



**SHIRDI SAI RURAL INSTITUTES,  
ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

**SOPs for Academic & Administrative College Committees (Non-Technical)**

| S.N. | Committee Name                 | Committee Chairman                                        | Committee Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 1.   | <b>IQAC Cell</b>               | One of the senior teachers as the coordinator of the IQAC | 1. Principal<br>2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)<br>3. Management Representative<br>4. Administrative Representative<br>5. Local Society/Trust Representative<br>6. Student Representative<br>7. Alumni Representative<br>8. Employer Representative<br>9. Industrialists Representative<br>10. Stakeholders Representative<br>11. Student representatives (UR)                                                                                                                                                                                         |
| 2.   | <b>NAAC Steering Committee</b> | One of the senior vibrant and active faculty              | <b><u>Seven Criteria Chairmen –</u></b><br><b>Criterion Chairman - I</b><br>Chairman of Academic Committee<br><b>Criterion Chairman - II</b><br>Chairman/Member of Exam Committee<br><b>Criterion Chairman – III</b><br>Chairman of Research committee / NSS / NCC / Welfare<br><b>Criterion Chairman – IV</b><br>Faculty having good knowledge of ICT / Computer / Library<br><b>Criterion Chairman –V</b><br>SWO<br><b>Criterion Chairman –VI</b><br>Vice Principal / Professor /Associate Professor / IQAC<br><b>Criterion Chairman – VII</b><br>Vice Principal / Professor /Associate Professor / IQAC<br>(7 members) |
| 3.   | <b>Academic Committee</b>      | Vice Principal                                            | 1. Chairman of student mentoring committee<br>2. PG In-charge<br>3. One class teacher from each stream<br>4. Student representative<br>5. Member from exam committee<br>(7 members)                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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| 4. | <b>Research Committee</b>            | ARC (Research guide /Active researcher)                                                                                                           | <ol style="list-style-type: none"> <li>Chairman / member of proposal committee</li> <li>One research guide from each stream</li> <li>One PG In-charge from each stream (7 members)</li> </ol>                                                      |
| 5. | <b>Proposal Committee</b>            | One of the active member having good knowledge of UGC, SPPU and Government funding agencies                                                       | <ol style="list-style-type: none"> <li>Chairman / member of research committee</li> <li>Vice Principal</li> <li>SWO</li> <li>Chairman / member of academic committee</li> <li>Physical director (7 members)</li> </ol>                             |
| 6. | <b>Feedback Committee</b>            | Having good skills of ICT and statistics<br>Should have stakeholder interaction<br>He should be well conversant with college activities           | <ol style="list-style-type: none"> <li>Representative from each stream</li> <li>Member of cultural committee</li> <li>Member of students mentoring committee</li> <li>Rector</li> <li>Student representative from Earn and Learn Scheme</li> </ol> |
| 7. | <b>Library Advisory Committee</b>    | HOD from Language Department                                                                                                                      | <ol style="list-style-type: none"> <li>All Vice Principals</li> <li>One HOD from Each Stream</li> <li>Student Representative</li> </ol>                                                                                                            |
| 8. | <b>National Service Scheme (NSS)</b> | Active faculty member from Cultural and Social point of view                                                                                      | <ol style="list-style-type: none"> <li>Three Program Officers (One should be Lady Teacher)</li> <li>One Faculty Member From Each stream enthusiastic in social work and extension activities</li> <li>Student Representative</li> </ol>            |
| 9. | <b>Admission Committee</b>           | <ul style="list-style-type: none"> <li>One of the Senior Faculty members having active participation in functioning of the institution</li> </ul> | <ol style="list-style-type: none"> <li>Representative from each stream</li> <li>PG Incharge</li> <li>Rector</li> <li>Member from Earn and Learn</li> </ol>                                                                                         |



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|     |                                                                        | <ul style="list-style-type: none"> <li>Should have adequate knowledge of Gov. norms and SPPU guidelines</li> </ul> |                                                                                                                                                                                                                               |
| 10. | <b>Women Empowerment and Prevention of Sexual Harassment Committee</b> | Senior Lady faculty member                                                                                         | 1. Ladies who aware about feminism<br>2. Ladies Hostel Rector<br>3. Ladies who are enthusiastic for Woman empowerment activities<br>4. Physical Director<br>5. Girl Student Representative                                    |
| 11. | <b>Examination Committee</b>                                           | College Examination Officer (CEO)                                                                                  | 1. Senior Faculty Member from each stream<br>2. Exam Clerk                                                                                                                                                                    |
| 12. | <b>Career Counseling and Competitive Examination Guidance Cell</b>     | Any of the faculty member related to Social Sciences<br>Should have knowledge of competitive exams                 | 1. Librarian<br>2. Any of the lady faculty members<br>3. Physical Director<br>4. Member of the placement<br>5. Member from Students Mentoring committee<br>6. Student Representative                                          |
| 13. | <b>Campus development and Welfare Committee</b>                        | Any one Vice Principal/Senior Faculty Member                                                                       | 1. Faculty Member from Botany/Zoology<br>2. Office Superintendent/Registrar<br>3. Representative of lady faculty member.<br>4. Member from NSS/NCC<br>5. Girl's student's representative.<br>6. Boys student's representative |
| 14. | <b>Health and Sports Cell</b>                                          | Physical Director                                                                                                  | 1. First Year UG/PG Class Teacher<br>2. Rector<br>3. Lady teacher representative<br>4. Student Representative                                                                                                                 |
| 15. | <b>Commerce Association</b>                                            | HOD                                                                                                                | 1. Commerce faculty members<br>2. Student Representative                                                                                                                                                                      |
| 16. | <b>Science Association</b>                                             | Active faculty member from Science faculty                                                                         | 1. Science faculty members<br>2. Student Representative                                                                                                                                                                       |
| 17. | <b>Literary Association, Bahishal Shikshan Mandal</b>                  | HOD from any Language Department                                                                                   | 1. Faculty members each Department from arts faculty<br>2. Student Representative                                                                                                                                             |



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|     | <b>and College Magazine Committee</b>                 |                                                                                     | 3. Coordinators for Bahishal Shikshan Mandal and College Magazine                                                                                  |
| 18. | <b>Training and Placement Committee</b>               | Any faculty member preferably from chemistry, Computer Science and Commerce         | 1. Representative of faculty member from each of the stream.<br>2. Lady teacher representative<br>3. Student representative                        |
| 19. | <b>Anti-Ragging and Grievance Reddresal Committee</b> | HOD/ Vice Principal                                                                 | (Follow UGC rules for constitution)<br>1. Representative of faculty member from each of the stream.<br>2. Lady teacher representative<br>3. Rector |
| 20. | <b>ICT and Publicity Committee</b>                    | Having good skills of ICT and academic web portals/HOD –Computer Science            | 1. ICT Coordinator<br>2. Website Coordinator<br>3. Publicity Coordinator (Print & Social Media)                                                    |
| 21. | <b>Earn and Learn Scheme</b>                          | Faculty member/Rector who has good interaction with nearby society                  | 1. SWO<br>2. Accountant<br>3. Lady teacher representative<br>4. Member from Admission Committee                                                    |
| 22. | <b>National Cadet Corps (NCC)</b>                     | Associate NCC officer                                                               | 1. Security Officer<br>2. Student Representative<br>3. Lady Teacher Representative                                                                 |
| 23. | <b>Educational Tours and Excursion Committee</b>      | Faculty Member from Geography Department                                            | 1. Representative from each stream<br>2. Lady teacher representative<br>3. Student representative                                                  |
| 24. | <b>Ceremony and Cultural Committee</b>                | Active and enthusiastic Faculty member                                              | 1. At least one faculty member from each stream<br>2. Librarian<br>3. Lady teacher representative<br>4. Student representative                     |
| 25. | <b>Skill Development Cell</b>                         | Any faulty member who is aware of skill based courses and schemes of the government | 1. At least one faculty member from each stream<br>2. Lady teacher representative<br>3. Student representative                                     |
| 26. | <b>Mess Committee</b>                                 | Any faculty member who has a proper knowledge of health and nutrition.              | 1. At least one faculty member from each stream<br>2. Lady teacher representative<br>3. Student representative                                     |



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| 27. | <b>Alumni and Parent Teacher Association (APT)</b> | Alumnus Faculty of the institution       | <ol style="list-style-type: none"> <li>1. Parent Representative</li> <li>2. Alumnus Entrepreneur Representative</li> <li>3. Preferably Alumnus of the institution</li> <li>4. Lady teacher representative</li> <li>5. Student representative</li> </ol> |
| 28. | <b>Students Mentoring Committee</b>                | Any Faculty Member                       | <ol style="list-style-type: none"> <li>1. Vice Principals</li> <li>2. At least one faculty member from each stream</li> </ol>                                                                                                                           |
| 29. | <b>Hostel Committee</b>                            | Rector                                   | <ol style="list-style-type: none"> <li>1. At least one faculty member from each stream</li> <li>2. Lady teacher representative</li> <li>3. Student representative</li> </ol>                                                                            |
| 30. | <b>Reservation Cell</b>                            | Vice Principal                           | <ol style="list-style-type: none"> <li>1. Three Cells - coordinators<br/>Scholarship Clerk</li> <li>2. SWO</li> <li>3. Student Section Clerk</li> </ol>                                                                                                 |
| 31. | <b>Foreign Language Cell</b>                       | HOD – English Department                 | <ol style="list-style-type: none"> <li>1. Each of the representative faculty member from language department</li> <li>2. Representative from PG departments</li> </ol>                                                                                  |
| 32. | <b>Pravara Police Academy</b>                      | Physical Director                        | <ol style="list-style-type: none"> <li>1. At least one faculty member from each stream</li> </ol>                                                                                                                                                       |
| 33. | <b>Restructuring Committee</b>                     | Faculty Member from restructuring stream | <ol style="list-style-type: none"> <li>2. HoD of the department running restructuring courses.</li> </ol>                                                                                                                                               |
| 34. | <b>RTI Committee</b>                               | Principal                                | <ol style="list-style-type: none"> <li>1. As per the SPPU and Government norms</li> </ol>                                                                                                                                                               |



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| S.N. | Committee Name | Proper Functioning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| 1.   | IQAC Cell      | <p>Appendix A.- As per latest UGC norms and Guidelines</p> <p><b>IQAC Functions - As per UGC Guidelines</b></p> <ul style="list-style-type: none"> <li>• Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;</li> <li>• Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</li> <li>• Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes</li> <li>• Dissemination of information on the various quality parameters of higher education.</li> <li>• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;</li> <li>• Documentation of the various programmes/activities of the College, leading to quality improvement</li> </ul> <p><b>IQAC - Institutional Functioning</b></p> <ul style="list-style-type: none"> <li>• The institution has to establish Internal Quality Assurance Cell (IQAC) to frame the policy for the academic and administrative growth of the institution.</li> <li>• IQAC as an apex body should play a major role in designing and maintaining quality assurance within academic and administrative systems.</li> <li>• proper implementation and analysis of overall academic and administrative performances of the college activities.</li> </ul> |



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|  |  | <ul style="list-style-type: none"> <li>• The cell supports the teaching and learning goals articulated in the institution's strategic/perspective plan and should ensure that the strategic/perspective plan is deployed properly.</li> <li>• IQAC ensures maximum utilization of infrastructural facilities and the available ICT and other resources.</li> <li>• Conduct External AAA</li> <li>• On the basis of academic and administrative audit, a comprehensive review of overall performance is made by IQAC.</li> <li>• IQAC ensures the proper implementation of academic calendar.</li> <li>• Regular meeting of IQAC conducted to discuss various measures related to quality enhancement in which the recommendations made by Stakeholders, CDC and Top Management are discussed and analyzed for further improvement.</li> <li>• Appraisal report of teaching / and non- teaching staff is received in the form of CR and Feedback from students and after evaluation by the Head of the Institution is forwarded to the higher authorities.</li> <li>• Attendance registers and daily teaching diaries are duly maintained and checked.</li> <li>• IQAC reviews the feedback received from the parent- teacher association</li> <li>• Introduction of new Courses.</li> <li>• Proposal for various UGC and other Schemes.</li> <li>• Automation of Library and its facilities.</li> <li>• Improvement in students supports systems.</li> <li>• Organizing seminars, conferences and workshops at different levels.</li> <li>• Extension and up-gradation of Classrooms and Laboratories.</li> </ul> |
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|           |                                | <ul style="list-style-type: none"> <li>• Inculcate ICT based Teaching-learning processes</li> <li>• Implementation of NAAC Peer Team recommendations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2.</b> | <b>NAAC Steering Committee</b> | <ul style="list-style-type: none"> <li>• Criterion chairmen should ensure the implementation of Data, Description and Documentation (3 D) and NAAC Activity Calendar</li> <li>• Timely report submission to NAAC Core Committee</li> <li>• Timely submission of AQAR and SSR</li> <li>• IQAC Coordinator should be Nodal Officer of AISHE and NIRF – functioning is to prepare and submission of required data</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3.</b> | <b>Academic Committee</b>      | <ul style="list-style-type: none"> <li>• Meeting Schedule – Per month at least one meeting</li> <li>• Time-table – preparation, implementation and monitoring</li> <li>• Academic Calendar (integrated with NAAC Activity Calendar)– preparation, implementation, monitoring and yearly report to principal</li> <li>• Conducting Internal Academic and Administrative Audit</li> <li>• Monitoring of Teaching Learning processes</li> <li>• Identify and introduce new programs/courses through Skill Development Cell</li> <li>• MIS-Attendance Management System, Learning material distribution system , syllabus coverage system ,Faculty information system</li> <li>• To plan for resource mobilization through industry interaction, Corporate Social Responsibility, consultancy and extra-mural funding</li> <li>• Intimate subject teachers to complete attendance on a daily basis.</li> </ul> |



