YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**R. C. PATEL EDUCATIONAL TRUST'S INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOPMENT, SHIRPUR**
• Name of the Head of the institution	**Dr. Vaishali B. Patil**
• Designation	**Director**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**02563251028**
• Mobile no	**9823299973**
• Registered e-mail	**rcpimrd@gmail.com**
• Alternate e-mail	**manojpat101@gmail.com**

• Address	RCPET's IMRD, Karvand Naka Campus
• City/Town	Dhule
• State/UT	Maharashtra
• Pin Code	425405

2.Institutional status

• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing
• Name of the Affiliating University	Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon
• Name of the IQAC Coordinator	Dr. Manoj B. Patel
• Phone No.	2563251028
• Alternate phone No.	9850156700
• Mobile	9850156700
• IQAC e-mail address	rcpimrdnaac@gmail.com
• Alternate Email address	manojpat101@gmail.com

3.Website address (Web link of the AQAR (Previous Academic Year)	http://rcpimrd.ac.in/wp-content/uploads/2021/08/AQAR_2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.56	2019	01/05/2019	30/04/2024

6.Date of Establishment of IQAC	24/01/2012

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute Level	Examination Grant	KBC NMU Jalgaon	2020	140310
Institute Level	Other Grants	KBC NMU Jalgaon / State Govt.	2021	72430
Institute Level	Personality Development	KBC NMU Jalgaon	2021	15000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	3
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action	No File Uploaded

Taken Report

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1. Online activities – for students :- Considering Covid -19 pandemic Institute IQAC suggested for conduction of student development activities in Online Mode. Various practices like Bridge Course, Induction program, Seminar, Workshop, Industrial visit, competition, Quiz, career guidance sessions, webinar like- IT Trends, career opportunities, Counseling sessions, Health awareness programs, Yoga day, Meditation, awareness about Covid 19 Pandemic, Promotion for cleanliness, Tree Plantation, Awareness about Vaccination, Skill Development programs, e-resource awareness program etc. 2. Training and Placement Activities in Online mode:- Various Training & Placement activities were organized in Online and Offline mode. a) Training Activities:- Various pre-placement training programs were organized. Few of them are:- • 12 Days Skill Development Program by Infosys, Bangalore. • 6 Days Online Python Training Program by Global Talent Track, Pune. • Webinar Series on Soft Skills - Trainer from Rubicon. • Career Guidance Webinar - by Samyak Software, Mumbai, • Python Problem Solving Webinar - by Leadsoft IT Solutions, Osmanabad • Skills Development Webinar – by Mission Catalyst Bangalore • Webinar on Competitive Examinations Guidance- Trainer, Nagpur. • Webinar on Career Guidance on Technical Skills - Professor of IS/IT at SJMSOM, IIT Bombay, Co-Founder, WKA Technologies Pvt. Ltd., SINE, IIT Bombay. • IT Development Technical Program by Internmeet - CEO and Director of Intermeet, Pune. • Career Guidance Webinar for BCA final year - Head of Campus Credential, Mumbai. b) T & P cell also organized number of Campus & Off Campus drives as:- On Campus - Samyak Software, Mumbai, Credit Systems, Pune, Earnwealth Solution, Pune, Idealtechinfo, Nashik, Bigscale Technologies, Surat, Coding Bit Technologies, Nashik, 5sinnovations, Pune, Maestro Intellect Pune, Vertical Tech Soft Pune, Ipsum Technologies Pvt. Ltd, Pune, Handsin Technology, Mumbai, Softthenext East Street Camp, Pune, Angel Soft Technologies, Pune, Flourish Software, Pune. Off Campus- Tata Consultancy Services, Pune, Infosys, Ltd, Pune, Infosys, BPM, Bangalore, Wipro, Ltd. Pune, ATOS, Pune, Accenture, Pune. 3. Support for Online Teaching and Learning:- IQAC always contributed a lot in smooth conduction of Academics. As per IQAC suggestion Institute subscribed online platforms like ZOOM and MS TEAM applications, also provided ICT tools like PC, LCD Projector, Wi-Fi, Web Camera, Pen Tab, Earphones with mike. All this support proved very useful in effective online teaching. 4.

