nmdcgondia.org/grievance-redressal-cell/

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.

PROGRAMME AND COURSE OUT-COME REPORT

Department of Commerce

By the end of the program, the student will be able to

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 type of business very well.
4. Understand application of knowledge of commerce in business service sector industry, marketing, finance entrepreneurship development etc.
5. Develop communication skills and computer awareness and rules of income tax act.
6. Think about commercial and professional way or point of view.
7. Self employment confidences develop.
8. Understanding legal issue/ law relating to banking and insurance sector.

Faculty of Arts

On completion of the course, students -

1. Have a basis of the subject of Arts.
2. Will develop a philosophical foundation necessary to study Arts.
3. Will comprehend the concept of State with reference to Liberal and Marxist approaches.
4. Will understand the meaning of power, its nature and significance.
5. Will understand what authority means. They will also come to know about its meaning, nature, its significance and types. 6.will acquire a thorough knowledge of principles of liberty and equality.
6. Will be able to differentiate between the concepts of Rights and Justice and their types.

Course Outcome Political Science

Course Outcome On completion of the course, students -

1. Have a basis of the subject- Political Science.
2. Will develop a philosophical foundation necessary to study

Political Science.

3. Will comprehend the concept of State with reference to Liberal and Marxist approaches.
4. Will understand the meaning of power, its nature and significance.
5. Will understand what authority means. They will also come to know about its meaning, nature, its significance and types.
6. Will acquire a thorough knowledge of principles of liberty and equality.
7. Will be able to differentiate between the concepts of Rights and Justice and their types.

Compulsory English Course Learning Outcome (U.G.)

1. Broadening of Literary Horizon
2. Great Knowledge of History of English Literature, Indian Literature, American Literature and Literature in English of Other Areas
3. Knowledge and Application of Research Methodology
4. Development for Preparing and Presenting Research Articles/Papers
5. Ability of Participation in Seminars, Workshops, Conferences
6. Overall development of Communication Skills
7. Abundance of Job Opportunities in Various Fields
8. Great Asset-provision for Self Employment

DEPARTMENT OF HISTORY

The History Department Faculty has identified the specific objectives of its undergraduate curriculum. The following are the learning outcomes that we would like to see each History student graduate with. We are continuously and actively assessing our program to ensure that these learning outcomes are being met.

1. Students shall be able to demonstrate thinking skills by analyzing, synthesizing, and evaluating historical information from multiple sources.
2. Students will develop the ability to distinguish between fact and fiction while understanding that there is no one historical truth.
3. Students will produce well researched written work that engages with both primary sources and the secondary literature.
4. Students will develop an informed familiarity with multiple cultures.
5. Students will employ a full range of techniques and methods used to gain historical knowledge.
6. Students will develop an ability to convey verbally their historical knowledge.
7. Students will demonstrate their understanding of cause and effect along with their knowledge of the general chronology of human experience.
8. Produce written work that incorporates consideration of the relevant historiography along with the theory that informs it;
9. Construct original historical arguments based on primary source material research; 10. Demonstrate a superior quality of writing both in terms of mechanics and in developing an argument effectively;

Department of Geography:-

- 1) To explain how the Geography Theory and Practical is useful in human life.
- 2) On the basis of spatial and temporal data analysis various social, economic problems can be analyzed.
- 3) To explain how data analysis and interpretation can be used in planning and other uses.
- 4) To explain how the knowledge of C.I.S. and Remote Sensing can be utilized in resource appraisal and management process.

Course Outcome :-

Sem I :- Paper-I (History of Geographical Thought)

- 1) To describe the development of Geographical thought during various period.
- 2) To describe various approaches to deal with the subject matter.
- 3) To explain the process of demarcation of region.
- 4) To explain various routes to the process of explanation.

Sem I :- Paper-II (Oceanography)

- 1) To explain origin and structure of various parts of oceans.
- 2) To explain impact of human on the marine environment.
- 3) To explain sea resources.
- 4) To explain word Geo-politics in the context of oceans.

Sem-I :- Paper-III (Geomorphology) 1) To explain various types of landform formation. 2) To describe application of geomorphic mapping and terrain evaluation.

Sem-I:- Paper-IV (Biogeography) 1) To describe various biological cycle and correlation between distribution of plants and plant successions. 2) To describe the process involve in conservation of biotic resources.

Department of Economics

Course Outcomes: By the end of this course, the students will be able to

- 1) Explain the definition of Inductive and deductive methods.
- 2) Understand the demand and supply theory.
- 3) Understand the consumer's behaviour with the help of utility analysis and Law of Diminishing Marginal utility.
- 4) Understand and explain Isoquant Curve.

Department of Hindi

By the end of this course the students will be (able to)

1. Develop the sense of courtesy/manner through essays.

2. Knowledge through story erased on real life.
3. Understand the new knowledge of literature 'Ripotari' and will introduced to satires.
4. Introduced with 'Chayyawadi' Poets.
5. Learn about the new poems of poets like Kedarnath and Agyeya.
6. Gain detailed information about letter writing and Glossary.