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|           |                           | <ul style="list-style-type: none"> <li>To consider such other activities for furtherance of academic excellence</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>4.</b> | <b>Research Committee</b> | <ul style="list-style-type: none"> <li>To Create Research Centric environment</li> <li>Strengthen research activities</li> <li>Activities to be coordinated with Incubation Center</li> <li>Encouraging Student Research Projects</li> <li>Find various funding agencies (Government and Non-Government) for staff and student research projects and provide the same information to departments</li> <li>Ensure that respective department has prepared and submitted the proposal</li> <li>Submission of six monthly reports of research activities to IQAC and Principal</li> <li>Develop linkages with various research institutes, departments, industry, universities etc. for student and faculty exchange to strengthen research activities</li> <li>Implementation of Policy related to research paper publication, research paper presentation and student project (Seed Money Provision)</li> <li>Steps should be taken for promotion of inter-disciplinary research</li> <li>Research papers should be published in UGC care list</li> <li>Ensure that research ethics should be followed properly</li> <li>Organize guest lectures on research methodology and research tools</li> <li>Motivate faculty members to filing patents</li> </ul> |
| <b>5.</b> | <b>Proposal Committee</b> | <ul style="list-style-type: none"> <li>Identify Gov. and Non Gov. funding agencies</li> <li>To submit various proposals</li> <li>Compliance and Conduct Financial Audits</li> <li>To establish incubation center and start up in the institute</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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|           |                           | <ul style="list-style-type: none"> <li>• Search for different funding agencies and send the proposals accordingly. Various academic proposal include:</li> <li>• SPPU, Pune Various Proposals under Planning and Development such as QIP, Student Welfare, Academic and Research Proposals</li> <li>• UGC, New Delhi Various Proposals: DST, Research Grants, Vocational Courses, Skill India, NSDC, NSQF etc.</li> <li>• promotion of inter-disciplinary projects</li> <li>• Prepare proposals for generating funds to develop nonconventional energy resources</li> <li>• Submission of proposals in time from various departments including student proposals also. Encourage and motivate staff/department to find out various academic and research opportunities and apply accordingly.</li> <li>• Proposals for various awards such as Institute Awards, Extension Activity, Individual Awards, Energy Conservation Awards etc.</li> <li>• Proposals for state, national and international seminars/workshop and conferences.</li> <li>• Proposals for Sports activities to various Gov. and Non-Gov. Agencies</li> <li>• Complete the procedure of Green Audit, Energy Audit, Structural Audit, Fire and Security Audit, Gender Audit etc.</li> <li>• Promote various departments for sending proposals for Annual Maintenance schemes.</li> <li>• Consult with Account Department for smooth functioning of the committee work according to financial terms.</li> </ul> |
| <b>6.</b> | <b>Feedback Committee</b> | <ul style="list-style-type: none"> <li>• Preparing proper feedback forms of students, Teacher, parents, alumni, employer and place them on website</li> <li>• To obtain and analyze Feedback as per SSR and AQAR</li> <li>• Prepare ATR accordingly</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



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|    |                                      | <ul style="list-style-type: none"> <li>• MIS- Feedback management system</li> <li>• As per 3D</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7. | <b>Library Advisory Committee</b>    | <ul style="list-style-type: none"> <li>• Organized orientation program for staff and students</li> <li>• Steps should be taken for digitalization of library</li> <li>• Allocation of minimum 5% of total budget for purchasing books</li> <li>• Organize book exhibition every year</li> <li>• A separate new arrivals section should be established in the library</li> <li>• To conduct the activities for capturing attention of students to books</li> <li>• To enrich the library facilities with all resources</li> <li>• To avail book grants from various Gov. and Non Gov. funding agencies</li> <li>• To ensure that number of footfalls in the library should be increased.</li> <li>• Steps should be taken for library automation</li> <li>• Obtain feedback from users and proper action should be taken accordingly</li> <li>• MIS – Library Management system, Identity card generator</li> </ul> <p><b>Following roles are generally assigned to the academic librarian:</b></p> <ul style="list-style-type: none"> <li>• Selecting, developing, cataloguing and classifying library resources</li> <li>• Answering readers' enquiries</li> <li>• Using library systems and specialist computer applications</li> <li>• Management of staff, including recruitment, training and/or supervisory duties</li> <li>• Coordinate with departmental academic staff, external organisations and suppliers</li> <li>• Ensuring that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)</li> <li>• Managing budgets and resources</li> <li>• Supporting independent research and learning</li> <li>• Developing IT facilities</li> <li>• Assisting readers to use computer equipment, conduct literature searches etc</li> <li>• Promoting the library's resources to users</li> </ul> |
| 8. | <b>National Service Scheme (NSS)</b> | <ul style="list-style-type: none"> <li>• As per SPPU guidelines, as guidelines and programs change every academic year, NSS Coordinator should follow SPPU guidelines, for further details follow the link –</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



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|     |                                                                    | <a href="http://www.unipune.ac.in/other_academic_and_service_units/national_service_scheme/default.htm">http://www.unipune.ac.in/other_academic_and_service_units/national_service_scheme/default.htm</a><br><a href="http://www.unipune.ac.in/other_academic_and_service_units/national_service_scheme/nss_webfiles/circular.htm">http://www.unipune.ac.in/other_academic_and_service_units/national_service_scheme/nss_webfiles/circular.htm</a>                                                                                            |
| 9.  | <b>Admission Committee</b>                                         | <ul style="list-style-type: none"> <li>• Preparation and execution of admission process as per gov. and SPPU norms and guidelines</li> <li>• MIS – Admission Management System</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |
| 10. | <b>Women Empowerment and Prevention of Sexual Harassment Cell</b>  | <ul style="list-style-type: none"> <li>• To conduct the activities regarding women empowerment, gender equity and prevention of sexual harassment.</li> <li>• Zero tolerance policy should be implemented on the campus.</li> <li>• Organize at least one extension activity in a semester in collaboration with gov. and non-gov. organizations</li> <li>• To organize an awareness program issues related to women.</li> </ul>                                                                                                              |
| 11. | <b>Examination Committee</b>                                       | <ul style="list-style-type: none"> <li>• Prepare exam schedule</li> <li>• Establish internal vigilance squad to avoid malpractices in the examinations</li> <li>• Inspection of remedial and bridge courses</li> <li>• To conduct internal and University examination smoothly</li> <li>• Result analysis in stipulated time span and format</li> <li>• Follow university guidelines for internal assessment</li> <li>• Maintain record of all exam time tables</li> <li>• MIS – Online examination system, Result analysis system</li> </ul> |
| 12. | <b>Career Counseling and Competitive Examination Guidance Cell</b> | <ul style="list-style-type: none"> <li>• Identify the students who are capable to crack competitive exams</li> <li>• Identify various career opportunities and convey to the students</li> <li>• Various job advertisements to be shared with the students</li> <li>• Organize expert lectures for students on career counseling and competitive examinations.</li> </ul>                                                                                                                                                                     |



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|     |                                                 | <ul style="list-style-type: none"> <li>• Special guidance to the interested and aspiring students</li> <li>• Individual and mass counseling of students on various issues.</li> <li>• Conduct mock competitive examination and interviews.</li> <li>• Avail study materials on competitive examination.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 13. | <b>Campus Development and Welfare Committee</b> | <ul style="list-style-type: none"> <li>• Development of campus and maintain its cleanliness.</li> <li>• Botanical garden, nursery development, green initiatives, energy and water conservation.</li> <li>• Maintain the hygienic environment and make the campus scenic.</li> <li>• Suggest welfare measures for students, teachers and non-teaching staff.</li> <li>• Welfare for Teaching Non Teaching and Students</li> <li>• The institute needs continuous monitoring and effective implementation of welfare measures.</li> </ul> <p><b>You may work upon the following possible welfare measures for teaching and non-teaching staff</b></p> <ul style="list-style-type: none"> <li>• Promote for self-development (Academic improvement) and faculty development program higher education</li> <li>• Group insurance</li> <li>• Vacation leave</li> <li>• Casual leave</li> <li>• Earned leave</li> <li>• Medical leave</li> <li>• Study leave</li> <li>• Maternity leave</li> <li>• Fees installment for wards of staff</li> <li>• Provident fund</li> <li>• Loan facility through institutional cooperative bank or recommendation for loan of other banks</li> <li>• Ambulance</li> <li>• Doctor in campus</li> <li>• Tie up with nearby hospital</li> <li>• Felicitation on achievement</li> <li>• Canteen facility with discount</li> </ul> |



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|     |                               | <ul style="list-style-type: none"> <li>• Bank in campus</li> <li>• Medclaim</li> <li>• Tea club</li> </ul> <p><b>You may work upon the following possible welfare measures for students.</b></p> <ul style="list-style-type: none"> <li>• Security on campus</li> <li>• Adequate sanitation facilities</li> <li>• Hostels on campus</li> <li>• Insurance facilities</li> <li>• Book bank</li> <li>• Fee installments</li> <li>• Medical check-up</li> <li>• RO drinking water facilities</li> <li>• Facility or recommendation</li> <li>• College uniform to teaching and non-teaching staff</li> <li>• Counseling and guidance centers</li> <li>• Supervision of canteen, common rooms, library etc. for proper and hygienic upkeep.</li> <li>• Medical aid facilities on campus</li> <li>• Education loan</li> <li>• Student facilitation center</li> <li>• Divyanjan facilities</li> </ul> |
| 14. | <b>Health and Sports Cell</b> | <p><b>Functions</b></p> <ul style="list-style-type: none"> <li>• Medical check-up</li> <li>• Medical aid facilities on campus</li> <li>• To conduct yoga activities.</li> <li>• To create zeal amongst students and faculty members towards sports.</li> <li>• To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.</li> <li>• To enhance the interest of participants in the field of sports.</li> <li>• Identify the competency of the students in various sports on the basis of his performance at school level</li> <li>• To organize various college/university/state/national level competitions in football, cricket, basketball, volleyball, table tennis, chess, carom and badminton etc. for staff and students.</li> </ul>                                                                              |



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|     |                             | <ul style="list-style-type: none"> <li>To promote acquisition of physical skill among the students</li> <li>Organize competitive sports and other recreational activities i.e. both indoor and outdoor.</li> <li>Organize nutrition awareness program</li> <li><b><u>Documentation</u></b></li> <li>List of students participating in sports activities</li> <li>Notices of announcement of the events.</li> <li>Schedules of the events (can be included in the Annual Academic Calendar)</li> <li>Budget and expenditure</li> <li>Dead stock</li> <li>Reports of activities with geo-tagged photographs</li> <li>Newspaper cuttings, videos and links of the concerned events on the college website.</li> <li>List of students who have won awards in sports competitions</li> <li>Copies of Award Certificates/Letters of Recognition</li> <li>If Awards are in the form of trophies, photographs of the same should be printed and stored</li> <li>Daily record of indoor and outdoor facilities utilization</li> </ul> |
| 15. | <b>Commerce Association</b> | <ul style="list-style-type: none"> <li>Inaugural Function</li> <li>Activities regarding career counseling, job opportunities, self employment</li> <li>Introduce short term skill oriented courses</li> <li>Organize faculty development activities</li> <li>Internship/job training /student projects/industrial visits/Market Survey/Bank Visits</li> <li>Commerce Festival</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 16. | <b>Science Association</b>  | <ul style="list-style-type: none"> <li>Inaugural Function</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|     |                                                                      | <ul style="list-style-type: none"> <li>Activities regarding career counseling, job opportunities, self employment</li> <li>Introduce short term skill oriented courses</li> <li>Organize faculty development activities</li> <li>Internship / job training /student projects/industrial visits/Market Survey</li> <li>Science Exhibition</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 17. | <b>Literary Association, Bahishal Shikshan Mandal &amp; Magazine</b> | <p><b>Functioning of Bahishal and Literary Association</b></p> <ul style="list-style-type: none"> <li>In the beginning of the first semester, the Literary Association and Bahishal should conduct the inaugural function.</li> <li>Throughout the year, the association should organize various district/university/state/national level competitions such as poster presentation, Essay Competition, Dabating competitions, Rangoli Competitions, Street Play, Poetry reading, Kathakathan etc. on current socio-cultural issues and awards should also be given to encourage the students.</li> <li>To display notices regarding inter and intra literary events.</li> <li>To encourage and train students for attending literary events outside college.</li> <li>Keeping the record in proper format with meeting minutes.</li> <li>Publication of College Magazine with geotagged photos.</li> <li>At the end of the academic year, Bahishal coordinator should submit audited statement to IQAC and Principal.</li> <li>In the college the association should conduct following activities under Bahishal Shikshan Mandal Sponsored by Savitribai Phule Pune University, Pune.</li> <li>Dr.Babasaheb Jaikar Lecture Series.</li> <li>Yashvantrao Chavan Lecture Series.</li> <li>One Day Adult Citizen Workshop</li> </ul> |