Staff development through Attending & Organizing online FDP, Webinars : Considering Covid -19 pandemic Institute IQAC suggested for attending Online professional development programs and to take efforts for efficient teaching learning process by motivating, facilitating and promoting staff to attend the online FDP, workshop, webinar and providing the training for online platform applications. Institute also organized - A National Level Webinar on "Outcome Based Education: Philosophy, Practices and Implications in Post Covid-19", "Online Entrepreneurship Awareness Program", "Webinar on Intellectual Property Rights", and "Webinar on Cyber Security" for staff members and students. 5. Providing Coursera courses for staff:- Institute provided free registration of one of the reynold online courses- Coursera to faculty members. Faculties not only completed the technical and professional courses but also done the pedagogical courses at Coursera like Learning to Teach Online, Assessment for Learning, Research Proposal: Initiating Research, Foundations of Project Management, Social Media and Digital Marketing Fundamentals, Marketing in a Digital World, Internet of Things: How did we get here?, Social Media Data Analytics, Understanding Financial Statements: Company Position, Accounting: Principles of Financial Accounting, Understanding Financial Markets, CSS3, Text Retrieval and Search Engines etc… Institute faculty members successfully completed 69 coursera courses and also attended online FDP, workshop and Webinar on the theme area like Online Content creation & Assessment Tools, Online FDP on Pedagogy, Research Methodology, IPR, advanced computing technique and Professional Development. The efforts taken by IQAC, defines the outcome as an outstanding grade achieved by students, placement in IT companies with higher packages, proficiently upgraded staff and pleased Institute with overall improvement in staff and students. 6. Use of Solar Energy :- Institute is always conscious about environment, Proceeding towards green energy, Institute decided to use Solar Energy for electricity. Accordingly all necessary process done and Contract signed for installation of 22000 KWP Solar Energy Plant on 21-May-2021.

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

Plan of Action	Achievements/Outcomes
Carry on various good practices of the Institute; like Bridge Course, Induction program, Seminar, Workshop, Industrial visit,	Various good practices like Bridge Course, Induction program, Seminar, Workshop, Gender sensitization workshops, Industrial visit, competitions, Quiz, Poster competitions, career guidance sessions, webinar like- Current IT Trends, career opportunities, Counseling sessions, Health awareness programs, Yoga day, Meditation, Promotion for cleanliness, Tree Planation, Awareness about Vaccination, Skill Development programs, e-resource awareness program etc. were carried out in hybrid (Online and Offline) mode.

curricular, co-curricular and extra-curricular activities.	
Considering Covid-19 pandemic, follow all instructions of government.	Institute followed all guidelines given by government and took necessary steps like maintaining social distance, provided sanitizer / soap, counselling etc. to protect from Covid-19 pandemic. The poster about guidelines & Instructions were circulated through what's app groups, social media, pasted in campus and also guided through online sessions.
As per requirement purchase necessary software and hardware for online teaching – learning.	Institute purchased zoom users, Pen Tab for quality teaching in online mode and also provided Computers, Internet facility and necessary setup for online teaching.
Staff should be ready for Online Teaching – Learning.	For effective conduction of online lectures, institute provided training to teaching staff. Institute provided free registration of online courses of Coursera to faculty members. Institute faculty members successfully completed 69 coursera courses. The pedagogical courses at Coursera like Learning to Teach Online, Assessment for Learning, Research Proposal: Initiating Research, Foundations of Project Management, Social Media and Digital Marketing Fundamentals, Marketing in a Digital World, Internet of Things: How did we get here?, Social Media Data Analytics etc… were completed, which proved very useful for staff members in Online Teaching & Assessment.
Institute faculty members for self development by attending FDP, Webinars, online courses etc.	Institute faculty members successfully completed 69 Coursera courses, Also attended online FDP, workshop and Webinar on the theme area like Online Content creation & Assessment Tools, Online FDP on Pedagogy, Research Methodology, IPR, advanced computing technique and Professional Development. All these proved very helpful in online teaching conduction of various activities. Total 216 FDP, STTP, Conferences were attended by faculty members. It includes 43-Workshops, 107 FDPs, 26 Webinars, 25 Conferences, 8 Symposium, 6 STTP and 1 Refresher Program.
Implement the	Institute is always conscious about environment, Proceeding towards

solar energy plant.	green energy, Institute decided to use Solar Energy for electricity. Accordingly all necessary process done and Contract signed for installation of 22000 KWP Solar Energy Plant on 21-May-2021.

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

- Name of the statutory body

Name	Date of meeting(s)
LMC	20/09/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	29/02/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	227

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1230

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	320

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	37

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	37

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	10

4.2	90.53

Total expenditure excluding salary during the year (INR in lakhs)	
4.3 Total number of computers on campus for academic purposes	212

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institute is affiliated to KBC NMU, Jalgaon and follows the curriculum prescribed by the university. Apart from this prescribed curriculum the Institute follows a very systematic approach to develop and deploy action plans for effective implementation of the curriculum as given below.

- At the beginning of every academic year, the affiliating university gives a tentative calendar about start and end of the semester.
- By taking university calendar as an input, Director and Head of Departments discuss and prepare the academic calendar for the Institute which includes internal examination dates and all activities.
- Head of the Department distributes teaching load to faculty members by considering subject choices given by faculty members.
- The Institute plans and defines evaluation criteria for internal examination.
- Along with the academic calendar, faculty academic diary is also issued to every faculty members.