Department of B.C.C.A

Course Outcomes: By the end of this course, the students will be able to:

1. Know the importance of language and its usage in terms of business.
2. Justify them with relevant condition of market while writing different letters.
3. To use of PPT to introduce.
4. Comprehend the technical words and writings.
5. Understand the interview techniques and group discussions.

B. Com (Computer Application) Statements of Programme Specific Outcomes (PSOs) Programme: B.Com. (Computer Application) - B.C.C.A
By the end of this Programme, the students will be able to:

1. Design and implement software systems that meet specified design and performance requirements.
2. Apply fundamental principles and methods of Comp. Application to a wide range of application.
3. Formulate solutions to computing problems.
4. Analyze and compare alternative solutions to computing problems.

LL. B 3 years (Course Outcome)

Department of Law, N. M. D. College, Gondia being affiliated to the R.T.M Nagpur University follows the most accredited syllabus of the University.

1. The Comprehensive Syllabus is aimed towards imparting in-depth subjective and objective knowledge of the discipline to its students.
2. The course with a significant thrust on Indian Constitution imparts knowledge of 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 also able to apply a systematic approach to the acquisition of knowledge, conception and principles. They also learn to analyse finding from books and journals and other e-data.
5. The students are also imparting knowledge through practical exercises like Moot Court other legal field visits. They are also provided career counseling and other opportunities in the field.

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.

Evaluation of teaching learning process is vital part and hence the IQAC has stated its programme 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 programme specific outcomes, the college conducts exam of the students of

final year of every programme which is solely based on the stated outcomes. All the departments are instructed to set question papers of 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 as 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 (result of the exam conducted solely for stated outcomes) helps the college to come to a specific conclusion. The college runs altogether 8 programmes as a community college. 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 juncture ameliorative actions are taken. For all these programmes and courses the same method is applied. Beside this, the affiliating university holds exams and the results of these exams also throw light on the performances of the students. It too, helps the college to evaluate the learning outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nmdcgondia.org/statement-of-psos-and-cos/

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

744

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://nmdcgondia.org/annual-report/

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://nmcdgondia.org/download/student-satisfaction-Survey-Report-2020-21.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)**

00

File Description	Documents
Any additional information	No File Uploaded
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**

01

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	No File Uploaded
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, Nagpur University, Nagpur, and follows the academic curriculum, prescribed by the university. However, within its predesign, prescribed curriculum the institute strives to create an ecosystem for innovation by improving its methods of imparting knowledge. Recently the institute has been compelled to adapt itself to the online teaching-learning process due to the prevalence of pandemic Covid19 for almost about two academic sessions. The member of the teaching and non-teaching staff joined hands to cope with the difficulties of imparting knowledge on a virtual basis and disbursing all the services of the college from admissions to conducting of the examination as per the guidelines of the university and the state. A number of virtual platforms have been developed and virtual study materials have been forwarded to the students so that there should be no loss to their academic progress. Apart from engaging in online classes, the faculties streamline 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. 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/e-resources/

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**

05

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**

01

File Description	Documents
URL to the research page on HEI website	https://nagpur.university/PHDPortal/DocLinks/SupervisorLetterfrm
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**

25

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

07

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 the 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 Drive, and Vaccination Drives. The Volunteers of NSS have worked Extensively during the pandemic Covid-19 in the distribution of Mask and Sanitizers. The Volunteers also organized awareness campaigns during the pandemic and educated the people regarding the importance of Covid behavior of washing hands, wearing masks, and keeping social distance. NSS volunteers took part in virtual activities like taking the virtual pledges to promote Janta Curfew, enlightening people regarding Covid norms and asking people to donate funds for needy people. The volunteers distributed handmade masks, caps, sanitizers as well as food and clothing to people in need during the pandemic. The Volunteers also conducted an online survey regarding the psychological impact of Covid-19 on people. And methods of help to people feeling lonely and depressed. Around 68 volunteers completed the training on 'Basics of Covid-19' conducted by IGOT, a Government outfit. Dr. Baban Meshram , N.S.S. The program officer of the Institute attended an online 05 days FDP on ' Mentoring and facilitating skill - for institution Mentors organized by Mahatma Gandhi National Council of Rural Education.

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 organs like N.S.S., N.C.C., LLL&ED, and through various cultural and academic

activities.

File Description	Documents
Paste link for additional information	https://nmdcgondia.org/download/Extention Activity 2020-21.docx.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

01

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

02

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

125

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

04

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

College Development Committee (CDC) has been constituted for the development and maintenance of infrastructure facilities and equipment. This is the supreme committee in college to take decisions for the development of academic and support facilities. This committee consists of members from management, teacher representatives, non-teaching staff representatives, 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 in 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 year, 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 students. This committee is the bridge between CDC and other sub-committees. College Building and Maintenance Committee:- College Building and Maintenance Committee is constituted by the college development committee and the Internal Quality Assurance Cell of the college. This committee is responsible for the development of new

infrastructure as per the requirement of various departments of the college. It also takes care of the maintenance of building and other equipment available in the college. Purchase Committee:- Purchase Committee ensures optimal use of allocated funds to various departments for the purchase of equipment, instruments, stationary. sports goods and other requirements to achieve their curriculum targets throughout the year. The committee approves purchase bills after prior approval of CDC and administrative office and scrutiny.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=Vv9pAVaZImk&t=13s

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 of 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 a closed premise of about 10000 square feet pavine blocks fitted area which is used for Agricultural Exhibition and social gathering every year. Thus the institution has adequate facilities for cultural activities, sports, games (indoor, outdoor,) gymnasium, and yoga center.