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|            |                                    | <ul style="list-style-type: none"> <li>Coordinator should follow SPPU guidelines, for further details follow the link –</li> </ul> <p style="text-align: center;"> <a href="http://www.unipune.ac.in/snc/Extra_mural_studies/default.htm">http://www.unipune.ac.in/snc/Extra_mural_studies/default.htm</a><br/> <a href="http://www.unipune.ac.in/snc/Extra_mural_studies/cec_webfiles/Procedure_Starting_Functioning.htm">http://www.unipune.ac.in/snc/Extra_mural_studies/cec_webfiles/Procedure_Starting_Functioning.htm</a> </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>18.</b> | <b>Training and Placement cell</b> | <ul style="list-style-type: none"> <li>MIS- Training and Placement System</li> <li>Training Programs to be organized</li> </ul> <p><b><u>Teaching Staff (at least three)</u></b></p> <ul style="list-style-type: none"> <li>MIS training</li> <li>Hazard material handling</li> <li>Effective use of ICT (Smart Boards, Video Lectures, Preparing teaching-learning resources) in teaching-learning processes</li> <li>Use of Swayam Platform</li> <li>E-Content Development</li> <li>Use of E-resources such as google classroom, google form etc.</li> <li>Training on hands on repairing of lab equipments</li> <li>Orientation Program for Disaster Management</li> </ul> <p><b><u>Non-Teaching Staff (at least three)</u></b></p> <ul style="list-style-type: none"> <li>MIS training</li> <li>Hazardous material handling</li> <li>Training on repairing of lab equipments</li> <li>Orientation Program for Disaster Management</li> <li>Proper documentation</li> <li>Soft skills</li> </ul> <p><b><u>Students</u></b></p> |



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|     |                                                       | <ul style="list-style-type: none"> <li>• Soft Skills</li> <li>• Organize workshop/seminar</li> <li>• Special training programs for personality development, interview skills, presentation skills, communication skills, resume writing etc.</li> <li>• Research methodology training</li> <li>• Group Discussion Practice</li> <li>• Organize Aptitude Tests</li> </ul> <p><b><u>For Placement Cell</u></b></p> <ul style="list-style-type: none"> <li>• Organize on campus interviews</li> <li>• To promote students for off-campus interviews</li> <li>• Sign MoUs and collaborations with industries/firms</li> <li>• Locating various job opportunities</li> <li>• Expert lectures of alumni and industrial experts</li> <li>• Entrepreneurship Development Program</li> <li>• Mock Interview Sessions</li> <li>• Public Sector Competitive Exams Training</li> <li>• Industry Internship Programs</li> </ul> <p><b><u>Documentation</u></b></p> <ul style="list-style-type: none"> <li>• Notice, brochure of professional development and administrative training</li> <li>• List of participants/Attendance Sheet</li> <li>• Feedback and geo-tag photos.</li> <li>• Report of each training program organized in the campus.</li> <li>• List of the industries with contact number of HR managers</li> <li>• Record of Selection and participation of students</li> <li>• Offer letters</li> </ul> |
| 19. | <b>Grievance Reddresal and Anti-Ragging Committee</b> | <p><b><u>Grievance Reddresal</u></b></p> <ul style="list-style-type: none"> <li>• Make available offline and online grievance obtaining systems</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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|     |                                  | <ul style="list-style-type: none"> <li>To ensure provisions for an environment where all such students feel safe and secure.</li> <li>To provide prompt counseling for any emotional emergencies arising on account of any events at the campus.</li> <li>MIS – Grievance redressal system</li> </ul> <p><b><u>Anti-Ragging Committee</u></b></p> <ul style="list-style-type: none"> <li>To prevent anti-ragging by students in our college by pro-actively involving, giving wide publicity to prevent ragging, taking rounds and such taking preventive measures is necessary.</li> <li>The cell should point out the received grievances including student's applications and oral complaints.</li> <li>The cell should keep record with minutes of the meeting.</li> <li>The committee should conduct regular meetings for grievance and redressal.</li> <li>Fill online forms of Anti Ragging affidavit from each student with the help of mentors.</li> <li>Conduct a lecture / seminar / workshop including counseling for students against anti ragging.</li> </ul> |
| 20. | <b>ICT and Website Committee</b> | <p><b>Responsibility of the Committee</b></p> <ul style="list-style-type: none"> <li>All the institutional programs should be focused on the website</li> <li>Regular website updation</li> <li>Regular maintenance of peripherals</li> <li>Use of anti virus in all the computers</li> <li>Back-up facilities maintenance</li> <li>ICT facilities maintenance</li> <li>MIS – e-notice management system, website management system</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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| <b>21.</b> | <b>Earn and Learn Scheme</b>                     | <p>As per SPPU guidelines, as guidelines and programs change every academic year, Coordinator should follow SPPU guidelines, for further details follow the link –</p> <p><a href="http://www.unipune.ac.in/other_academic_and_service_units/board_students_welfare/bsw_webfiles/Earn.htm">http://www.unipune.ac.in/other_academic_and_service_units/board_students_welfare/bsw_webfiles/Earn.htm</a></p> <p><a href="http://www.unipune.ac.in/other_academic_and_service_units/board_students_welfare/bsw_webfiles/circular.htm">http://www.unipune.ac.in/other_academic_and_service_units/board_students_welfare/bsw_webfiles/circular.htm</a></p> |
| <b>22.</b> | <b>National Cadet Corps (NCC)</b>                | <p>As per Gov. Norms and conditions, for further details follow the link</p> <p><a href="https://indiancc.nic.in/document-category/ncc-rules/">https://indiancc.nic.in/document-category/ncc-rules/</a></p> <p><a href="https://indiancc.nic.in/document-category/policies-guidelines/">https://indiancc.nic.in/document-category/policies-guidelines/</a></p>                                                                                                                                                                                                                                                                                       |
| <b>23.</b> | <b>Educational Tours and Excursion Committee</b> | <ul style="list-style-type: none"> <li>• Encourage faculty members to organize study tours in different disciplines</li> <li>• Provide gov. rules and regulations</li> <li>• Provide complete Procedure of educational tour</li> <li>• Give proper weightage to the student report writing in assessment</li> <li>• Study tours should be organized related to respective subjects</li> <li>• Proper documentation and submit report to IQAC and principal</li> </ul>                                                                                                                                                                                |
| <b>24.</b> | <b>Celebration and Cultural Committee</b>        | <ul style="list-style-type: none"> <li>• Celebration of commemorative events- National days, birth and death anniversaries of great national hero</li> <li>• Promote the students to deliver speech in commemorative events</li> <li>• Appoint cultural secretary from students</li> <li>• Organize talent search competition and thereby identify and train the students who are interested in cultural activities</li> <li>• Encourage students to take part in cultural and extra-curricular activities</li> <li>• Organize talent search competition</li> <li>• Organize cultural activities in the college.</li> </ul>                          |



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|     |                               | <ul style="list-style-type: none"> <li>• Conduct annual social gathering.</li> <li>• Motivate students to participate in cultural activities conducted off campus.</li> <li>• Keep photographs and documents of the cultural activities.</li> <li>• Organize inter-college competitions</li> <li>• Participation of students in youth festivals</li> <li>• Day celebration</li> </ul> <p><b><u>Documentation</u></b></p> <ul style="list-style-type: none"> <li>• List of students participating in Cultural activities</li> <li>• Notices of announcement of the events.</li> <li>• Schedules of the events (can be included in the Annual Academic Calendar)</li> <li>• Budget and expenditure</li> <li>• Reports of activities with geo-tagged photographs</li> <li>• Newspaper cuttings, videos and links of the concerned events on the college website.</li> <li>• List of students who have won awards in Cultural competitions</li> <li>• Copies of Award Certificates/Letters of Recognition</li> <li>• If Awards are in the form of trophies, photographs of the same should be printed and stored</li> </ul> |
| 25. | <b>Skill Development Cell</b> | <ul style="list-style-type: none"> <li>• Introduce various skill based programs/courses based on the need of surroundings (Certificate / Diploma)</li> <li>• Implement government schemes for skill enhancement.</li> <li>• Motivate students to go for startup and entrepreneurship</li> <li>• To provide the platform which will cater the services in professional skill development which will help the institute and Students to gain skills.</li> <li>• Apply for various schemes of Govt. of India and State Government.</li> <li>• Ensure equitable access for all students.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|     |                                              | <ul style="list-style-type: none"> <li>• To foster excellence in skill development, building effectiveness in delivering competency-based training, and to enable trainees and other stakeholders to make informed choices with regard to skill development.</li> <li>• Coordinate with Various Departments for conducting different type of courses for the development and progression of the department/college.</li> <li>• Certificate/Diploma Courses should be designed to add to the students' knowledge and skills.</li> <li>• Arrange special coaching for SCs/STs and OBCs</li> </ul>                                                                                                                                                                        |
| 26. | <b>Mess Committee</b>                        | <ul style="list-style-type: none"> <li>• Monthly meeting</li> <li>• Every day a staff member takes food and comments are written in the visitor book</li> <li>• Visitor book should maintained</li> <li>• Cleanliness should be looked after</li> <li>• Menu of every week should be fixed</li> <li>• Students should not be allowed to enter in the kitchen</li> <li>• Six monthly pest control should be carried out</li> <li>• Updated nutrition chart should be displayed in the mess hall</li> <li>• Take care of regular functioning of mess activities.</li> <li>• Feedback on the quality of food</li> <li>• Quality of the grocery should be checked at random.</li> <li>• Proper redressal on students' complaints.</li> <li>• Keep proper record</li> </ul> |
| 27. | <b>Alumni and Parent Teacher Association</b> | <ul style="list-style-type: none"> <li>• Conduct Alumni and parent teacher association meets periodically.</li> <li>• Obtain feedback of alumni and parents on various activities of the college</li> <li>• MoU with alumni</li> <li>• Arrangement of at least two lectures per semester</li> <li>• Maintain proper documentation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |



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|     |                                     | <ul style="list-style-type: none"> <li>• Generation and utilization of funds raised through alumni association</li> <li>• Compulsorily audit should be conducted every year and be submitted to Charity Commissioner</li> <li>• Organize industry, farm, dairy visits with the help of parents</li> <li>• Registration of final semester students every year</li> <li>• Mata Mahavidyalayachya Dari program should be conducted twice a year</li> <li>• Parent Meet of boarders should be conducted</li> <li>• Alumni and Parent Teacher Associations meeting register should be maintained</li> <li>• MIS- Alumni information system</li> </ul>                                                                                                                      |
| 28. | <b>Students Mentoring Committee</b> | <ul style="list-style-type: none"> <li>• Allotment of mentees to mentors. The ratio of distribution must be at equal amount.</li> <li>• To conduct a small workshop on the method of Mentoring programme in the college.</li> <li>• Mentor booklet should be made available and regularly monitoring of the same</li> <li>• Mentors should regularly conduct meeting with mentors and keep meeting minutes.</li> <li>• If any cases related to anti-ragging, sexual harassment, psychological problems, please direct those cases to concerned cell.</li> <li>• Ensure that each of the eligible mentee is getting benefit of scholarship and freeship</li> <li>• Identify the students for earn and learn scheme</li> <li>• MIS – Teacher guardian module</li> </ul> |
| 29. | <b>Hostel Committee</b>             | <ul style="list-style-type: none"> <li>• Ensure that the daily functioning of hostel is smooth</li> <li>• Establish Prompt communicate with civil department for maintenance of infrastructure,</li> <li>• Conduct students meeting regularly,</li> <li>• Look into the students grievances</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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|            |                               | <ul style="list-style-type: none"> <li>• Keep proper record</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>30.</b> | <b>Reservation Cell</b>       | <ul style="list-style-type: none"> <li>• Under the Reservation Cell, establish three cells SC/ST Cell, OBC Cell, Minority cell</li> <li>• Collect all the related documents at the time of admission process</li> <li>• Enlist the students belonging to reserved category.</li> <li>• Aware students about scholarships and free ships.</li> <li>• Communicate with mentors and class teachers regarding scholarships and free ships.</li> <li>• Conduct a lecture in which An Eminent person from other institute would deliver a lecture about Reservation policies and implementation regarding education.</li> <li>• Complaint Register for SC/ST and OBC</li> <li>• To arrange for special opportunities to enhance the career growth of SCs/STs and OBC students.</li> <li>• To circulate State Government and UGC's decisions about different scholarship programs.</li> <li>• Take initiative to provide information and benefits of various SC/ST and OBC students' schemes of State and Central Government.</li> </ul> |
| <b>31.</b> | <b>Foreign Language Cell</b>  | <ul style="list-style-type: none"> <li>• Create awareness among the students of foreign languages with respect to career opportunities and research</li> <li>• Conduct courses on foreign languages like German, French, Japanese etc.</li> <li>• Maintain proper record</li> <li>• Issue the course completion certificates</li> <li>• Obtain feedback from the students</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>32.</b> | <b>Pravara Police Academy</b> | <ul style="list-style-type: none"> <li>• As per the SSRI norms</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|     |                                | <ul style="list-style-type: none"> <li>• Registration of students should be carried out by conducting physical fitness test</li> <li>• Circulation of various recruitment advertisements.</li> <li>• Prepare time table for conducting regular lectures and appointment of the physical trainer for ground activities</li> <li>• Monitor the preparation of students for various recruitment exams</li> <li>• Provide study material to the students</li> <li>• Arrange guest lectures with the help of alumni</li> </ul> |
| 33. | <b>Restructuring Committee</b> | <ul style="list-style-type: none"> <li>• Ensure that the restructuring courses are being conducted smoothly as per the norms of SPPU</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| 34. | <b>RTI Committee</b>           | <ul style="list-style-type: none"> <li>• As per the SPPU and Government norms, for further details follow the link –<br/> <a href="https://rti.gov.in/RTICorner/GuideForRti.htm">https://rti.gov.in/RTICorner/GuideForRti.htm</a><br/> <a href="https://rti.gov.in/RTICorner/Guide_2013-issue.pdf">https://rti.gov.in/RTICorner/Guide_2013-issue.pdf</a> </li> </ul>                                                                                                                                                      |