Academic Diary covers:

- Faculty Profile
- Academic Calendar
- Individual Time Table
- Activity Planner
- Course Objectives
- Lecture & Practical Planning (Semester wise)
- Attendance Record (Theory/ Practical)
- Lecture Details

- **Details of Lecture Compensated**
- **Record of Practical Assessment**
- **Record of Internal Examination**
- **Result Analysis (Internal & External Examination)**
- **Record of Content beyond Syllabus**
- **Record of Seminar, workshop, conference, Minor and Major Project**

Teaching Practices:

- **At the beginning of a semester, every faculty member prepares a calendar of individual activities which includes start and end date of each unit for every subject, number of lectures required for each unit; accordingly faculty member prepares his/her unit wise teaching plan.**
- **For the practical, faculty member prepares a batch-wise practical plan. In addition to the practical prescribed by university, some extra practicals are conducted for some subjects.**

Conduction of Internal Examination:

- **The detailed schedule about the internal examination is given to students at the beginning of the semester.**
- **Result analysis of every internal examination is carried out and accordingly corrective actions are taken. After every internal examination, Director conducts review meeting with HODs.**

Attendance Monitoring:

- **Attendance of every student is monitored at the end of every week, and a corrective action is taken against the students with less attendance and same is telephonically communicated to the parents by parent teacher.**

Industry Interaction and Internship:

- **The Institute organizes industrial visits in order to bridge the gap between the academic and industry.**
- **The Institute invites various experts from industries to deliver domain specific technological interaction.**
- **The Institute motivates students to take part in industry oriented competitions.**
- **The Institute has signed LOI and MOUs with various industries.**

Parent Teacher (PT) System:

- **Each faculty member is a Parent Teacher of students. PT keep the record of student details like personal, academic, co-curricular and extra-curricular activities.**

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	**Nil**

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

- **The academic calendar acts as a stepping stone for the smooth functioning of the Institute. Academic calendar provides the proposed roadmap of the academic activities.**
- **The Director of the Institute along with the Head of the Departments designs the department-wise Academic Calendar in line with the Academic Calendar provided by KBC NMU, Jalgaon.**
- **The academic calendar of the Institute includes details about the commencement of semester, holidays, day's celebrations, various activities such as industrial visits, expert lectures, seminars etc.**
- **Moreover, the academic calendar provides the tentative schedule of internal examination. This helps students to prepare for internal examination well in advance.**
- **The academic calendar gives schedule of experiential learning activities such as Field Work (Anwesh), Mini Project, and Participative Learning such as Teacher's Day Best Message contest, Environmental Science Poster Presentation designed by the Institute for the betterment of students.**
- **The department- wise calendars are displayed on the institutional website, notice board for faculty members and students.**
- **The Director of the Institute along with Head of the Departments monitor planning and execution of the activities in the academic calendar.**
- **The semester -wise schedules of internal examination - both theory and practical courses - are prepared by the Head of the Departments, in line with the departmental academic calendar.**

File Description	Documents
Upload relevant supporting document	**View File**

Link for Additional information	**Nil**

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

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

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	**View File**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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

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

9

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

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

2810

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

1.3 - Curriculum Enrichment

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

The Institute believes that integrating cross cutting issues with the curriculum would create positive effect on the students both in terms of his/ her education and societal commitment. For this, the Institute conducts several awareness sessions and related activities.

Gender:-

The Institute arranges various programs based on the themes such as, 'Save Girl Child', 'Beti Bachao Beti Padhao', 'Drama on Beti Bachaoo', Self Defense Training for Girls, Residential camp on Gender Sensitization, Women's Day Celebration, and Educate Girl Child Campaign, etc.

Girls and boys together participate in various co-curricular activities such as workshops, paper presentations, project competitions, organization of paper contests, group discussions, technical quiz competitions, etc. Boys and girls are involved in various academic, co-curricular and extracurricular activities so as to stop gender inequality.

Environment and Sustainability & Human Values and Professional Ethics:-

The subject 'Environmental Studies' is a part of the curriculum. Apart from these students arrange activities like Tree Plantation, Clean India Mission, Environmental Science Poster Presentation, etc.

The curriculum also includes courses on professional ethics and human rights. The Institute has various committees like Yuvati Sabha, Woman Anti-harassment Committee, Anti-Ragging Committee for human rights. The institute conducted professional ethics and human rights program faculties level and student level.

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

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

761

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

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

760

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

474

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

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

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

332

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

2.2 - Catering to Student Diversity

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

Institution Assessment and initiative Programs -For Advance learners and Slow Learners

- Institute analyses student marks in previous qualifying examination and common entrance test, on this basis advance and slow learners are identified.

- From thorough analysis of result, the students who are likely to fail in Credit Test are identified.
- Students are continuously monitored and council by class teacher through parent teacher students meeting and advance and slow learners are identified.

Institution Assessment and initiative Programs -For Slow learners:

- On the basis of qualified examination result and Credit Test score slow learners are identified.
- From thorough analysis of result, the students who are likely to fail in Credit Test are identified.
- Experienced teachers are assigned to the classes of slow learners.
- For backlog subjects, additional classes are arranged.
- Failed students are allowed to attend classes.
- For complex programming language, account and management subjects, separate fundamental subject workshops are arranged.

For Advance learners:

- Institute provides guidance and organizes expert talks and guest lecture, workshops and competitions.
- Regular meetings are scheduled with students, where all difficulties are discussed and additional inputs are given, so that their academic performance increases.