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

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

09

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nmdcgondia.org/download/Photos-criteria-4-2020-21.zip
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)

2119296

File Description	Documents
Upload any additional information	No File Uploaded
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)

Gondia Education Society's, Natwarlal Maniklal Dalal Arts, Commerce, Law, and Management College, Gondia (NMD). The 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 clients.

- Browser-based access;
- The facility of fetching of 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.

Library automation was started with the purchase of desktop server and LIBMAN software: version 1.0 as early as in 2012-13 and it started creating a database of its holdings, with the gradual up-gradation of 'LIBMAN' and automating other subsystems, Bar-coding of documents were done and Bar-coded library membership cards were also introduced in 2013.

Periodically list of books and reminders are 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 is providing access to more than 30000 e-journals and 150000 e-books with N-LIST and Open Access Databases.

User Education Programmers' :

User education programmers are also organized from time to time for students and faculty for every year to make the best from these provisions.

The library is looking forward to:

- Web-centric access for users
- Adding more e-resources and databases

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

4.2.2 - The institution has subscription for the

A. Any 4 or more of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

277681

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

35

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, fees submission, and request for various certificates. Students are communicated through ERP Software which has been very useful, particularly during the pandemic. 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 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 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
Upload any additional information	View File
Paste link for additional information	Nil

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	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

1129086

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The institute follows a hierarchical procedure for the maintenance and utilization of physical and academic support facilities like laboratories, libraries, sports complexes, computers, classrooms, etc. At the beginning of every session, the meeting of the College Development Committee (CDC) has been called which is constituted for the development and the maintenance of infrastructure facilities and equipment. CDC is the supreme committee in college that takes decisions for the development of academic and support facilities. This committee consists of members from management, teacher representatives, non-teaching staff representatives, 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 year, 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 students. This committee is the bridge between CDC and other sub-committees. College Building and Maintenance Committee:- College Building and Maintenance Committee is constituted by the college development committee and the Internal Quality Assurance Cell of the college. This committee is responsible for the development of new infrastructure as per the requirement of various departments of the college. It also takes care of the maintenance of buildings and other equipment available in the college. Purchase Committee:- Purchase Committee ensures optimal use of allocated funds to various departments for the purchase of equipment, instruments, stationary. sports goods and other requirements to achieve their curriculum targets throughout the year. The committee approves purchase bills after prior approval of CDC and administrative office and scrutiny.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1221

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

00

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**

D. 1 of the above

File Description	Documents
Link to Institutional website	https://nmcdgondia.org/download/Extention_Activity_2020-21.docx.pdf
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

148

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

148

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	View File

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**

08

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

118

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.

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
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 Students 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 Student Representatives Council was stopped almost for four years till 2017-18. Until 2013-14 the properly constituted Student Representatives Council worked in tandem with the administration and the academic staff and was actively involved in planning decision making and contributing to the overall functioning of the college. 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 through 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. Students 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. The students manage most of the activities of these forums and handle various responsibilities like identifying speakers or guests, disseminating information, handling logistics and arrangements, etc. Several of the other bodies working in the college have students representatives on them. Student representatives are also nominated on the committees formed to deal with student grievances and concerns. During the academic session 2020-21 also elections could not be conducted following the guidelines of the parent university. The prevalence of pandemic further restricted physical attendance of the students in the college and classes had been conducted through online platforms. Never-the-less, the students were given opportunities to represent different online activities like seminars, conferences, workshops, social and cultural activities from time to time.

File Description	Documents
Paste link for additional information	Nil
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

12

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 the process. The institution takes suggestions from the Alumni Association for its development. The college every year 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	ocs.google.com/forms/d/e/1FAIpQLSsdkQ263ZvQPQLfhalAJvKsR5KciHYZAUcd0tez1wNaMCsHzww/viewform
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (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

Natwarlal Maniklal Dalal college of Arts & Commerce Gondia 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 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 east Vidarbha region with the best of infrastructure. The mission of the institution is to translate the vision of Late Shri Manoharbai Patel into reality. The institution visualizes to impart quality education to the poorest of the poor. To realize the vision of the founder president the institution strives to disseminate latest and updated knowledge and promotes 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. To achieve its mission the institution has left no stone unturned. It has developed its infrastructure to impart updated quality education to its students. The institution has a research center recognized by its university in which a doctoral research facility is available in the fields of political science, Geography, commerce, English and economics. The institute organizes various programs for the all-round development of the students in the form of soft skill developments. The institute also organizes training programs for the students under the Training and Placement Cell of the college. The institute observes birth and death anniversaries of all the national heroes and saints so that the students can imbibe qualities from them to be true citizens and skilled professionals of tomorrow.