**SHIRDI SAI RURAL INSTITUTES  
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**NAAC ACTIVITY CALENDER**  
*(For non-technical Colleges)*

## Monthly Activity: Throughout Academic Year

| Metric | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Timeline                     | Target                                                                                                                 | Responsibility                                                                                                                                                                                                                              |
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| 1.1.1  | Teacher's Diary -individual time-table, details regarding leave record, syllabus annual planning, monthly report, weekly teaching record, record of compensation work, record of administrative/co-curricular/ extra-curricular work, etc.<br>The Teacher's diary should be hand written                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Throughout academic Year     | Maintain teaching dairy properly                                                                                       | Respective Teachers should maintain and HOD should sign at the end of Every month<br>Exam Dept/Respective Dept.                                                                                                                             |
| 1.1.3  | There should be involvement /participation of teachers in <ul style="list-style-type: none"> <li>• Member of Academic Council</li> <li>• BOS</li> <li>• Paper Setting</li> <li>• Syllabus Design</li> <li>• Paper Checking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Throughout academic Year     | Faculty should Involve/Participate in mentioned activities                                                             | Individual Teachers<br>Respective Department should maintain file                                                                                                                                                                           |
| 2.2.1  | <ul style="list-style-type: none"> <li>• Assessment Criteria</li> <li>• Identify the slow &amp; advance Learner at the entry level based on previous year (12th) marks bench mark (Slow learner below 50%), (Advanced learner above 70%)</li> <li>• MCQ test though google form</li> <li>• Individual interaction with students overcoming previous stream barriers</li> <li>• Learning barriers (Family background, poor economic condition, education in remote area, unavailability of study material, lack of learning resources</li> <li>• While allotting the below courses care should be taken that each department should run at least one course (ex. 25% for bridge, 25% remedial, 25% add on, 25% value added)</li> <li>• For Slow learners</li> <li>• Introduce Bridge and Remedial course for slow learner</li> <li>• Bridge course in Mathematics Physics, chemistry, electronics, commerce - basic accounts</li> <li>• Remedial course: <ul style="list-style-type: none"> <li>• A Remedial Course in Basic Grammar, Communication, Linguistic skills of English.</li> <li>• A Remedial Course in Physics, Optics, Electronics etc.</li> </ul> </li> </ul> | Throughout the academic year | <p>Assess slow and advanced learners as per given criteria</p> <p>Submission of the data in the last week of March</p> | <p>Academic Committee along with respective departments will identify the courses and monitor the same.</p> <p>Detailed documentation and reports should be submitted to academic committee and IQAC after the completion of the course</p> |

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|       | <ul style="list-style-type: none"> <li>• Advance learners should be assessed as follows</li> <li>• Aptitude test</li> <li>• To identify interest of the students through discussion and experiential learning.</li> <li>• For example</li> <li>• Soft skill development</li> <li>• An entrepreneur development program</li> <li>• Employability skill program</li> <li>• Communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |                                                                                                         |                                                   |
| 2.3.1 | <p>Experiential learning:</p> <ul style="list-style-type: none"> <li>• Project work : All academic departments</li> <li>• Internship or Field Projects in Industry</li> <li>• Arrange the Science Exhibition</li> <li>• students are encouraged to participated at state, National and International Level seminar /conferences/workshop</li> <li>• Field, industrial visit</li> <li>• Visit to study center</li> <li>• Case study etc. are being practiced in the college</li> <li>• Reports should be as of criteria 1.</li> <li>• Class seminars</li> <li>• Group discussions</li> <li>• Participation in debates</li> <li>• Questioning method/Quiz</li> <li>• Debate and elocution</li> <li>• Street play</li> <li>• Role play</li> </ul> <p>Problem solving Methodology</p> <ul style="list-style-type: none"> <li>• All academic departments are using this method successfully for enhancing the learning experiences of the students.</li> <li>• Research Activities - Research activities should be carried out in each department</li> </ul> | Throughout the academic year | Conduct Experiential learning, Experiential learning, Problem solving Methodology as per given criteria | Department                                        |
| 2.3.2 | Teacher can use some of the ICT enabled tools from listed below and submit the relative record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Throughout the academic year | Teachers should use ICT tools for teaching                                                              | Department Level Monitoring by Academic Committee |

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|       | <ul style="list-style-type: none"> <li>• Google classroom-</li> <li>• ZOOM</li> <li>• Microsoft Teams</li> <li>• Google Meet</li> <li>• PPT</li> <li>• You tube Channel</li> <li>• Videos</li> <li>• Film Show</li> <li>• Edmodo</li> <li>• Blog</li> <li>• personal website</li> <li>• Smart board</li> <li>• LCD projector</li> <li>• E-content</li> <li>• Google form</li> <li>• Digital language lab etc</li> </ul>                                                                                                                                                                                                                             |                                     |                                                                 |                                                     |
| 2.5.1 | <ul style="list-style-type: none"> <li>• Exam committee should prepare a policy document regarding transparent internal assessment</li> <li>• Exam committee should prepare academic calendar in adherence with SPPU</li> <li>• Internal Assessment should be followed as per academic calendar</li> <li>• Record related</li> <li>• Declaration of exam scheduled</li> <li>• Letters issued to respective subject teacher regarding internal assessment</li> <li>• Question Paper Setting</li> <li>• Conduct of Examination</li> <li>• display marks on notice board</li> <li>• Providing answer sheet if demanded in a stipulated time</li> </ul> | Throughout Academic Year            | Maintain Exam record properly and submit at the end of semester | <p>All Departments</p> <p>Examination Committee</p> |
| 2.6.1 | <ul style="list-style-type: none"> <li>• POs, COs, PSOs should be updated at the introduction of new syllabus</li> <li>• POs should be prepared by faculty coordinators consultation with HOD</li> <li>• COs should be prepared by respective teachers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   | At the introduction of new syllabus | Define POs, COs, PSOs as per given guidelines                   | HOD, Faculty coordinator and Subject Teacher        |

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|       | <ul style="list-style-type: none"> <li>• PSOs should be prepared by respective departments</li> <li>• POs, COs, PSOs should be display on website /notice board</li> <li>• POs, COs, PSOs should be discussed with students</li> </ul>                                                                                                                                                                                                                                                                                                                                                             |                              |                                                                                                                                                                                                                                               |                                                                                                                                                      |
| 3.1.1 | <ul style="list-style-type: none"> <li>• Regular tracking of university, UGC and NGO circulars for funding</li> <li>• Submit the research proposal to various funding agencies like BOD Aspire Proposal, CSIR. DBT, UGC, SERB (Science and Engineering Research Board), ICSSR, BSI, various industries, etc.</li> <li>• Submit the research proposal to NGO's &amp; local agencies such as PIREN'S, SSR Institute, Janseva foundation, Vikhe Foundation, Dairy industries, Sugar industries etc.</li> </ul>                                                                                        | Throughout the academic year | During five year each department should complete at least 1 Research Project                                                                                                                                                                  | Research committee and Respective HOD                                                                                                                |
| 3.1.2 | <ul style="list-style-type: none"> <li>• Eligible faculty should apply for Guideship as per the notification of University</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Throughout the academic year | Eligible staff should apply for Ph.D Guideship                                                                                                                                                                                                | Research Committee                                                                                                                                   |
| 3.2.1 | <ul style="list-style-type: none"> <li>• Institute should create Incubation Centre under research committee</li> <li>• Innovative ideas to be created taped and transferred</li> <li>• Motivate and shortlist the students for startup projects</li> <li>• At least start 3 projects (startup projects) every year</li> <li>• Startup projects should be social, interact with community beneficial</li> </ul>                                                                                                                                                                                     | Throughout the academic year | Motivate and guide students for startup project                                                                                                                                                                                               | Research committee (Incubation & Innovation Cell)                                                                                                    |
| 3.2.2 | <ul style="list-style-type: none"> <li>• Each department of institute conduct at least one Seminar on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship Organized workshops/seminars and innovative practices collaboration with industries. Such as, MIDC, PIREN's, etc.</li> <li>• Entrepreneurship development program through MCED(Maharashtra centre for entrepreneurship development ), DIC (District Industries centre) and Skill India program</li> <li>• Apply for various industries for collaborative activity under CSF (Corporate Social Fund)</li> </ul> | Throughout the academic year | Workshops/seminars on Research Methodology- (August- September)<br>Intellectual Property Rights (IPR)- (January - February)<br>Entrepreneurship in each term. (As per the convenience of MCED, DIC, Skill India program etc.)<br>March- April | <ul style="list-style-type: none"> <li>• Research Committee</li> <li>• Entrepreneurship by Commerce department</li> <li>• All PG incharge</li> </ul> |
| 3.3.1 | <ul style="list-style-type: none"> <li>• Eligible faculty should register students for Ph. D.</li> <li>• Institute research center increase the number of admissions for Ph. D.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         | Throughout Academic Year     | Register students for Ph. D<br>As per the notification of University                                                                                                                                                                          | Research Committee                                                                                                                                   |
| 3.4.1 | <ul style="list-style-type: none"> <li>• Institute, NSS and NCC should carried out social activities with neighborhood communities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Throughout the academic year | NSS/NCC/all department should conduct activities                                                                                                                                                                                              | Extension Activity Committee (comprising of all members from NSS and NCC ) and All HODs                                                              |

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|       | <ul style="list-style-type: none"> <li>• Not only NSS, NCC and every department / committee of institute should conduct at least one extension activities</li> <li>• Learning activities have a visible element for developing sensitivities towards community issues, gender disparities, social inequity etc.</li> <li>• Affiliation and interaction with groups or individuals who have an interest in the activities of the institution and the ability to influence the actions, decisions, policies, practices or goals of the organization leads to mutual benefit to both the parties.</li> <li>• The processes and strategies inherent in such activities relevantly sensitize students to the social issues and contexts.</li> </ul>                                                                              |                              |                                   |                                  |
| 3.4.2 | <ul style="list-style-type: none"> <li>• To conduct various social/extension activities with students in collaboration with government/ government recognized bodies</li> <li>• Search for awards and recognition for extension activity</li> <li>• NSS and NCC departments apply for award to various government bodies, NGOs, trust etc.</li> <li>• Apply for awards after completion of activity/programme</li> </ul> <p>(Awards to the individuals should not be considered here.)</p> <p><input type="checkbox"/> Awards received other than extension activities are not to be considered.</p> <p><input type="checkbox"/> Awards from own trust / sister institutions not to be considered.</p> <p><input type="checkbox"/> Awards local in nature such as Urban / local bodies/Panchayat etc are to be avoided)</p> | Throughout the academic year | Apply for award and recognition   | NSS Department<br>NCC Department |
| 3.4.3 | <ul style="list-style-type: none"> <li>• NSS and NCC departments conduct maximum extension and outreach programmes for student</li> <li>• Society collaboration with industry, community and Non- Government organizations such as Blood donation camp, Cleanliness program, road safety etc.</li> <li>• As per the instructions/circulars of University &amp; Institute conduct activity/programme in particular duration</li> <li>• Carried out such activities</li> <li>• Examples-</li> </ul> <p>June:</p> <ol style="list-style-type: none"> <li>1. International yoga day</li> <li>2. Cleanliness camp</li> </ol> <p>July:</p>                                                                                                                                                                                        | Throughout the academic year | Conduct more number of activities | NCC & NSS Committee              |

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|       | <ol style="list-style-type: none"> <li>1. Water conservation activity &amp; Rally</li> <li>2. Tree Plantation</li> </ol> <p>August:</p> <ol style="list-style-type: none"> <li>1. Swachh Bharatabhiyan</li> <li>2. Independence Day</li> <li>3. Bicycle Rally</li> <li>4. Environment awareness programme (Vanmahotsva)</li> </ol> <p>September:</p> <ol style="list-style-type: none"> <li>1. Tree plantation</li> </ol> <p>October:</p> <ol style="list-style-type: none"> <li>1. Cleanliness programme</li> <li>2. National unity day</li> <li>3. Hemoglobin check up</li> <li>4. Blood donation camp</li> </ol> <p>December:</p> <ol style="list-style-type: none"> <li>1. Aids Awareness day</li> <li>2. Energy awareness programme</li> <li>3. NSS camp (daily activity conducted in the camp should be reported as individual extension activity)</li> </ol> <p>January:</p> <ol style="list-style-type: none"> <li>1. Road safety</li> <li>2. Fit India campaign</li> <li>3. Army day</li> <li>4. Republic day celebration</li> </ol> <p>February:</p> <ol style="list-style-type: none"> <li>1. Digital awareness programme</li> </ol> <p>March:</p> <ol style="list-style-type: none"> <li>1. Social awareness activity/programme</li> </ol> <p>Locational advantages activity, voter awareness program, Relief fund rally, street play etc.</p> |                              |                                                    |                                    |
| 3.5.1 | <ul style="list-style-type: none"> <li>• Each department collaborate with different industries, universities, organizations, for collaborative activities for students and staffs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Throughout the academic year | Department should conduct collaborative activities | Departments and Research Committee |