- **Institute also provides special learning programs where students implement their learnt skills such as Mini Project, Avishkar, Poster and Quiz competitions, Communication skills Development activities.**

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

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

Number of Students	Number of Teachers
1230	**37**

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

2.3 - Teaching- Learning Process

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

Experiential Learning

- **Through Mini Project Development, Students across programmers are assigned group projects, to enhance their various technical and soft skills they are encouraged to apply concepts learned in the classroom. It helps to bridge the gap between theoretical concepts and its practical applications**
- **Students learn through field work, by which they transform their theoretical knowledge to practical one and get the real life experience.**
- **Institute Conduct Software Exhibition activity for students. It is the way in which students apply their theoretical and Practical knowledge to develop the software.**
- **The Institute has a project incubation center which gives MCA and MCA (Integrated) students an opportunity to foster their technical skills and encourage innovation among them.**

Participative Learning

The main objectives to carry out various participative learning activities in institute are to make students empowered to become more independent and interdependent. They take greater control of their own learning by participating in various activities like Group discussion, Seminar, Poster Presentation etc. It provides students with an opportunity to gain professional values, knowledge, and skills.

- Institute organizes Induction Program for newly admitted students. The objectives of the program is to make the students feel comfortable in their new environment, open up them, set a healthy daily routine, create bonding in the batch as well as between faculty and student. In the Various activities like Stress Management, Time Management, Team Building, Talent Hunt etc. are conducted to create an atmosphere that minimizes anxiety, promotes positive attitude and stimulates an excitement for learning.
- In addition, learner-centered teaching methods such as role play, coursera, SWAYAM (E-certification), project work, field visit, case study, debate etc. are trained to supplement classroom teaching which improves participative learning and critical thinking among students.
- Institute also conducts few interactive activities outside the campus for students.
- The Institute organizes different activities like group study, seminar, quiz and poster presentation activity to improve communication and presentation skills as well other soft skills.
- Institute also encourages students to participate in various inter- collegiate competitions.
- Institute conducts Global Business Foundation Skill (GBFS) training program with an objective to train students in basic foundation skills. This training program is totally activity based which gives opportunity of participative learning to students.

Problem solving methodologies:

- The faculty members are encouraged to grow new experiments beyond the syllabus and assign those to students to find the best solution.
- For particular management subjects, current industry need based cases are assigned to students which depict issues of the real corporate world, students need to brainstorm and find out various alternative solutions and arrive at one final solution which is viable considering all possible parameters. This allows Students to think critically and utilize the knowledge to arrive with workable solutions for problems related to real life practice.
- Institute encourages students to participate in Project development Competitions, Coding Competitions, video creation, Picture Perception and Story Writing and Various

management events. Students are assigned with tasks in which they are engaged in solving complex problems by applying their core knowledge and experience.

File Description	Documents
Upload any additional information	**View File**
Link for additional information	Nil

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

ICT Tools used by the Faculty Members:

List :- Computer, LCD PROJECTOR, LAPTOP, INTERNET , Wi-Fi, Scanner, Zoom, Wise App, Google Meet, Microsoft Team, Web Camera, Pen Tab,

Head / Ear Phones with mike, Google Classroom & what's App, DELNET resources, Online course platforms —MOOCs / NPTEL / Coursera / SWAYAM etc.

Computers and Laptop are provided available in each classroom and lab having inbuilt webcam.

LCD Projector : Projectors are installed in all classrooms and labs and are effectively used by the faculty members.

Wifi : The Campus is wifi enabled, Staff and students use internet for various purposes.

Pen Tab: Pen Tabs are available for online lectures and practical sessions.

Online course platforms —eLearning courses like MOOCs / NPTEL / Coursera / SWAYAM are routinely used to cope with updated technologies.

Zoom, Google Meet, Microsoft Team, and Google Classroom ,Google Forms & what's App: are user friendly video conference tool are available and used for online teaching, providing Notes, Assignments & exam and Google Forms used for Quiz, pools etc.

DELNET resources: The DELNET resources also provided in accessing information from anywhere

Skype - Used for guest lectures, expert talks, counselling sessions, Online Interviews and various competitions. Technical and management events such as Online -Poster making,

training workshops, Project presentations, Debates, paper presentations etc also conducted in Online mode.

Seminar and Auditorium are equipped with Audio Systems which is used for all types of formal assembly lectures, award ceremonies etc.

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

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

2.3.3.1 - Number of mentors

37

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

2.4 - Teacher Profile and Quality

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

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

37

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

2.5 - Evaluation Process and Reforms

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

Internal assessment is the outcome of all teaching activities conducted by the faculties. It plays an important role in the academic development of the students. Institute continuously monitors the performance of the students through practice tests, internal theory and practical examinations. Institute communicates internal examination system and mode well in advance during the Induction program. Parent teacher conducts class level meetings and share necessary instructions of internal examination.