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.: The semester pattern of the university examination system takes place twice in an academic session. Prior to conducting the university-level examination, the college conducts mock tests on the basis of the university pattern of examination. The college also needs to conduct an Internal Assessment Examination of 20 marks while the university conducts theory examinations of 80 marks. The Internal Assessment marks are sent to the university which prepares the final result comprising of Internal Assessment and University Examination. The college decentralizes the process of conducting Internal

Assessment Examination and Mock Tests by distributing responsibilities to the faculties and Heads of the Departments. The faculties are asked to frame question papers while the Heads prepare a schedule of the examination. The result of the Mock examination is shown to the students so that their weak areas are identified and remedial teaching is done for the improvement of those areas. The students can also talk to their teachers about their scores on the tests and what should be done to improve them. The whole process of conducting these examinations involves the principal of the college, HODs, faculties, and non-teaching staff decentralizing the responsibilities. Due to Pandemic Covid19 the college organized online examinations this year following the same pattern of decentralization.

2. Evaluation of Teaching-Learning Process: The college is run on the basis of a three tier system of management. The College Development Committee (CDC) is the supreme body that initiates the evaluation of the teaching-learning process. The CDC comprises representatives of management, principal, and some senior faculties. 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. These committees and cells have different specific portfolios from organizing various curricular as well as co-curricular activities and solving grievances of the staff and students. One such important committee which plays a major role in the evaluation of the teaching-learning process is the Feedback Committee comprising of 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 response of the students on the basis of the questionnaire and their suggestions for improvement in the teaching-learning process is obtained by the faculties who do not teach that particular class so that the students can have a free and fair assessment. The responses of the students are collected and analyzed by the Feedback Committee. The feedback is placed before the administration and the concerning faculties. Thus the whole process involves administration, faculties, and the students for the improvement of the teaching-learning process and it is a good example of decentralization and participative management. The college also has Alumni Association and Parent-Teacher Association which organizes Alumni and Parent-Teacher meets and obtains important feedbacks and suggestions from them.

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 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 respective departments. Novel ideas are appreciated and implemented as far as possible. All types of academic and administrative activities are conducted by teamwork and various committees are formed to carry out the plan smoothly. Decisions are always made in consultation with CDC. All kinds of facilities are extended to carry out the work. TEACHING AND LEARNING: 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 through promoting co-operation 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 empowerment of the faculty. The college has few ICT (informative and communicative technology) based class teaching rooms and plans to develop their facilities and number in the academic session. EXAMINATION AND EVALUATION: Various examination committees are constituted for respective UG and PG subjects for the evaluation of the students at the college level.

RESEARCH AND DEVELOPMENT:-The strategic plan has been materialized,

and at present college has Research centers in subjects of Commerce, Geography, Economics, English, and Political Science. LIBRARY, ICT AND PHYSICAL INFRASTRUCTURE/ INSTRUMENTATION: The perspective of having ICT-based classrooms has materialized, and the college has six ICT-based classrooms for teaching and learning. Thus college is constantly upgrading its strategic plan and is striving to materialize the same. The college has a rich main library, and separate Law and Management Library. The Library Committee is set up, where all the heads of the respective departments and the college librarian under the committee takes efforts for the enrichment of the college library. The college has the following organizational structure including the following governing bodies/committees and administrative set up with their respective functions as follows

1. College Development Committee It functions for all the strategic plans and materialization of the same, for the institution.
- 2 College CoreCommittee It functions for all the directions and decisions to be implemented for the assigning and working of the college functions.
3. Purchasing Committee It recommends the purchasing of goods and services needed by the institution.
- 4 Sexual HarassmentCell/ Staff and Students InternalComplaint Cell It ensures the following guidelines by various authorities, for safety of the students and staff. And also the internal complaints /grievances by students and staff is redressed by the cell at its level.
5. Anti Ragging Cell: The cell looks after the prevention of ragging in all forms, in the institution.
- 6 Equal opportunity Cell for Backward Minorities students. the cell ensures Equal opportunity for Backward Minorities Students by implementing the various schemes of government for the same.
- 7 StudentsWelfare Committee The committee takes efforts for materializing all the aspects of students' welfare.
8. Cell for higher Learning Research Center The cell is committed to having all the wide scope and all the necessary facilities of higher learning and research activities in various subjects.
9. Students council: The councilcoordinatedwith the university

directions in this regard and had a student council in the college till elections and nominations were permitted by the parent university.

10. Games Sports Committee: The committee provides a chance to capable students in areas of different sports, and at various levels.

11 Cultural Committee: The committee provides for the happening of the cultural environment in the college by various activities.

12 Committee for Alumni and Parents Association arrange alumni and parent participation in the institution.

13. Campus Disciplinary Committee: The committee ensures discipline in the overall functioning of the institution.

14. Grievances Redressal Cell for students and staff: The cell looks into the matter of internal Grievances for students and staff and tries to redress the grievance at its level.