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|       | <ul style="list-style-type: none"> <li>• During the academic year department should carry out minimum one collaborative activity</li> <li>• Communicate with collaborating agencies for further activities</li> <li>• Institute research centers provide lab facility to other institute research scholars, scientists, industrialist</li> <li>• Faculty exchange- Every department will try to collaborate with minimum one credit course</li> <li>• Student exchange- UG and PG students complete their projects in various industries, other university/ institute, organizations and research centers</li> </ul> <p>(The collaborations mentioned in metric 3.4.3 not to be considered here.</p> <p><input type="checkbox"/> Collaborations with the sister institutions under the same Trust not to be included.</p> <p><input type="checkbox"/> Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency)</p> |                              |                                          |                                   |
| 3.5.2 | <ul style="list-style-type: none"> <li>• Each department assigned MoUS with different industries, universities, organizations, for collaborative activities</li> <li>• MoUS should be functional not only assigned</li> <li>• During the academic year minimum one activity is required in each term</li> </ul> <p>(MOU's with the sister institutions under the same Trust not to be included.</p> <p><input type="checkbox"/> Avoid data given in metric 3.5.1.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Throughout the academic year | One activity per year                    | Department and research committee |
| 4.2.1 | <ul style="list-style-type: none"> <li>• Student can access web of OPAC from departmental computer</li> <li>• Induction programme for staff and students</li> <li>• Try to make available following facilities step by step within the period of five years.</li> <li>• KOHA</li> <li>• Web-OPAC Link</li> <li>• Circulation</li> <li>• MARC catalogue</li> <li>• RFID system</li> <li>• Foot fall machine</li> <li>• Library web page</li> <li>• E-resource portal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Throughout the academic year | Automize library facilities step-by-step | Library Committee                 |

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|       | <ul style="list-style-type: none"> <li>• Repository of question paper</li> <li>• Central library Face-book page</li> <li>• User entry software</li> <li>• Use of D-space for digital library –</li> <li>• Funds for automation of library can be raised by increasing library fees.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                                                              |                                                                                                                                                                                                                            |
| 4.2.4 | <ul style="list-style-type: none"> <li>• Display QR code of e-resources at various places in college.</li> <li>• Give publicity to library facilities, services, resources, etc. online using social media</li> <li>• Monthly user list should be displayed on staff notice board duly signed by principal</li> <li>• Librarian should convey the record of staff not visiting the library as well as not using the e-resource facility (N-LIST) every week and principal should take appropriate action</li> <li>• Keep separate computers for students and staff</li> <li>• There should be study room facility for the students</li> <li>• Faculty members should use the library facility regularly</li> <li>• Best library user prize should be given to students.</li> </ul> | Throughout the academic year | QR codes for library facilities                              | Librarian                                                                                                                                                                                                                  |
| 4.3.1 | <ul style="list-style-type: none"> <li>• Wi-Fi facility should be provided in the campus</li> <li>• Software updation</li> <li>• Provide password to the students be included</li> <li>• Correspondence should be carried out to purchase the required material for Wi-Fi facility.</li> <li>• There should be a computer facility with internet connectivity in every department</li> <li>• Lecture capturing facility should be made available for the recording</li> <li>• E-notice board facility should be working</li> <li>• Smart board, projector, VLC, etc. should be added/upgraded</li> </ul>                                                                                                                                                                           | Throughout the academic year | Update IT facilities                                         | IT                                                                                                                                                                                                                         |
| 5.1.1 | <ul style="list-style-type: none"> <li>• Search and prepare list of different agencies providing scholarship along with its eligibility</li> <li>• Annual plan:</li> <li>• Find out the number of eligible students for that respective scholarship</li> <li>• Conduct awareness program</li> <li>• (at least one per semester)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         | Throughout the academic year | Maximum number of students should get benefit of scholarship | <p>Major role by:</p> <ul style="list-style-type: none"> <li>• SC/ST/OBC/Minority Cell</li> <li>• Scholarship Department</li> </ul> <p>Assistance by:</p> <ul style="list-style-type: none"> <li>• Every Mentor</li> </ul> |

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|       | <ul style="list-style-type: none"> <li>• Inform and assist them to fill the form</li> <li>• Care should be taken that all eligible students gets scholarship benefit</li> <li>• Prepare list as number of students eligible and number of benefited by that respective scholarship</li> <li>• Care should be taken by all mentioned cells/scholarship department/mentor that all eligible students gets benefited by at least one scholarship</li> <li>• So there will be increase in percentage of students benefited by scholarships</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Report Submission: April                                            |                                                                                            |                                                                                                                                                                                                                            |
| 5.1.2 | <ul style="list-style-type: none"> <li>• Search and prepare list of different agencies providing scholarship along with its eligibility</li> <li>• Annual plan:</li> <li>• Find out the number of eligible students for that respective scholarship</li> <li>• Conduct awareness program</li> <li>• (at least one per semester)</li> <li>• Inform and assist them to fill the form</li> <li>• Care should be taken that all eligible students gets scholarship benefit</li> <li>• Prepare list as number of students eligible and number of benefited by that respective scholarship</li> <li>• Care should be taken by all mentioned cells/scholarship department/mentor that all eligible students gets benefited by at least one scholarship</li> <li>• So there will be increase in percentage of students benefited by scholarships</li> <li>• The discount given in Fee by the management can be considered as free ship/scholarships</li> <li>• Financial Support by Institution: Such as Earn and Learn, /Hostel/Mess, etc</li> </ul> | <p>Throughout the academic year</p> <p>Report Submission: April</p> | Maximum number of students should get benefit of scholarship                               | <p>Major role by:</p> <ul style="list-style-type: none"> <li>• SC/ST/OBC/Minority Cell</li> <li>• Scholarship Department</li> </ul> <p>Assistance by:</p> <ul style="list-style-type: none"> <li>• Every Mentor</li> </ul> |
| 5.1.3 | <p>Life skills (Yoga, physical fitness, health)</p> <ul style="list-style-type: none"> <li>• Action plan for activities like Yoga and physical fitness</li> <li>• Celebrate Yoga week with separate activities everyday like yoga awareness, yoga training, meditation, expert lecture on yoga.</li> <li>• Yoga centre for students and community peoples</li> <li>• Organize program like mini marathon, expert lecture on physical fitness, self defense, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Throughout the academic year                                        | <p>Yoga: June</p> <p>Physical fitness program/Event in July, August, January February)</p> | <ul style="list-style-type: none"> <li>• Physical Education Department</li> </ul>                                                                                                                                          |

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|       | <ul style="list-style-type: none"> <li>Specifically during physical education curriculum for all First year students this activities can be conducted</li> <li>Health and Hygiene</li> <li>At least two activities should be conducted related with hygiene for students</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>Nutritional awareness</li> <li>Nutritional management</li> <li>Expert/Guest lecture for that should be arranged</li> </ul>                                                                                                  |                                                                     | Two activities related with Health and Hygiene per year (August, December) | <ul style="list-style-type: none"> <li>Women Empowerment Cell</li> <li>Health Committee</li> </ul>                                                                                                 |
| 5.1.5 | <ul style="list-style-type: none"> <li>Implementation of guidelines of statutory/regulatory bodies</li> <li>Organization wide awareness and undertakings on policies with zero tolerance</li> <li>Mechanisms for submission of online/offline students' grievances</li> <li>Timely redressal of the grievances through appropriate committees</li> <li>The SOP of all cell are needed</li> <li>Meeting minutes of these committees are needed</li> <li>Anti ragging form should be filled by students</li> </ul>                                                        | <p>Throughout the academic year</p> <p>Report Submission: April</p> | Implementation of guidelines of statutory/regulatory bodies                | <ul style="list-style-type: none"> <li>Grievance redressal Cell</li> <li>Prevention of sexual harassment committee</li> <li>Anti ragging committee</li> </ul>                                      |
| 5.2.1 | <ul style="list-style-type: none"> <li>The campus interview should be arranged in own campus</li> <li>If arranged elsewhere it should be in collaboration with your college and the placement officer should be actively participate in same</li> <li>The committee should contact various agencies to conduct campus interview</li> <li>There should be planning for arranging the campus placement</li> <li>Placement cell should arrange activities before all campus interviews to make students aware about the company and their requirements</li> </ul>          | <p>Throughout the academic year</p> <p>Report: April</p>            | Maximum number of students should be placed through campus interview       | <p>Major Role:</p> <ul style="list-style-type: none"> <li>Placement cell</li> </ul> <p>Assistance By:</p> <ul style="list-style-type: none"> <li>Every department</li> <li>Each teacher</li> </ul> |
| 5.2.3 | <ul style="list-style-type: none"> <li>All head and their staff should motivate student for competitive exam in their subject</li> <li>Notice/brochure to the students about such exams</li> <li>The competitive exam cell should give notice to the students about such exam and guide them</li> <li>All the examinations which are conducted by state/central government for job recruitment should only be considered.</li> <li>Examples: Army, Police, Talathi, Gramsevak, Bank governed by Government (SBI, IBPS)</li> </ul> <p>Number of students selected to</p> | <p>Throughout the academic year</p> <p>Report: April</p>            | Staff should motivate and guide student to participate in competitive exam | <ul style="list-style-type: none"> <li>Head of Department</li> <li>Career/competitive exam cell</li> </ul>                                                                                         |

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|       | <ul style="list-style-type: none"> <li>JAM, CLAT, NET, SLET, GATE, GMAT, CAT, GRE, TOEFL, Civil Services</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |                                                                             |                                                                                                                                                                                                                                                                                                                                                |
| 5.3.1 | <ul style="list-style-type: none"> <li>The physical director should chalk out and identify students with the help of mentor those who are good in sports</li> <li>Should give them proper training and guidance</li> <li>There should be compulsory participation of students in sports event organized by SPPU, Pune</li> <li>Search events/activities available for the students</li> <li>Give the notice to sports students and motivate them to participate in such events</li> <li>The Cultural Committee should chalk out with the help of mentor students those who are active in cultural activities</li> <li>Should guide them</li> <li>Search events/activities and motivate them to participate in such events</li> <li>NCC/NSS department should guide students so that they will participate in RDC parade</li> </ul> | <p>Throughout the academic year</p> <p>Report: April</p> | Motivate and send students for sports, cultural events/activities           | <ul style="list-style-type: none"> <li>Physical Director</li> <li>Cultural Committee</li> <li>NCC /NSS department</li> </ul>                                                                                                                                                                                                                   |
| 5.3.2 | <ul style="list-style-type: none"> <li>Principal / Vice-Principal / IQAC Coordinator should nominate students in various committees as per SOP</li> <li>The committee having student's representation should take students participation and engagement during the events /activities arranged under that respective committee and proof of that should be kept</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Throughout the academic year</p> <p>Report: April</p> | All student oriented committee should have active participation of students | <ul style="list-style-type: none"> <li>Students Council</li> <li>IQAC</li> <li>Commerce and Science Association</li> <li>Literary association</li> <li>NSS</li> <li>NCC</li> <li>Cultural Committee</li> <li>Students Welfare Committee</li> <li>Gymkhana Committee</li> <li>Earn and Learn</li> <li>Hostel and Mess Committee, etc</li> </ul> |
| 5.4.1 | <ul style="list-style-type: none"> <li>First check whether the alumni association is registered and is valid.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | December                                                 |                                                                             | <ul style="list-style-type: none"> <li>Alumni Cell</li> </ul>                                                                                                                                                                                                                                                                                  |

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|       | <ul style="list-style-type: none"> <li>• Every year financial audit of alumni association should be conducted and submitted to Charity commissioner</li> <li>• There should be at least one alumni meet every year</li> <li>• Top alumni guidance lectures should be arranged by alumni cell through various departments</li> <li>• Every department should arrange at least one alumni guidance lecture</li> </ul>                            | Throughout the academic year<br><br>Report: April                  | Organize alumni meet, alumni guidance lecture, parent meet.          |                                                                     |
| 6.3.4 | <p>Principal should ensure that the Faculty should attend face to face and online faculty development program</p> <p>Unaided staff should participate in Programs approved by SWAYAM etc.</p> <p>The Course should be Approved by UGC/AICTC/HRDC/MHRD</p> <p>Note: FDP should be of the duration of one week or more</p> <p>One teacher attending one or more professional development Program in a year to be counted as one only.</p>        | Throughout the academic year                                       | Faculty should participate in FDP and submit data at end of semester | Staff Training and development committee(Teaching and non Teaching) |
| 6.4.2 | <p>Funds should be generated from non government bodies such as Lions Club, Rotary Club, Red Cross, Private Industries (Funds under Corporate Social Responsibility) for development of the institute.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Funds from own institutions/own trust and sister institutions not to be considered</li> <li>• Contribution in the form of equipment / software etc not be counted.</li> </ul> | Throughout the academic year                                       | Try to generate funds from said bodies                               | Principal                                                           |
| 6.5.1 | <p>Tentative Initiatives:</p> <ol style="list-style-type: none"> <li>1. Student facilitation Centre</li> <li>2. Competitive examination cell</li> <li>3. Internal and External Academic and Administrative Audit (AAA)</li> <li>4. Environmental audit</li> <li>5. Participative gender audit</li> <li>6. Policies, processes and procedures</li> <li>7. National Seminar on quality initiatives</li> </ol>                                    | Throughout the academic year<br><br>Reporting in October and April | Institute with the help of IQAC should set quality initiatives       | IQAC                                                                |