Due to Covid 19 pandemic, as per the government and university guidelines the academic year 2020-21 started in online mode. The internal examinations (theory and practical) were also conducted in the online mode. Institute have practice of creating whatsapp groups for each class and notices, instructions and schedules were shared on whatsapp groups. This routine

practice proved very useful during the Covid 19 pandemic. All notices, timetables, guidelines of online examination, marks etc. were shared through class wise whatsapp group.

1. Institute conducted the internal theory examination using the google forms and google classroom.
2. Internal practical examinations conducted through the Zoom meetings.
3. Students were asked to share the screen shot after submission of google form in the respective class Whatsapp group.
4. Guidance sessions for students were also conducted before university examination to make them aware about the online examination system.
5. The internal marks were shared in the whatsapp group of the respective classes.

File Description	Documents
Any additional information	**View File**
Link for additional information	**Nil**

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

Due to Covid 19 pandemic as per university guidelines internal examinations of various courses were conducted in the online mode. Institute used various applications like Zoom, google classroom, google forms for the internal examinations. Link for the internal examinations were shared in the what's app group of the classes / Student's responses of the google forms were maintained by the subject teachers for future references. Student's doubt in the evaluation system was clarified by the respective subject teachers.

Institute have also designed a system for the redressal of grievances related to internal examination under which student need to fill up the grievance redressal form and submit it to the departmental examination committee. Departmental examination committee considers it and sort out the grievance.

File Description	Documents
Any additional information	**View File**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website

and communicated to teachers and students.

Program outcomes, program specific outcomes and course outcomes are not provided on the University website, instead of those program objectives and course objectives are provided. We consider program objective provided by university as program outcome and course objective as course outcome. The program and course objectives are communicated to all the students and faculty members by displaying it on the Institute website.

It is presented during the Induction Program organized by departments of the Institute at the beginning of each academic year. In addition, it is communicated during first parent-teacher meet and also at the time of admission counseling. Course objectives are explained by subject teacher in the very first lecture.

Program

Program Outcomes (PO)

Program Specific Outcomes (PSO)

Coures Outcomes (CO)

Master in Computer Application (MCA)

NA

NA

NA

Master in Management Studies (MMS)

NA

NA

NA

Bachelor of Computer Application (BCA)

NA

NA

NA

Bachelor of Business Administration (BBA)

NA

NA

NA

Bachelor of Management Studies (BMS)

NA

NA

NA

*NA – Not Available / provided by KBCNMU,Jalgaon

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**View File**

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

Attainment of Program outcomes and course outcomes are evaluated by the institution, on the basis of following points:-

Program

Fulfillments

MCA

- **University Merit List.**

- **Top 10 students in University (CGPA).**
- **Batch wise University Examination Results.**
- **Batch wise data of Placement**
- **Student's participation in various Activities & Competitions.**
- **Projects**

MCA Integrated

- **University Merit List.**
- **Top 10 students in University (CGPA).**
- **Batch wise University Examination Results.**
- **Batch wise data of Placement**
- **Student's participation in various Activities & Competitions.**
- **Projects**

MMS (CM)

- **University Merit List.**
- **Top 10 Student in University (CGPA)**
- **Batch wise University Examination Results.**
- **Batch wise data of Placement.**

BCA

- **University Merit List**
- **Top 10 students in University (CGPA).**
- **Batch wise University Examination Results.**
- **Batch wise data of Placement.**
- **Batch count of students BCA to Post Graduation.**
- **Student's participation in various Activities and Competitions.**

BBA

- **University Merit List.**
- **Top 10 Students in University (CGPA).**
- **Batch wise University Examination Results.**
- **Batch count of students BBA to Post Graduation.**
- **Batch wise data of Placement.**
- **Student's participation in various Activities and Competitions.**

BMS

- **University Merit List.**
- **Batch wise University Examination Results.**
- **Top 10 students (CGPA).**
- **Batch count of students BMS to Post Graduation.**
- **Batch wise data of Placement.**
- **Student's participation in various Activities and Competitions.**

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

2.6.3 - Pass percentage of Students during the year

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

319

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**View File**
Upload any additional information	**View File**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

Nil

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the

institution during the year (INR in Lakhs)

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

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

3.2 - Innovation Ecosystem

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

Considering Covid -19 pandemic Institute IQAC suggested for professional development programs and to take efforts for efficient teaching learning process by motivating, facilitating and promoting staff to attend the online FDP, workshop, webinar and providing the training for online platform applications.

Institute provided free registration of one of the reynold online MOOC, Coursera to faculty members. Faculties not only completed the technical and professional courses but also done the pedagogical courses at coursera like 'Assessment for Learning and Learning', 'To Teach Online'. Various Coursera - courses were completed by the faculty members and also attended online FDP, workshop and Webinar on the theme area like Online Content creation & Assessment Tools, Online FDP on Pedagogy, Research Methodology, Quality Research Paper writing, IPR, advanced computing technique and Professional Development.