15. Sexual harassment Cell/ Staff and Students Internal Complaint Cell: Ensure the following of guidelines by various authorities, for the safety of the students and staff. And also the internal complaints/grievances by students and staff are redressed by the cell at its level.

16. The college is having a Career Counseling, Coaching, and Placement Cell which ensures the carrier enhancement of the students and a better opportunity by arranging the various campus recruitment for the students. INDUSTRY INTERACTION / COLLABORATION The college arranges study tours for students. It includes industrial visits to nearby industrial units. Apart from it the college also has collaboration with many such units and campus placement for students in support of the said units.

17. ADMISSION OF STUDENTS: Admission Committees are setup in college for various admissions for various respective UG and PG subjects for the admission procedures.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://nmdcgondia.org/
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 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, 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 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. All types of academic and administrative activities are conducted by teamwork and various committees are formed to carry out the plan smoothly. Decisions are always made in consultation with CDC. All kinds of facilities are extended to carry out the work. **TEACHING AND LEARNING:** 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 through promoting co-operation 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. The college has few ICT(informative and communicative technology) based class teaching rooms and plans to develop their facilities and number in the academic session. EXAMINATION AND EVALUATION: Various examination committees are constituted for respective UG and PG subjects for the evaluation of the students at the college level.

RESEARCH AND DEVELOPMENT: The strategic plan has been materialized, and at present college has Research centers in subjects of commerce, Geography, Economics, English, and Political Science. LIBRARY, ICT AND PHYSICAL INFRASTRUCTURE/ INSTRUMENTATION: The perspective of having ICT-based classrooms has materialized, and the college has six ICT-based classrooms for teaching and learning. Thus college is constantly upgrading its strategic plan and is striving to materialize the same. The college has a rich main library, and separate Law and Management Library. The Library Committee is set up, where all the heads of the respective departments and the college librarian under the committee takes efforts for the enrichment of the college library. The college has the following organizational structure including the following governing bodies/committees and administrative set up with their respective functions as follows

1 College Development Committee It functions for all the strategic plans and materialization of the same, for the institution.

2 College Core Committee It functions for all the directions and decisions to be implemented for the assigning and working of the college functions.

3. Purchase Committee It recommends the purchasing of goods and services needed by the institution.

4 Sexual Harassment Cell/ Staff and Students Internal Complaint Cell It ensures the following guidelines by various authorities, for the safety of the students and staff. And also the internal complaints /grievances by students and staff is redressed by the cell at its level.

5 Anti Ragging Cell The cell looks after the prevention of ragging in all forms, in the institution.

6 Equal opportunity cell for Backward Minorities Students The cell

ensures the Equal opportunity for Backward Minorities Students by implementing the various schemes of Governments for the same.

7 StudentsWelfare Committee The committee takes efforts for materializing all the aspects of students' welfare.

8. Cell for higher Learning Research Center Thethe cell is committed to having all the wide scope and all the necessary facilities of higher learning and research activities in various subjects.

9.Students council The committee coordinates with the university directions in this regard and had a student council in the college.

10.Games Sports Committee The committee provides a chance to capable students in areas of different sports, and at various levels.

11 Cultural CommitteeThe committee provides for the happening of the cultural environment in the college by various activities.

12 Committee for alumni Parents Association It arranges alumni meet and parent participation inthe institution.

13.Campus DisciplinaryCommittee The committee ensures discipline in the overall functioning of the institution.

14 GrievancesRedressal Cell for students and staff cell looks into the matter of internal Grievances for students and staff, and tries to redress the grievance at its level.

15 Sexual harassment Cell/ Staff and Students Internal Complaint Cell It ensures the following of guidelines by various authorities, for the safety of the students and staff. And also the internal complaints/grievances by students and staff are redressed by the cell at its level.The college is having Career Counseling, Coaching, and Placement Cell which ensures the carrier enhancement of the students and a better opportunity by arranging the various campus recruitment for the students. INDUSTRY INTERACTION / COLLABORATION The college arranges study tours for students. Includes industrial visits to nearby industrial units. Apart from it the college also has collaboration with many such units and campus placement for students in support of those said units. ADMISSION OF STUDENTS AdmissionCommittees is set up in college for various admissions for various respective UG and PG subjects for the admission procedures.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1Lpkgriy-aKtYGwU9q_tzESoKRroKX_UZ?usp=sharing
Link to Organogram of the institution webpage	https://nmdcgondia.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 medical expenses of the members of the teaching and non-teaching staff as per the provisions of the statutory bodies. The institution also has Employees' Credit Cooperative Society and Consumers' Cooperative Society which provides 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 health and hygiene of its employees providing safe drinking water. The college has installed 04 R.O. Water purifiers for teaching and non-teaching staff and students. The institute organised vaccination drives for the staff and students. So far all the students are vaccinated against covid-19 giving both first and second Dose. All the staff members have been given both the doses as well as the booster dose to protect themselves against Covid-19. During the intense infection days of pandemic, the staff members with symptoms and positivity of Covid infections were given enough leave and facilities to recover from the diseases. To keep the premises infection free, the institution regularly sanitised the class rooms offices, premises and kept hand sanitisers at every important place.