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|       | 8. Setting Benchmarks<br>9. FDP's for teaching staff<br>10. Creation of materials for learning<br>11. Training programs for administrative and non-teaching staff<br>12. Academic calendar and annual planning<br>13. Documentation methodology<br>14. SWOC analysis<br>15. Website updating<br>16. IQAC newsletter<br>17. Industry-academia network building<br>18. Staff Welfare initiatives<br>19. Exit interviews of teaching staff and students<br>20. Structural Audit<br>Out of quality initiatives introduced in the last five years, two best implemented quality assurance processes should be described |                                                                   |                                                         |                                               |
| 6.5.3 | Regular meetings of IQAC<br>Collaborate with other institutions to take quality initiative :<br>Example, Workshop, Seminar, Faculty exchange, conference, Yoga program, Cultural activity, Sports competitions.<br>Participate in AISHE<br>Participate in NIRF<br>Participate in quality audit like ISO and NBA (If applicable)                                                                                                                                                                                                                                                                                    | Throughout the academic year<br><br>Report at the end of semester | Conduct regular meeting of IQAC for quality initiatives | IQAC                                          |
| 7.1.4 | Roof water harvesting system<br>Water recharging unit<br>Farm ponds<br>Drip irrigation / sprinkler<br>Principal should ensure that the above facilities should be developed on the campus and keep functional.                                                                                                                                                                                                                                                                                                                                                                                                     | Throughout the academic year                                      | Setup of given things                                   | Civil Department                              |
| 7.1.5 | Parking facility is at the exterior space of the campus use the public transport facility<br>Battery-powered vehicles<br>Promoting battery powered vehicles                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Throughout the academic year                                      | Provide parking facility                                | Security Department<br>All Staff and Students |

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| 7.1.5  | No Vehicle Day<br>One day awareness programmes should be arranged on green campus initiative during five year                                                                                                                                                                                                                                                                           | Throughout the academic year | Second Saturday in a month                                                                                        | NCC<br>NSS                                                         |
| 7.1.5  | 3 R policy<br>Ban on plastic use                                                                                                                                                                                                                                                                                                                                                        | Throughout the academic year | Ban on use of plastic                                                                                             | NCC<br>NSS                                                         |
| 7.1.6  | Clean and green campus recognitions /awards<br>Apply for awards to Government agencies / NGOs<br>(Every year at least one application should be submitted compulsorily)                                                                                                                                                                                                                 | Throughout the academic year | Apply for awards to Government agencies / NGOs                                                                    | NCC<br>NSS                                                         |
| 7.1.8  | Celebration of Religious festivals                                                                                                                                                                                                                                                                                                                                                      | Throughout the academic year | Organize said activities as per their dates                                                                       | Ceremony Committee                                                 |
| 7.1.8  | Earn and Learn Scheme                                                                                                                                                                                                                                                                                                                                                                   | Throughout the academic year | Strengthen earn and learn scheme                                                                                  | Student Welfare Board                                              |
| 7.1.9  | Celebration of birth and death anniversary of great Indian Personalities                                                                                                                                                                                                                                                                                                                | Throughout the academic year | Organize said activities as per their dates                                                                       | Ceremony Committee                                                 |
| 7.1.9  | Epoch making of social thinkers<br>Celebration of national festival<br>Celebration of Days i.e. Constitution Day, National Youth day, National Unity day, Yoga day etc.                                                                                                                                                                                                                 | Throughout the year          | Throughout the academic year                                                                                      | Ceremony Committee                                                 |
| 7.1.10 | Proceedings of the monitoring committee.                                                                                                                                                                                                                                                                                                                                                | Throughout the academic year | Prepare proceeding                                                                                                | Principal                                                          |
| 7.1.11 | Organizing national and international commemorative days<br>Various events and festivals                                                                                                                                                                                                                                                                                                | Throughout the year          | Organize said activities as per their dates                                                                       | Ceremony Committee                                                 |
| 7.2.1  | Two innovative practices which are related to community engagement<br>Principal should appoint a committee for timely implementation and monitoring annual programmes of best practices<br>Success stories related to best practice<br>For examples-<br>Guidance to farmers about export of Agricultures Products.<br>Water Harvesting activities<br>Organic Gardening<br>Cactus Garden | Throughout the academic year | Principal should appoint a committee for timely implementation and monitoring annual programmes of best practices | Principal /IQAC / All departments (with respect to best practices) |

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|       | <p>Conservation of Medicinal Plant</p> <p>Endangered species conservation</p> <p>Social Responsibility Cell</p> <p>ICT Enhanced Learning Experience</p> <p>Lecture Series</p> <p>Exhibition and Demonstration of Science Experiments for School Students</p> <p>Fostering Community Responsibility</p> <p>Skill Development Programme</p> <p>Live Lab</p> <p>BEE-Live: Biodiversity and Environmental Engagements</p> <p>Promotion of e-Content Development</p> <p>Education for All</p> <p>Student Centric Learning, Sports and Cultural Activities</p> <p>Skill Empowerment Cell</p> <p>Service to Divyanjan Students</p> <p>In addition to these, best practices suitable to institution and surrounding area may be conducted</p>                                                                  |                     |                                                                                               |                                    |
| 7.3.1 | <p>Principal should ensure that, the distinctiveness is to mould and empower students with respect to knowledge, values and social responsibilities to face global challenges.</p> <p>Institute should organize activity related to one area distinctive to its priority and thrust</p> <p>For Example-</p> <p>Extension Service for Rural Transformation</p> <p>Assembly of LED bulb</p> <p>Generation of Compact Cement Block (CCB)</p> <p>Generation of paving blocks</p> <p>Tapping students idea to start up</p> <p>Pravara Cultural Fest</p> <p>Placement Cell</p> <p>Entrepreneurship Cell (Tie up with DIC,)</p> <p>Girls Education</p> <p>Scholarship Service and financial support as a fee waiver scheme.</p> <p>Financial support / adoption of wards of farmers who committed suicide</p> | Throughout the year | Institute should organize activity related to one area distinctive to its priority and thrust | Responsibility as per the activity |

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|  | Employability Generation Courses |  |  |  |
|  | Skill based courses              |  |  |  |

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## Activity Calendar: June

| Metric | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Timeline                           | Target                                                           | Responsibility                                                                                                                       |
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| 1.1.1  | College Time Table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | June                               | At the commencement of semester                                  | Time table Committee                                                                                                                 |
| 1.1.2  | <ul style="list-style-type: none"> <li>Prepare academic calendar according to SOPs of ASCR/SSRI</li> <li>Submit the ATR of each activity as per Academic Calendar at the end of each month</li> <li>The activities mentioned in academic calendar should be conducted</li> <li>Preparation of Academic Calendar including Program of Continuous Internal Evaluation</li> </ul>                                                                                                                                                                                                                                                                                                                                                       | June                               | Perform activities as per academic calendar                      | IQAC<br>HoD, Committee Chairman and/ OR<br>respective Teachers<br>Exam Department                                                    |
| 1.3.1  | <p>Courses introduced by the College indicating the cross cutting issue<br/>special days International Women's Day, Human Rights Day, World Forest Day, World Water Day, World Environment Day, AIDS Awareness Day, etc. are celebrated by conducting seminars, debates, poster exhibitions, rallies, street plays etc.</p> <p>Eco-friendly activities<br/>rain water harvesting, sewage treatment, diverse flora, vermi-compost, cleanliness, tapping solar energy and pollution control, No Vehicle Day, use of battery powered vehicles, ban of Plastic use etc</p> <p>Courses<br/>Human right<br/>Moral Values<br/>environment and sustainability,<br/>Human values and professional ethics.<br/>Democracy<br/>Constitutions</p> | <p>June</p> <p>As per Syllabus</p> | <p>As per the syllabus</p>                                       | <p>IQAC/Women Empowerment Cell/ NSS<br/>NCC/Respective Committees and Department</p> <p>Respective Dept.</p> <p>Respective Dept.</p> |
| 4.1.1  | <ul style="list-style-type: none"> <li>Collect the data/facilities available in the college campus regarding infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.</li> <li>Structural audits</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | June                               | There should be optimum utilization of infrastructural resources | Campus Development committee                                                                                                         |
| 4.1.2  | <p>Develop the facility such as track, volley ball, foot ball, Gymnasiums, Open gym, etc</p> <p>Description should be related with following points</p> <ul style="list-style-type: none"> <li>Play ground</li> <li>Outdoor game facility</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | June                               | Augment new sports facilities                                    | Physical Director and Cultural Committee                                                                                             |

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|       | <ul style="list-style-type: none"> <li>Indoor game facility</li> <li>Gymnasiums</li> <li>Open gym</li> <li>Yoga centre</li> <li>Cultural activity room with instruments</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |      |                                                                  |                                 |
| 4.1.3 | <ul style="list-style-type: none"> <li>Develop smart class room as per requirement (If possible funds can be raised by Alumni association)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         | June | Increase the number of smart class room                          | IT centre /Office/ Store        |
| 4.1.4 | <ul style="list-style-type: none"> <li>Collect the requirements from account departments regarding infrastructure augmentation</li> <li>Principal and account department must see that every year there is addition of infrastructure facilities.</li> <li>Communicate required budget of infrastructure augmentation to the SSRI</li> <li>Annually, there should be a substantial financial provision for infrastructural augmentation</li> </ul>                                                                                                                                            | June | Every year there should be infrastructural augmentation          | Accounts department             |
| 4.2.2 | <ul style="list-style-type: none"> <li>Annual budget should be there for e- resource facility in library</li> <li>E-journal should be subscribed such as N-LIST and individual online journals</li> <li>E-books should ne subscribed in addition to N-LIST</li> <li>Subscribe DELNET database.</li> <li>Develop database in your library-D-Space (Scanned copies of paper published by the faculty)</li> <li>Subscribe e-resources of various universities institutions to provide remote access to users of library</li> <li>Staff and students should regularly use e- resources</li> </ul> | June | Strengthen the e-resources in library                            | Librarian and Library Committee |
| 4.2.3 | <ul style="list-style-type: none"> <li>Minimum 5% budget should be reserved for library</li> <li>Adequate financial support should be provided to purchase of books.</li> <li>Collect the information about required books/Journals from various departments</li> <li>Try to purchase all budgeted books/e-books, UGC listed journals/e-journals, etc.</li> <li>Give purchase order of books to SSRI</li> <li>Accession of books should be carried out.</li> </ul>                                                                                                                            | June | Adequate number of books/journals should be available in library | Library Committee               |
| 4.3.2 | <ul style="list-style-type: none"> <li>List the requirement for computers department wise</li> <li>Correspondence should be done to SSRI to purchase new computers</li> <li>There should be minimum of 10 students per computer</li> </ul>                                                                                                                                                                                                                                                                                                                                                    | June | Purchase new computers and maintain old computers                | IT/SSRI                         |

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| 4.3.3          | <ul style="list-style-type: none"> <li>• Increase the bandwidth of internet connection minimum up to 50 - 100 mbps</li> <li>• Only leased line connectivity in the name of the college will be considered.</li> </ul>                                                                                                                                                                                                                                                            | June                                                                  | High speed Internet should be available                      | IT/SSRI                                                |
| 4.4.1<br>4.4.2 | <ul style="list-style-type: none"> <li>• Collect the information about required maintenance from various departments.</li> <li>• Define SOP for each system.</li> <li>• Budgetary provision should be made for maintenance of infrastructure</li> </ul>                                                                                                                                                                                                                          | June                                                                  | Maintenance as per SOP                                       | Civil and Campus development committee                 |
| 6.1.1          | <p>Participation of teachers on various decision making bodies of the institution</p> <p>For Ex. IQAC, CDC etc.</p> <p>Prepare and comply with the vision and mission statement and describe the nature of governance</p>                                                                                                                                                                                                                                                        | June                                                                  | Teacher should have representation on decision making bodies | IQAC                                                   |
| 6.2.1          | <p>Prepare perspective plan immediately after the NAAC in tune with vision and mission</p> <p>Annual planning for deployment of perspective plan.</p>                                                                                                                                                                                                                                                                                                                            | June                                                                  | Immediately after the NAAC                                   | IQAC                                                   |
| 6.2.2          | <p>Prepare organogram for the institution</p> <p>Organogram of the institution should be uploaded on college website</p>                                                                                                                                                                                                                                                                                                                                                         | June                                                                  | Immediately after the NAAC                                   | IQAC                                                   |
| 6.2.3          | <p>e- governance in areas of</p> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Finance and Accounts</li> <li>3. Student Admission and Support</li> <li>4. Examination</li> </ol> <p>Implementation of ERP/MIS</p> <p>Implementation of Library Software like Koha</p> <p>Implementation of Software for office work</p> <p>Software for student section (Vriddhi)</p>                                                                                     | June                                                                  | E- governance should be implemented                          | Accountant<br><br>Office superintendent                |
| 6.3.1          | <p>Provide the list of existing welfare measures for teaching and non-teaching staff within a maximum of 500 words</p> <p>Schemes such as:</p> <ul style="list-style-type: none"> <li>• recruitment of legal heirs of deceased members under compassion,</li> <li>• staff quarters</li> <li>• felicitation of achievers</li> <li>• promoting faculty for higher education like Ph. D</li> <li>• sponsorship for research</li> <li>• extended timings for laboratories</li> </ul> | <p>Provide the list in June</p> <p>And compliance report in April</p> | Strengthen teaching and non-teaching welfare measures        | Staff Training and development committee<br>(For AQAR) |