Institute subscribed online platforms like ZOOM and MS TEAM applications also provided ICT tools like PC, LCD Projector, Wi-Fi, Web Camera, Pen Tab, Earphones with mike.

The efforts taken by IQAC, defines the outcome as an outstanding grade achieved by students, placement in IT companies with higher packages, proficiently upgraded staff and pleased Institute with overall improvement in staff and students.

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

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

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

4

File Description	Documents
Report of the event	No File Uploaded

Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

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

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

6

File Description	Documents
URL to the research page on HEI website	http://rcpimrd.ac.in/wp-content/uploads/2021/03/Researchers-1-2.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**View File**
Any additional information	**View File**

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

12

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

File Description	Documents

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

3.4 - Extension Activities

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

Institute carried out various extension activities in the neighborhood community, sensitizing students to social issues, for their holistic development. Particularly under Student development department and NSS Unit these activities are organized. During the year about 21 various activities were organized in which 2858 students participated.

Following activities were organized:-

International Yoga Day, Tree Plantation, Tobacco free Collective E-Pledge, World Organ Donation Day, Fit India Run and Fit India Movement, Maze Kutumbh Mazi Jabbadari

Pledge Against COVID-19, Vigilance Awareness Week, Webinar on How to handle stress and avoid depression during Covid-19, National Unity Day, Girls Child Day, Survey of Using Sanitary Pads and Hygiene Practices at Umarda, Road Safety Awareness Week and Slogan Competition, Mask Distribution, HIV AIDS Awareness Poster Competition, National Voters' Day, Webinar on Cyber Safety Awareness, International Women's Day, International Women day (Webinar on Female Health and Hygiene), Rally on COVID-19 Vaccination Awareness, River Cleanliness Drive & Tree Plantation.

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

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

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

0

File Description	Documents

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

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

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

31

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

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

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

4191

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

year

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

6

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

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institute has developed infrastructural facilities as per the norms of the apex bodies, and up-gradations are made time to time as per requirements to facilitate effective teaching and learning.

- **ICT Enabled Class Rooms: Institute has spacious class rooms well-equipped with LCD projector, computer and Wi-Fi facility to ensure high-end teaching –learning environment.**
- **Upgraded Computer Labs: Institute has upgraded computer labs with latest configuration hardware, licensed software, LCD projector, Air conditioner and Internet connection.**
- **Seminar Hall: Institute has seminar hall well-equipped with LCD projector, Wi-Fi facility and audio tools.**
- **Auditorium Hall: Institute has a world class air-conditioned auditorium hall with seating capacity of 200+. The auditorium hall is equipped with large size screen, powerful audio system and LCD projector with internet connection and Wi-Fi facility.**
- **Library: Library has 8950+ books, 45 National / International journals, 260 CDs related to course syllabus and magazines. Library has subscription to "Developing Library Network (DELNET)" which provides numbers of e-resources for library enrichment. Online Public Access Catalogue (OPAC) facility is made available in library.**
- **Reading Room: Library has well-furnished and peaceful reading room providing 120 students seating arrangement with Wi-Fi facility.**
- **Internet Connectivity: Institute has 100 Mbps internet connection in shared mode.**
- **Wi-Fi Facility: Institute has 100 Mbps internet connection which is provided through Wi-Fi by using 9 access points.**
- **Server Room: Institute has a server room for systematic control on computer labs and for providing uninterrupted IT services.**
- **Student Co-operative Store: Institute has Student Co-operative Store (shared mode) to fulfill students' academic needs.**
- **Generator Facility: Institute has installed 35KV capacity diesel generator.**

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

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

Institute has spacious sports facilities for indoor and outdoor sports. Institute has playground (on sharing basis) for outdoor games. Institute has provided sports facilities for indoor games like Chess, Table Tennis, Badminton and Power lifting. Institute's students have regularly participated in various sports competitions at various levels.

Specification of Play Ground

Area / Size

Year of Establishment

User Rate

27697 m2

2002

Regularly

Institute has gymnasium (on sharing basis) equipped with the modern equipment for health wellness of students.

Specification of Gymnasium

Area / Size

Year of Establishment

User Rate

300 m2

2018

Regularly

Institute organizes various cultural activities for encouragement of students and to explore their hidden talents. Institute has enough space and lush green campus for conducting cultural activities. Institute has seminar hall equipped with LCD projector, Wi-Fi facility and audio tools. Institute has a world class air-conditioned auditorium hall with seating capacity of 200+. The auditorium hall is equipped with large size screen, powerful audio system and LCD projector with internet connection and Wi-Fi facility.