File Description	Documents
Paste link for additional information	Nil
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

02

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	View File
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

08

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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. These committees and cells have different specific portfolios from organizing various curricular as well as co-curricular activities and solving grievances of the staff

and students. One such important committee which plays a major role in evaluation of teaching learning process is Feedback Committee comprising of 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 performance of the faculties in the teaching learning process. The response of the students on the basis of the questionnaire and their suggestions for improvement in teaching learning process is obtained by the faculties who do not teach that particular class, so that the students can have a free and fair assessment. The responses of the students are collected and analyzed by the Feedback Committee. The feedback is placed before the administration and the concerning faculties. Thus the whole process involves administration, faculties and the students for improvement of teaching learning process and it is a good example of decentralization and participative management. The college also has Performance Based Appraisal System (PBAS) as per the direction of UGC and the parent university, which analysis the performance of the teaching staff through a screening committee. The appraisal report duly endorsed by the screening committee which is headed by Co-ordinator 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://docs.google.com/forms/d/e/1FAIpQLSdn-XdiLX3rY4ZUAoe2hOi4Ulef0eOMASi8QNguddB1OmPcYA/viewform
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 audit 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 concerning bodies.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/123d3suXi_bNgdDdYDu6silpFLY7Xv_eR/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	View File
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 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 in the beginning of the session the institution organises a meeting of College Development Committee (CDC) which comprises of authorities from the college management , principal of the college & senior members of teaching and non-teaching staff. All the members jointly plan strategies for mobilisation of funds as per the provisions of the grant releasing agencies. Once received this grants are utilised optimally for the welfare of the college. The proper utilisation of fund is monitored by the auditors of 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 from the Chartered Accountant which is appointed by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/123d3suXi_bNgdDdYDu6silpFLY7Xv_eR/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

Internal Quality Assurance Cell has been working on quality assurance and sustenance in both curricular and co-curricular activities for the all round development of the students since its inception. During the academic session 2020 - 2021 also it has made all the efforts to elevate the standard of education by updating the knowledge level of the students as well as the faculty members as per the changing norms and standards of the modern day education. It also motivates the staff to improve the quality of the work . Quality improvement is much needed task of any institute. It comes in the form of good results of the students and sufficient placement of students in good organisations. It also helps to improve the research work of the faculty members. As a result many faculty members have started writing books in their field of knowledge. Following the guidelines of National Accreditation and Assessment Council and to meet the standard earmarked by the new guidelines of 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 government and as well prepares the academic calendar in 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 Annual Quality Assurance Report of N.M.D.COLLEGE OFARTS AND COMMERCE, GONDIA 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 are evaluated along with PBAS of the concerned faculty. The AQAR and SSR are prepared with the help of these data and documents.

Students are encouraged to contribute in the college magazine 'PRERANA' through creative writing like short stories, science fiction,informative Articles andPoems etc. The college organised 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 aegies of IQAC. IQAC also collaborated with various dapartments to organise webinars during lockdown period owing to the precautionary measures taken for Covid19. IQAC also became intrumental in upgrading library by subscribing e-journals and e-books through NLIST programme.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/12mtqLakVGdrm2DHjR-i-Q8M-8VJbriGT/view?usp=sharing
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

In the beginenning of every academic year IQAC conducts a meeting to plan teaching learning process, structures and methodologies and operations . IQAC also conducts such meeting 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 to change its teaching learning process and methods of operations as per the changing methods in the world of education . In the recent times we have seen an enormous conduction of virtual classes, seminars and workshops owing to the prevelance of pendamic covid-19.IQAC had to conduct some emergency meetings during the period of pendamic to inform the teachers regarding the new methods and to train the studetns virtually to adapt to the new online apps . IQAC also played a leading role in organising seminars and

workshops giving responsibility to all the departments to conduct at least one virtual seminar or workshop relating to their field of subject in a semester. In these workshops, organised under the aegis of IQAC, experts of relevant fields had been invited as resource persons to share their knowledge with the students.

Focusing on teaching learning process and reforms, after the accomplishment of third cycle and complying to 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 updated version of computers and accessories; new computer labs have been introduced; the library has been totally reformed and equipped with new softwares like OPAC and LIBMAN VERSION 2.03, ICT-based tools and has subscribed number of E-libraries and resources. The departments and administrative office also have been equipped with modern ICT resources.

Since teaching-learning has been the backbone of our institution, IQAC took all possible initiatives to improve the university results of all programmes after the third cycle. Obviously, the quality and quantum of teaching-learning gets reflected from the results. As of now, taking the record of incremental improvement of the results into consideration, we have achieved a tremendous success during last four years. Illustrating the year wise results in percentage, the incremental improvement can be seen clearly from the uploaded credentials as additional information.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/11VVD0IDtaV1YCuQx1xQJRSqkEjVXt2pp/view?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

C. Any 2 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://nmcdgondia.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

As far as the safety and security measures are concerned, to show gender sensitivity, the College

is very much concerned and taking lots of initiatives in this regard. The College has constituted

many committees to ensure the safety and security measures in college premises. The College

has a Sexual Harassment Cell to address and redress various issues. The Cell works from time to time as

and when required very actively. The college also has a Students Grievance Redressal Cell to hear,

address and resolve the problems of the students as far as genders sensitivity is concerned. In

order to maintain the hygiene and sanitation 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 sensitivity issues which is

responsible to provide them counselling in this regard. The Cell is responsible to arrange the

programmes for the students from time to time. Many guest lecturers in this series have been arranged by

the Cell in the last few years. As far as the facilities of the separate common room of girls and boys

are concerned, the College has separate girls' common room and boys' common room in

the premises where all the facilities are available.