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|        | <ul style="list-style-type: none"> <li>• group insurance</li> <li>• on campus bank facility</li> <li>• fund raising activity in case of misfortune of the staff member</li> <li>• felicitation of meritorious wards of the staff</li> <li>• Any other</li> </ul>                                                                                                                                                        |      |                                                                      |                    |
| 6.4.2  | The Principal should made an appeal for grants from individuals, philanthropists, NGOs                                                                                                                                                                                                                                                                                                                                  | June |                                                                      | Principal          |
| 7.1.2  | <p>The Institute should implement Solar energy,Biogas plant,Wheeling to the Grid,Sensor-based energy conservation and Use of LED bulbs/ power efficient equipment (If implemented, upgrade the above facilities)</p> <p>Proposals should be prepare and submitted to fetch the grants</p> <p>Principal should ensure that maximum number of LED bulbs / power efficient equipment are installed in the institution.</p> | June | Institute should reduce power consumption through suggested measures | Civil Department   |
| 7.1.3  | <p>Office automation for reducing paper waste</p> <p>Plastic banned</p>                                                                                                                                                                                                                                                                                                                                                 | June | Promote Paperless work                                               | Office             |
| 7.1.3  | <p>Biomedical waste management</p> <p>As per SSRI Policy:</p>                                                                                                                                                                                                                                                                                                                                                           | June | As per SOP                                                           | Biotechnology      |
| 7.1.5  | <p>Landscaping with trees and plants</p> <p>Planting of trees in association with forest department and NGOs, NSS, NCC etc.</p>                                                                                                                                                                                                                                                                                         | June | Award/recognition should be obtained for green campus                | NCC<br>NSS         |
| 7.1.7  | <p>Built environment with ramps/lifts for easy access to classrooms.</p> <p>Disabled-friendly washrooms</p> <p>Signage including tactile path, lights, display boards and signposts</p>                                                                                                                                                                                                                                 | June | Provide necessary facilities to physically challenged students       | Civil Department   |
| 7.1.8  | ATM / Bank facility                                                                                                                                                                                                                                                                                                                                                                                                     | June | Provide mentioned facility                                           | Institute          |
| 7.1.8  | Apply for <i>Unnat Bharat Abhiyan</i>                                                                                                                                                                                                                                                                                                                                                                                   | June | Apply for <i>Unnat Bharat Abhiyan</i>                                | NSS                |
| 7.1.10 | Policy document on code of ethics.                                                                                                                                                                                                                                                                                                                                                                                      | June | Prepare policy document on code of ethics document                   | IQAC               |
| 7.1.10 | Document showing Code of Conduct for students, teachers, governing body and administration<br>Handbooks, manuals and brochures on human values and professional ethics                                                                                                                                                                                                                                                  | June | Prepare code of ethics document                                      | IQAC               |
| 7.1.10 | Web-Link to the relevant documents at HEI website.                                                                                                                                                                                                                                                                                                                                                                      | June | Timely Updation of website                                           | Web site Committee |

## Monthly Activity Calendar: July

| Metric | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Timeline | Target                                                                                                                                                               | Responsibility                                                                                                                                |
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| 1.2.1  | Criterion adopted for Selection of the Elective Course<br>To run regular program and courses as per the guideline of University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | July     | Select the elective course as per university norms                                                                                                                   | Respective Department                                                                                                                         |
| 1.2.2  | Courses should be planned and allotted by skill development cell according to the need of the Society/Interest of the Student<br>Brochure or any other document relating to Add on /Certificate programs<br>List of Add on /Certificate programs<br>For Example<br>Name of Course <ul style="list-style-type: none"> <li>Certificate course in E-transaction</li> <li>Certificate course in E-billing</li> <li>Certificate course in Value Education</li> <li>Certificate course in E-banking</li> <li>Certificate course in various languages (German, French etc.)</li> <li>Certificate course in Securities Market</li> <li>Certificate course in Entrepreneurship Development</li> <li>Any other Suitable Course</li> <li>Course should be at least of 30 contact hours.</li> </ul> | July     | Every department should conduct at least one certificate or add on course during the academic year.<br>Submit documentary file at the end of each semester           | Skill Development Cell and respective Department<br>Every department should conduct one certificate or add on course during the academic year |
| 1.3.2  | Details of experiential learning through project work/field work/internship<br>UG and PG Project are considered here.<br>Do not include the projects completed under Environmental Studies/ Science <ul style="list-style-type: none"> <li>The Projects should not be theoretical they should be based on field work.</li> <li>Every department should compulsory give project work /Field work to 50% students even if it is not included in the curriculum(Try to fetch funding for these project)</li> <li>Criteria for the allocation of the project and field work</li> <li>The project should be based on the recent development in the subject/ it should be in tune with the need of hour/inter disciplinary/ inter departmental project</li> </ul>                             | July     | Maximum number of students should be benefitted through project work/field work/internship<br><br>March: all detail record of Project/Internship should be submitted | Respective Department                                                                                                                         |
| 4.1.3  | <ul style="list-style-type: none"> <li>All the staff should use ICT facilities for teaching and learning process</li> <li>LCD projector should be arranged at each department</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | July     | Updation of ICT facilities                                                                                                                                           | IT centre /Office/ Store                                                                                                                      |

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|       | <ul style="list-style-type: none"> <li>• Make class rooms/seminar halls with ICT facilities</li> <li>• Regular monitoring of ICT facilities</li> </ul>                                                                                                                                                                                                                           |                                           |                                                                          |                                               |
| 4.2.4 | Arrange class wise visit/ Orientation of students to library                                                                                                                                                                                                                                                                                                                     | July                                      | There should be compulsory orientation of students to library facilities | Librarian                                     |
| 6.4.3 | Policy document should be prepared for strategies for mobilization of funds and its optimal utilization                                                                                                                                                                                                                                                                          | July                                      | As per SOP                                                               | Principal and Vice Principles                 |
| 6.5.2 | Initiatives for the compliance of previous suggestions by NAAC peer team should be considered.<br><br>1. Use of ICT tools for teaching and learning<br>2. New strategies for teaching-learning implemented<br>3. Define course objectives, COs, POs and PSOs<br>4. Add new pedagogical methods and tools every year<br>5. Integration of online platforms, e-content development | July<br><br><br><br><br>Report in October | Do the compliance of previous suggestions by NAAC peer team              | IQAC<br><br>Academic Committee                |
| 7.1.1 | Right to Education Awareness Program<br>Movies on gender sensitization<br>Debate competition                                                                                                                                                                                                                                                                                     | July                                      | Conduct suggested program                                                | Gender Equity Cell                            |
| 7.1.2 | The institute should conduct energy and green audit by external agencies (every two years)                                                                                                                                                                                                                                                                                       | July                                      | Conduct suggested program                                                | Civil Department                              |
| 7.1.3 | Solid waste management<br>R Policy- reduce, recycle and reuse.<br>Tie-up with approved agencies such as Priydarshani which makes pencils out of solid waste.<br>Waste management system manages by a dedicated student team.<br>Robust and recycling system<br>separate color coded bin (if not, it can be procured from alumni association)                                     | July                                      | Proper waste management system                                           | Departments<br>NCC<br>NSS<br>Civil Department |
| 7.1.3 | Tie up with approved agencies<br>Liquid waste management<br>Use of rotary evaporator<br>Liquid waste from biological lab are treated with bleach and decontaminated<br>Sewage Treatment Plant                                                                                                                                                                                    | July                                      | SOP for Liquid wastemanagement                                           | Head of all Laboratory                        |
| 7.1.6 | Energyaudit by external agency (every two years)                                                                                                                                                                                                                                                                                                                                 | July                                      | Every two years                                                          | Electronics / Physics / SSRI                  |

|        |                                                                                                                                                                                         |      |                                                 |                                                     |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------|-----------------------------------------------------|
| 7.1.7  | Assistive technology and facilities for persons with disabilities ( <i>Divyangjan</i> ) accessible website, screen-reading software, mechanized equipment, audio-visual study materials | July | Provide learning facilities to disable students | Library<br>IT Department                            |
| 7.1.7  | Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screenreading                                                                | July | Make Exam facilities to disable students        | Examination Department                              |
| 7.1.8  | Modi Script / Foreign Language Course                                                                                                                                                   | July | Once in a year                                  | Language Departments                                |
| 7.1.8  | Multilingual digital enquiry system                                                                                                                                                     | July | --                                              | Language Departments                                |
| 7.1.9  | Institute should have RTI Committee<br>Lecture series, Poster presentation, Debate competition etc.<br>Talk on personality development                                                  | July | Organize the suggested activities in Semester   | Student welfare board /<br>Bahishal Shikshan Mandal |
| 7.1.10 | Annual awareness programmes on code of conduct                                                                                                                                          | July | Organize the suggested activity                 | Faculty Vice Principal                              |

## Monthly Activity Calendar: August

| Metric | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Timeline | Target                                                                                                                                                        | Responsibility                                   |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1.1.1  | Internal assessments, assignments, seminars, tutorial work, open book test, group discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | August   | Maintain the internal assessment record                                                                                                                       | Exam Dept/Respective Dept                        |
| 1.2.1  | Criterion adopted for Selection of the Elective Course<br>To run regular program and courses as per the guideline of University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | August   | Select elective as per demand and scope                                                                                                                       | Respective Department                            |
| 1.2.2  | Courses should be planned and allotted by skill development cell according to the need of the Society/Interest of the Student<br>Brochure or any other document relating to Add on /Certificate programs<br>List of Add on /Certificate programs<br>For Example<br>Name of Course <ul style="list-style-type: none"> <li>Certificate course in E-transaction</li> <li>Certificate course in E-billing</li> <li>Certificate course in Value Education</li> <li>Certificate course in E-banking</li> <li>Certificate course in various languages (German, French etc.)</li> <li>Certificate course in Securities Market</li> <li>Certificate course in Entrepreneurship Development</li> <li>Any other Suitable Course</li> <li>Course should be at least of 30 contact hours.</li> </ul> | August   | Every department should conduct at least one certificate or add on course during the academic year<br><br>Submit documentary file at the end of each semester | Skill Development Cell and respective Department |
| 2.1.1  | Efforts should be taken to fulfill the Intake capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | August   | Maximum efforts should be taken to fulfill the admission                                                                                                      | Admission Committee & Students Section           |
| 2.1.1  | Final report of admission<br>Preparation of roll call with complete student's details. At the end of the roll call list, give the detail list of <i>categories</i> (SC, ST, OBC, Divyangjan, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | August   | Prepare report as per data template till September                                                                                                            | Admission Committee & Students Section           |
| 2.2.2  | The number of students as per the list in 2.1.1 and staff list as per appointment orders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | August   | Prepare students list as per data template till September                                                                                                     | Students Section<br>Establishment Department     |
| 2.3.3. | <ul style="list-style-type: none"> <li>Implement student mentoring system</li> <li>Mentor-Mentee Booklet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | August   | Effectively implement student mentoring                                                                                                                       | Students mentoring Committee                     |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |                                                                                                                          |                                                                                                                                      |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 2.4.2              | <ul style="list-style-type: none"> <li>Counseling of Ph.D. registered staff to complete the work in time.</li> <li>To Guide the staff for Ph.D. registration</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        | August | Efforts for Ph.D registration/completion in time by staff.                                                               | Establishment Dept.                                                                                                                  |
| 2.6.3.1<br>2.6.3.2 | <ul style="list-style-type: none"> <li>Result analysis should be as per data template</li> <li>Maintain Record in unified format</li> </ul> Prepare record as per data template                                                                                                                                                                                                                                                                                                                                                                                | August | After declaration of result                                                                                              | College Exam. Officer/ Exam Dept.                                                                                                    |
| 4.2.4              | Orientation of teachers should be carried out related with library                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | August | Organize Teachers orientation program towards library                                                                    | Librarian                                                                                                                            |
| 5.1.3              | Soft skills <ul style="list-style-type: none"> <li>Plan and design how to run the activity</li> <li>Specifically focus on Third year students of all faculty so they can get benefit for interviews</li> <li>Conduct at least four activities to enhance the skill of students.</li> <li>Expert/Guest lecture for that should be arranged (at least one per semester)</li> </ul> (Should apply for employability course from SPPU, Pune)<br>Examples:<br>Goal Setting<br>Positive Attitude<br>Stress Management<br>Anger Management<br>Personality Development | August | Conduct at least four activities to enhance the skill of students.<br>(August, September, January, February)             | <ul style="list-style-type: none"> <li>Language department: Marathi and Hindi</li> </ul>                                             |
| 5.1.3              | Language and communication skills <ul style="list-style-type: none"> <li>Plan and design the activities (other than University Syllabus): specifically for second year students</li> <li>Ex. Grammar, reading skills, letter writing, skills for good communication, etc. should be enhanced</li> <li>At least four activities expected</li> <li>Expert/Guest lecture for that should be arranged (at least one per semester)</li> </ul>                                                                                                                       | August | Conduct at least four activities to enhance the skill of students.<br>(August, September, January, February)             | <ul style="list-style-type: none"> <li>Language department: English and Commerce</li> </ul>                                          |
| 5.1.3              | ICT/computing skills <ul style="list-style-type: none"> <li>Design and plan for ICT and computing skills for students</li> <li>Training programs for students</li> <li>Expert/Guest lecture for that should be arranged</li> <li>At least four activities</li> </ul> Examples:                                                                                                                                                                                                                                                                                 | August | Conduct at least four activities to enhance the skill of students.<br>(August: UG, October: PG, February: UG, March: PG) | <ul style="list-style-type: none"> <li>Commerce</li> <li>Mathematics</li> <li>Computer and Physics Electronics department</li> </ul> |



|       |                                                                                                                                                                                                                                                                                                    |        |                                                                                           |                                                                                                          |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|       | <ul style="list-style-type: none"> <li>• Certificates should be given to students</li> <li>• Commerce and Arts committee should plan and execute at least one activity/competition each such as debate, poetry, essay writing, etc.</li> <li>• Certificates should be given to students</li> </ul> |        | (September, February)<br><br>Conduct at least one activity for the students.<br>(January) | <ul style="list-style-type: none"> <li>• Commerce Association</li> <li>• Literary Association</li> </ul> |
| 7.1.1 | First gender equity & sensitization programmes (for boys and girls)                                                                                                                                                                                                                                | August | Conduct at least two event                                                                | Gender Equity Cell                                                                                       |
| 7.1.3 | Vermi compost Unit                                                                                                                                                                                                                                                                                 | August | Develop vermi-compost unit                                                                | Zoology / Dairy Science                                                                                  |
| 7.1.8 | Visit to orphanage<br>Help provided to children of migrant labors<br>Contribution towards relief fund<br>Health awareness rallies                                                                                                                                                                  | August | Conduct Social activity                                                                   | NSS<br>NCC                                                                                               |