Specification of

Area / Size

Year of Establishment

User Rate

220.08 m2

2006

Regularly

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

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

10

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

38.61

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

4.2 - Library as a Learning Resource

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

- **Library Collection: Library has collection of 8950+ books including reference books, text books, various dictionaries and encyclopedias, subscription of 45 National and International journals and magazines to provide latest knowledge, 260 CDs of various books and 11 newspapers are made available daily in the library for developing reading habit and also to update general knowledge.**

- **Library Automation: Institute library is automated from 2010. Libman Software (Cloud Based) is used for regular housekeeping works of library from the year A.Y. 2019-20. Bar code system is implemented for books and library cards for circulation process. Library has well furnished and peaceful reading room of 120 students seating arrangement with Wi-Fi facility.**

- **E-Database: Library has subscription of Developing Library Network (DELNET) database and registered for National Digital Library (NDL). DELNET provides online access to full text e-journals, e-books, thesis and dissertations. NDL provides online access to all users to prepare themselves for entrance and competitive examinations and regular academics.**

- **Online Public Access Catalogue (OPAC): Online Public Access Catalogue facility is made available through Master Software, Library Management Software. User can search the library collection through OPAC with all bibliographical details of a specific book.**

- **Internet Facility: Internet facilities are made available for the students as well as faculty members to access e-resources in digital library. Students and faculty members can access various study materials, audio and video clips related to academics and research purpose.**

- **Library Portal: Library portal is available on Institute's website to act as one step solution for all the informational need of its users. Institutional repository is created on library portal to give access to course notes, question banks, previous question papers and links to various e-books, e-journals and also to various video lectures. It includes published research articles of faculty members of the Institute.**

File Description	Documents

Upload any additional information	**View File**
Paste link for Additional Information	**Nil**

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

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

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

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

 2.62

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

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

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

 16

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

| Details of library usage by teachers and students | **View File** |

4.3 - IT Infrastructure

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

Institute has given top priority to up-gradation of IT facilities for ensuring high-end teaching-learning environment. Institute has updated hardware configurations and licensed software. Institute ensures updates of IT infrastructure through suggestions and requirements from head of departments, IT In-charge and lab assistants after reviewing changes in course requirements and current status of computer labs.

Suggestions and requirements provided by HOD's, IT In-charge and lab assistants are reported to IQAC for review. As per suggestions of IQAC, updates of IT infrastructure are fulfilled by the Institute. Presently there are 241 desktop computers in working condition.

In order to provide full-fledged internet connectivity, Institute has 100 Mbps internet connection which is provided through Wi-Fi by using 9 access points.

Internet connection is provided to students after registration of mobile and laptop MAC address. All computers of the Institute are connected through wired network and internet access is controlled through firewall.

Institute has server room for systematic control on computer labs and for providing uninterrupted IT services for teaching and learning. Institute always review the current needs and accordingly internet bandwidth is upgraded from time to time.

The Institute has subscribed "Microsoft Imagine Premium" from Microsoft Developer Network (MSDN). It is annually renewed by the Institute to utilize additional Microsoft Software and services, System Software and Application Software which are upgraded time to time by Microsoft Developer Network.

Institute has updated server-client based antivirus quick heal technology, "Seqrite Endpoint Security" is activated for three years validity for 156 users.

IT infrastructure of Institute is as follows:

Sr. No.

Particulars

Quantity

1

Desktop Computers

241

2

Printer

20

3

Scanner

02

4

Laptop

04

5

Projector

18

6

UPS and Inverter

03

7

Server

02

8

Wi-Fi Access Point

09

Up-gradation of bandwidth of internet connection is as follows:

Year

Internet Connection

Bandwidth

2020-21

Reliance

100 Mbps

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

4.3.2 - Number of Computers

212

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

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

File Description	Documents

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

4.4 - Maintenance of Campus Infrastructure

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

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

85.54

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

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

1. **Infrastructural facilities: Infrastructural facilities are maintained centrally by central construction department.**
2. **Optimum utilization of Infrastructural facilities: Optimum utilization of class rooms, computer labs and seminar hall are ensured by allocating time-table for each department before commencement of semester.**
3. **Computers, ITEquipments and Software: Repairing and maintenance of computers, IT equipments and software are conducted before commencement of semester examination by lab assistants under supervision of IT In-charge and HOD's of respective departments.**
4. **Annual Maintenance contracts (AMC): Repairing and maintenance of generator, air conditioner, UPS and batteries, drinking water cooler, R.O. purification plant and Solar panels are ensured through annual maintenance contracts with respective suppliers.**
5. **Health and Hygiene: Housekeeping staff is appointed to maintain cleanliness and hygienic conditions. Water tank cleaning services are hired by the Institute.**
6. **Library: Institute ensures effective utilization and maintenance of library through Institute level library committee. IT facilities of library are maintained by lab**

assistants.