An institution always strives to promote gender equity through various campaigns and programmes.

In the Academic year of 2020-2021, on the occasion of International Women's Day, a

programme was organized by the Internal complaint Committee on the topic "Mental and

The physical wellbeing of Women". Under the leadership of the Chairperson of this programme Dr.

Sharda Mahajan, this programme was organized with a view to give due importance to mental

and physical status of women. Dr. Harsha Kantode, Principal of Gondia Homeopathic College

and Hospital, Gondia and Advocate Archana Pandey, Advocate and External Member of ICC

were invited as guest speakers for this programme.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1D5_0LudWvcwheVT_8btOetX2VauZieug/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://drive.google.com/file/d/1MgfZRhL6bGY5v9bYd5qGPHplSJnsylE7/view?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
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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

There are a few things certain in life - one is death, the second is change and the third one is waste.

No one can stop these. But, with proper planning and better management, one can deal with it properly. In College also, waste management techniques are used with proper planning and management to keep the environment and campus neat and clean. We have placed green dustbins and yellow dustbins in different corners/spots of our college premises for liquid litter and solid litter respectively. More specifically, as far as the measures are concerned, in the following way

as per the nature of the waste, its management takes place.

Solid Waste Management -If there is any construction waste in 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 in campus to make the college plastic free. There is a ban on using

polythenes and other such plastic materials in campus. In case of used stationary, waste, and

soiled papers, which are of no use, we dispose them of to compost pits. The old newspapers and

magazines are sold to the scrap dealers.

Liquid Waste Management -The waste in liquid form is properly handled, managed, and

controlled. There are proper lines for the disposal of sewage water.

Biomedical Waste Management -Used masks, empty sanitizer bottles, and gloves are disposed of

properly. In every corner, the dust bins are placed.

E-waste Management -As far as the management of e-waste is concerned, after destocking, the

old and obsolete electronic products like computers, printers, and other electronic items are sold

as scrap to minimize the level of e-waste.

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: <ol style="list-style-type: none"> 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	View File
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	C. Any 2 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	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

B. Any 3 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	No File Uploaded
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 believes in equality and respects all traditions and cultures. Students

belonging to different castes, religions, and regions are treated equally and without any discrimination.

Though 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, Shri Lal Bahadur

Shastri is celebrated in Institution through the enthusiastic participation of the students. 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, Institution celebrates Rashtriya

Ekta Diwas (pledge is taken by staff and students on National Integration Day) every year. A

The national level seminar was organized by Department of Commerce on the occasion of Consumer

Day on the topic "New Dimensions of Consumer Protection Law in India". Through NSS Unit,

Pathshala Upkrama and clothes distribution drives were organized by students and NSS

Officer. The Institute is proactively taking efforts in providing an inclusive environment. The

initiatives are to promote better education, economic upliftment of the needy, and setting

communal harmony.

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

Values, rights, duties, and responsibilities of citizens.

Response: N.M.D. College, Gondia sensitizes the students and the employees of the institution

to the constitutional obligations about 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 which promote the values, rights, duties, and responsibilities of citizens. The

Institution conducted various awareness drives camps like blood donation camp, tree plantation

drive, Road safety drive to contribute to the local community.

The college has a separate NSS units to encourage the students and the unit is successfully conducting

activities to serve society. During a pandemic, the unit worked extensively to reach to the

needy people. The students are encouraged to organize tree plantation programs during the

environment week and other important occasions through NCC Unit. The College, being a center

of 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 Counselling and Placement Cell
5. Research Advisory Cell
6. Anti-ragging Cell
7. Compliance with RTI

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/13_wIaX9z5KqLRPSQoMhIkviThBfCsDZ7/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1mDhnVwBhWVZ0DrSrcV4AN3iSGRBabUG8/view?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 starting helps to celebrate national festivals and birth/death

anniversaries of great personalities.

The students are encouraged to organize tree plantation programs during the environmental

week and other important occasions. The national festivals like Independence Day and Republic

The day is also celebrated with full enthusiasm and zeal.

Year Activity

2020-2021 International Yoga Day 21/06/2020

2020-2021 Independence Day Celebration 15/08/2020

2020-2021 Teacher's Day Celebration (Birth Anniversary of Dr. RadhakrishnanSarvapalli05/09/2020)

2020-2021 National Consumer Day 24/12/2020

2020-2021 Republic Day Celebration 26/01/2021

2020-2021 International Women's Day 08/03/2021

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	No File Uploaded

7.2 - Best Practices

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

Best Practice - I

Title of the practice: Deeksharambh - Student Induction Programme (SIP)

Objectives of the practice: The following are the main objectives of the practice:

1. To help new students adjust and feel comfortable in the new environment
2. To inculcate in them the ethos and culture of the institution
3. To help them build bonds with other students and faculty members
4. To expose them to larger connectedness with national and international issues and self-exploration.