## Monthly Activity Calendar: September

| Metric | Activity                                                                                                                                                                                               | Timeline  | Target                                               | Responsibility                                      |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------|-----------------------------------------------------|
| 1.1.1  | Mid Term Exam                                                                                                                                                                                          | September | Prepare schedule and complete exam till Semester End | Exam Dept/Respective Dept                           |
| 7.1.3  | Making paper bags by students                                                                                                                                                                          | September | Conduct related activity                             | NCC<br>NSS                                          |
| 7.1.6  | Organize at least one activity on following environmental, energy and disaster management<br>Green Audit<br>Environmental audit / Carbon Footprints, Fire audit by external agencies (every two years) | September | Organize at least one activity                       | Environmental Science / Botany / SSRI               |
| 7.1.9  | Seminars / Workshop<br>on values, right duties and responsibilities                                                                                                                                    | September | Organize at least one activity                       | Student welfare board /<br>Bahishal Shikshan Mandal |

## Monthly Activity Calendar: October

| Metric | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Timeline | Target                                                                             | Responsibility                                                                                                                                        |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.5.2  | <ul style="list-style-type: none"> <li>Exam committee should prepare a SOP document regarding grievances, time bound and efficient related to internal assessment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | October  | As per SOP document<br>(Every semester)                                            | Examination Committee<br>CEO                                                                                                                          |
| 3.4.4  | <ul style="list-style-type: none"> <li>Care should be taken that in above mentioned activities participation of students should be above 80% of total admitted students</li> <li>Each department should conduct at least one extension activity</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | October  | Each department should conduct at least one extension activity<br>(Every semester) | NCC & NSS<br>Committee, All academic departments, Report should be submitted to immediately after completion of activity Extension Activity Committee |
| 6.1.2  | For Example, Faculty members are encouraged to develop leadership skills by being in charge of various academic, curricular and extra -curricular activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | October  | Should conduct at least one activity<br>(Every semester)                           | IQAC                                                                                                                                                  |
| 6.3.3  | <p>Training Programs Such as: For Teaching:</p> <ul style="list-style-type: none"> <li>MIS Training</li> <li>Lab Safety measures</li> <li>E-content development</li> <li>Disaster Management</li> <li>FDP courses etc</li> <li>Training Program on CO's ,PO's and PSO's</li> <li>Research Proposal: Submission and Research ethics</li> </ul> <p>For Non Teaching:</p> <ul style="list-style-type: none"> <li>MIS Training</li> <li>Computer Literacy</li> <li>Disaster Management</li> <li>Instrument handling</li> <li>Lab Safety measures awareness</li> <li>Administrative Staff Training (Tally, Book Keeping etc. )</li> </ul> <p>At least four activities should be conducted annually.<br/>Note: Seminars / invited talks cannot be included in this metric.</p> | October  | Should conduct at least one training program<br>(Every semester)                   | Staff Training and development committee                                                                                                              |
| 7.1.1  | Counseling Workshops and seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | October  | Conduct at least one activity                                                      | Women Empowerment Cell                                                                                                                                |

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### Monthly Activity Calendar: November

| Metric | Activity                                                                                                                                                                     | Timeline | Target     | Responsibility               |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------------------------|
| 2.5.2  | <ul style="list-style-type: none"> <li>Exam committee should prepare a SOP document regarding grievances, time bound and efficient related to internal assessment</li> </ul> | November | As per SOP | Examination Committee<br>CEO |

### Monthly Activity Calendar: December

| Metric | Activity                                                                                                                                                                                                                    | Timeline | Target                                  | Responsibility                 |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------|--------------------------------|
| 7.1.1  | Prevention of female feticide programs (Rally, Lectures Poster street play etc.)<br>Prevention of Dowry program<br>Extension activities like street play, gender equity awareness programmes in nearby schools and villages | December | Organize the given activity             | Women Empowerment Cell<br>NSS  |
| 7.1.6  | Beyond the campus environmental<br>Promotion activities in adopted village / any other villages                                                                                                                             | December | Organize the community related activity | NCC<br>NSS                     |
| 7.1.8  | Socio-economic survey                                                                                                                                                                                                       | December | Conduct the said survey                 | All Social Science Departments |

### Monthly Activity Calendar: January

| Metric | Activity                                                                         | Timeline | Target                                | Responsibility                                |
|--------|----------------------------------------------------------------------------------|----------|---------------------------------------|-----------------------------------------------|
| 1.1.1  | Industrial Visit/Project work                                                    | January  | Arrange Industrial Visit for students | Department                                    |
| 7.1.1  | Debate competition/ Self Defense training program<br>Voter Awareness Programme   | January  | Organize the given activities         | Women Empowerment Cell                        |
| 7.1.8  | Annual Social Gathering<br>Annual Sports Meet<br>Parent Teacher Association Meet | January  | Organize the given Program            | Cultural Committee<br>Sport Department<br>PTA |

## Monthly Activity Calendar: February

| Metric  | Activity                                                                                                                                                                                                                                                                                                                                                                                               | Timeline | Target                                                                   | Responsibility                         |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------|----------------------------------------|
| 1.1.1   | Internal assessments, assignments, seminars, tutorial work, open book test, group discussion                                                                                                                                                                                                                                                                                                           | February | Maintain the internal assessment record properly                         | Exam Dept/Respective Dept              |
| 1.1.1   | Mid Term Exam                                                                                                                                                                                                                                                                                                                                                                                          | February | Prepare timetable and execute the said exam                              | Exam Dept/Respective Dept              |
| 2.1.1   | Visit to the nearby Jr. Colleges & counseling of 12 <sup>th</sup> appear students & aware them about institutional facilities, course opportunities. Submit the report at the end of February                                                                                                                                                                                                          | February | Conduct given activity to fulfill the admission                          | Admission Committee & Students Section |
| 2.6.3.1 | <ul style="list-style-type: none"> <li>Result analysis should be as per data template</li> <li>Maintain Record in unified format</li> </ul>                                                                                                                                                                                                                                                            | February | Prepare result analysis as per data template After declaration of result | College Exam. Officer/ Exam Dept.      |
| 2.7.1   | <ul style="list-style-type: none"> <li>Collection of students data as per data template</li> <li>Prepare Google form for student satisfaction survey in the prescribed format of the NAAC (AQAR)</li> <li>Every mentor should be in contact with the mentee through email and mobile every last week of the month</li> <li>Prepare analysis report and upload on the college website (AQAR)</li> </ul> | February | Complete student satisfaction survey as per NAAC guidelines              | Students mentoring committee           |
| 7.1.1   | Awareness through cultural programmes<br>Facilities provided for gender equity (Day Care Centre)                                                                                                                                                                                                                                                                                                       | February | Conduct the given activity                                               | Women Empowerment Cell                 |

## Monthly Activity Calendar: March

| Metric | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Timeline                                                    | Target                                                                     | Responsibility                                                |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------|
| 1.4.1  | To collect the feedback form<br>Students, Teachers<br>Employers<br>Alumni<br>Online or Offline<br>URL for stakeholder feedback report                                                                                                                                                                                                                                                                                                                                                                                                                            | March                                                       | Prepare Feedback report as per NAAC requirements                           | Feedback committee                                            |
| 1.4.2  | Prepare feedback analysis report and action taken report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | March                                                       | Prepare Feedback analysis and action taken report as per NAAC requirements | Feedback committee                                            |
| 5.4.2  | <ul style="list-style-type: none"> <li>At least 5 lakh Rs contribution of alumni should be there along with their names and contact information.</li> <li>Its audited statement</li> <li>Alumni contribution should be increased</li> <li>The alumni donation in the form of things (furniture, equipment, etc) should be considered as alumni contribution.</li> <li>These equipments should be purchased through the college by alumni association (Process: alumni association will give cheque to the college and then college will pay to party)</li> </ul> | March                                                       | Conduct alumni Contribution audit till April                               | <ul style="list-style-type: none"> <li>Alumni Cell</li> </ul> |
| 6.3.5  | <p>The policy of Appraisal should be uploaded on website</p> <p>Teaching and non teaching staff Appraisal forms should be filled in annually and analyzed</p> <p>The Appraisal forms should be stamped and signed by the principal</p>                                                                                                                                                                                                                                                                                                                           | <p>Forms to be filled in March</p> <p>Reporting in June</p> | Complete teaching and non-teaching appraisal                               | Staff Appraisal Committee                                     |
| 7.1.1  | The institute should conduct annual Gender Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | March                                                       | Conduct gender audit                                                       | Gender Equity Cell                                            |
| 7.1.5  | Drip and sprinkler irrigation system                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | March                                                       | Minimum utilization of water through Drip and sprinkler irrigation system  | Civil Department                                              |

## Monthly Activity Calendar: April

| Metric | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Timeline | Target                                                                                                  | Responsibility                                                                                                               |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 3.3.2  | <ul style="list-style-type: none"> <li>Every teacher has to publish at least two research paper only in UGC care listed journals in every year</li> <li>Faculty published research paper in Scopus/ Web of Science or Pub Med/ Indian Citation Index Journals</li> <li>Every faculty Create Google scholar Account to obtained H-index from there publications</li> <li>In Google scholars account mention institute approved email address</li> <li>Faculty should referred research paper of our departmental staffs to increase citation index/H-index</li> </ul> | April    | Every teacher has to publish at least two research paper only in UGC care listed journals in every year | Research Committee and every head of the department should submit the list of teachers who have not published research paper |
| 3.3.3  | <ul style="list-style-type: none"> <li>Every faculty has to take efforts to publish books or chapters in edited volumes or books</li> <li>Faculty should participate in International / national / state level conferences/ seminars/ workshops</li> <li>When presenting paper in conferences published full length paper in proceeding</li> </ul>                                                                                                                                                                                                                   | April    | Faculty should publish book/chapter/paper in proceeding                                                 | Research Committee and every head of the department                                                                          |
| 6.2.1  | Year wise implementation of perspective plan<br>Deployment document should be prepared depending on the perspective plan of the respective year                                                                                                                                                                                                                                                                                                                                                                                                                      | April    | Prepare and implement perspective plan                                                                  | IQAC                                                                                                                         |
| 6.3.2  | Every Principal should ensure that maximum number of teachers is benefited by financial support as per the policy document of SSRI and it should be reflected in annual statements of accounts.<br>Note: the financial assistance received by SSRI or the college should only be considered.<br>(Maximum number of teachers aided and unaided should receive financial support)                                                                                                                                                                                      | April    | Financial support as per the policy document of SSRI                                                    | Principal and Accountant                                                                                                     |
| 6.4.1  | Internal and external audits should be conducted as required for NAAC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | April    | Conduct annual account audit till April                                                                 | Accountant                                                                                                                   |
| 7.1.3  | E-waste management<br>As per SSRI Policy:<br>Optimal and periodic maintenance of electronic equipment for minimizing e-waste<br>Tie up with approved agencies                                                                                                                                                                                                                                                                                                                                                                                                        | April    | E-waste management<br>As per SSRI Policy                                                                | Computer Science                                                                                                             |
| 7.1.3  | Hazardous chemicals and radioactive waste management<br>As per SSRI Policy:<br>Tie up with approved agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                         | April    | Chemical waste management as per SSRI policy                                                            | Chemistry Department                                                                                                         |

## Monthly Activity Calendar: May

| Metric                                                                                                                                                                           | Activity                                                                                                                                                                                | Timeline | Target                                             | Responsibility                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------|-----------------------------------|
| 2.1.1                                                                                                                                                                            | Collect list with contact numbers of 12 <sup>th</sup> appear students from Jr. Colleges in allotted area                                                                                | May      | Conduct the said activity to fulfill the admission | Admission Committee & other staff |
| 7.1.4                                                                                                                                                                            | Rain water harvesting<br>Bore well /Open well recharge<br>Construction of tanks and bunds<br>Waste water recycling<br>Maintenance of water bodies and distribution system in the campus | May      | Set up the given things in the campus              | Civil Department                  |
| 7.1.5                                                                                                                                                                            | Pedestrian-friendly pathways<br>Prepare pathways in the campus                                                                                                                          | May      | Setup of Pedestrian-friendly pathways              | Civil Department                  |
| Carry out the academic and administrative audit of all departments by internal and external agency.<br>Data verification as per AQAR submission as per their date of submission. |                                                                                                                                                                                         |          |                                                    |                                   |