The context: Transition from school to college is the most challenging event in a student's life.

Students from diverse backgrounds and cultures take admission to the college to pursue their

careers in higher studies. They come from a very familiar environment to unfamiliar surroundings

having little knowledge about college and university. Therefore, to make them feel familiar

and comfortable and to prepare them for the new role, the College under the leadership of Dr.

Sharda Mahajan organized the Deeksharambh - Student Induction Programme, a three days

program for the first-year students of Bachelor of Commerce. The program was organized

as per the guidelines given by the University Grant Commission.

The practice: The Programme was based on SAGE -

S - Socializing

A - Associating

G - Governing

E - Experiencing

The program was organized for three days. As per the schedule, the topics like an introduction

of the college, College Vision and Mission statement, Theme of the program - SAGE,

Program objectives, List of activities to be included as per UGC in the induction program,

Workshop schedule On the second day, What is mentoring, Students aspirations, and family

expectations, Gratitude towards people helping me, Human Needs - Self and Body. On the third

and last day, the following points were discussed like Peer pressure, Prosperity, Relationships

and Case-let discussion - Tea vendor at a station.

Evidence of success:

The term induction is generally used to describe the process through which the incumbents try to

adjust to the new role and environment. It is a well-planned event to educate and train the new

entrants about the governance and facilities of any institution. The purpose was to engage the

new students as soon as they enter the institute and classes started. Many students from the College

participated in this event and the students were also encouraged to participate in the program.

The enthusiasm and happiness of the students were seen and felt by all the stakeholders. The response of the students

along with snapshots of the event can be seen as evidence of the success of this practice.

Problems encountered and resources required:

1. The Programme was organized online by keeping in mind the covid-19 protocols.
2. Due to internet connectivity and lack of smartphones, many students were not able to join.
3. Time constraint was another element.

Best Practice - II

Title of the practice: Pathshaala Upkram by NSS Unit

Objectives of the practice: The following are the main objectives of the practice:

1. To implement the concept of social responsibility of Institutes.
2. To serve society with the resources.

3. To serve the needy people and to conduct this drive in an effective way.

4. To make them understand the importance of education.

The context: Serving the people is a fundamental background behind this best practice. Gondia

city is surrounded by many villages and small hamlets. Many people living around the city are economically needy. With the idea of serving them, this practice by the Institute

takes place where the students have started their "Pathshala" for the students of Tribal and rural

areas.

The practice: The NSS unit of the College has started this initiative. Every year, they contribute in

the best practices of the Institute. Through this "Pathshaala Upkram", the students of the NSS go

to tribal and remote areas and target children who are deprived of education due to Covid

19 and other reasons. Proper precautions are taken by NSS Coordinators Prof. Baban Meshram

and students to implement this practice.

Evidence of success: The activities under this practice receive huge responses from the students.

They actively participate in this Endeavour. The people from tribal and rural areas extend their

whole-hearted support to the College. The evidence of the success of this practice can be marked and

seen through photographs.

Problems encountered and resources required:

1. Limited resources are the first problem that is encountered

during and after

implementation. Needy people are unlimited and the resources generated are limited.

2. Covering all areas is another problem. There are many areas where the Institute cannot

reach due to the limited availability of resources.

3. Time constraint is another element that somewhat and somewhere creates a hindrance

for the success of this practice.

File Description	Documents
Best practices in the Institutional website	https://nmcdgondia.org/download/Best-Practices-I-II.pdf
Any other relevant information	https://drive.google.com/file/d/19pgyOjFVBEu_m_4lwsIDKpBUlpVeYDOHP/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

N.M.D. College, Gondia, the pioneering college of Gondia Education Society is committed to

cater to the needs of the rural and backward students of the district.

This is the one and only co-ed college in the fraternity of Arts and Commerce to provide higher

education in the whole city.

Agro Exhibition is one of the distinctive features of the College. Since an educational college is

responsible for contributing in national development, keeping in view this the College organizes

Agro-exhibition to provide an opportunity to 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 agri-products and

crops are concerned.

Best possible practices are undertaken within the norms for quality assurance and sustenance. The

head of the college encourages the staff to carry out the different academic and cultural

activities. They are encouraged to participate in Orientation and Refresher Courses under Career

Advancement Schemes of University Grant Commission.

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

1. To make students literate to attend online classes by downloading apps like Zoom, Google Meet, Microsoft Team, Webex, etc. 2. To Encourage students to participate in sports NCC, NSS, and other extension activities. 3. To Motivate faculties to update themselves in their respective fields and to facilitate due permission. 4. Feedback on curriculum and teaching-learning process. 5. Updating faculties regarding the quality parameters of higher education from time to time. 6. Coordination with the office and all the departments for smooth functioning of the college. 7. Preparation of AQAR.