7. **Sports Equipments and facilities:** Institute level sport committee is responsible to take care of sports equipments and regular sports activities. Maintenance of playground is ensured under construction department of Trust.
8. **Campus Security:** CCTV cameras are installed inthe campus to prohibit malpractices and security guards are also appointed by the Central Office.
9. **Internet facility:** Institute is provided internet facility through Wi-Fi by using access points.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**http://rcpimrd.ac.in/NAAC-Documents/Criterion-4/4.4/4.4.2%20Policy%20details%20of%20systems%20and%20procedures.pdf**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

228

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

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

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

3

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

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

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**View File**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

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

276

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

276

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

136

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

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

5.2.2.1 - Number of outgoing student progression to higher education

73

File Description	Documents

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

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

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

00

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

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at	**View File**

university/state/national/international level (During the year) (Data Template)

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

As per university norms, the student council consists of academic toppers of each class, sports representative, cultural representative and two girls' representatives. Student council plays a vital role in maintaining discipline on the campus. Any significant issues on the campus are decided by their representation. They act as a bridge between students and faculty members. They voice the grievance of student to the Institute governing body. Student council provides students an opportunity to develop leadership qualities by organizing and implementing different activities. It also plays a vital role in getting sponsors for institute programmes and act as fund raisers. A representative student helps in organizing various co-curricular and extra-curricular activities. Institute has student representatives in different committees such as Anti-ragging committee, Cultural, Sports, T&P, CSI, E-bulletin etc. Following is the narrative of functions and events conducted by various Committees:

Anti-ragging committee:- This committee ensures zero ragging incidents in the Institute and also spreads awareness among students against any ragging activities. Student council representatives help in creating ragging free atmosphere on and out of the campus.

Cultural Committee:- The cultural activities of the Institute are planned by the cultural committee every year. Cultural representative helps in assisting the events, giving suggestions, actual conduction, forwarding notices to the students, etc.

The students enthusiastically organize and participate in various cultural events. The committee identifies student's qualities in cultural programmes and trains them for institute activities as well as inter-college cultural festivals.

Sports Committee:- In sports committee, there is a sports representative from student council. He / She helps in organizing, planning, and execution of various sports activities such as, - Chess, Box Cricket, Carrom, Volleyball, etc. and also helps in organizing annual sports events.

Training and Placement cell:- Institute has active T&P cell and separate full-time T&P officer. All CRs from Student Council are involved in various T&P activities. They always help TPO for organizing various training programmes and placement drives in the Institute.

CSI:- In this committee Student Council members help in discussion, planning and execution, arranging competitions, exhibitions, suggestions for seminar topics for upcoming events. E-bulletin: In this committee students council helps to collect newsletter contents, photos, formatting of E-bulletin. It helps in publishing E-bulletin.

Extension Activities: Any education is incomplete without social awareness. We carry out different activities such as Blood Donation Camp, Swachha Bharat Abhiyan, Yoga day, Tree Plantation, Ek Hath Madaticha, Pathnatya,etc. There are many active student representatives who are always excited to take part in various events organized by the Institute.

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

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

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

12

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

5.4 - Alumni Engagement

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

Institute established a registered Alumni Association with registration no: Dhule/0000037/2018 via the Act 1860(XXI of 1860). This association works effectively since 2018-2019. Due to the excellent rapport shared by our faculty members with alumni, we are

able to make a strong bonding and network between alumni and the Institute. The main objective of Alumni Association is to: Create a strong network between Alumni and the Institute. Create a strong network for Alumni progression as well as students' progression. To promote a sustained sense of belongingness to the alma-mater among the Alumni by being in regular contact with them. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues by organizing and coordinating reunion activities of the Alumni. With these objectives, we are sure that we can increase strong bonding among Alumni and the Institute. Till date we have total 109 number of alumni registered with association from MCA, MMS, I-MCA, BCA, BBA and BMS.

The alumni network of an institute is one of the biggest sources for placement.

Alumni always help to place their juniors at their respective organizations. Our alumni always play an active role in voluntary programmes like mentoring students in their areas of expertise. Alumni are a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study. Alumni network by itself is one of the best professional networking platforms available today in the Institute. With the changing scenario, Institute also adopted latest technology and connected various alumni via different whatsapp groups, social websites like Facebook, LinkedIn. Total 1200 + alumni are connected via WhatsApp groups. More than 2700 + alumni are connected via Facebook and LinkedIn. The alumni of the Institute guide and nurture our students to become more technically sound for IT industry. It is our plan to develop everlasting relations with our alumni which in turn will give rise to mutual benefits.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and Mission of the Institute focuses on the needs of society by providing quality education. The governance of institute is democratic and participative in nature which comprises of Managing Committee, Local Managing Committee - LMC (involves teaching and non-teaching staff representatives), Internal Quality Assurance Cell – IQAC. Such governance plays a significant role in the quality improvement of the institute. The Institute promotes a culture of delegation of powers through decentralisation. The Director of Institute delegates the authority to HODs, Registrar and coordinators of various committees to ensure implementation of participative and decentralised governance. Faculty members and staff are assigned with the roles and responsibility of various committees to work in a pleasant environment.

A positive role of IQAC is to maintain the momentum of quality perception. In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the institute have taken initiatives to obtain inputs from all stakeholders viz, management, Director, faculty members, administrative staff, students, Alumni, parents and the educational experts.

Stakeholder's expectations, management policies, the vision and mission statements of the institute is also considered as a base for formulation of the perspective plan. The Institute have perspective plan for development through expansion and enhancement of infrastructure, research and development, adoption of new courses.

File Description	Documents
Paste link for additional information	**https://rcpimrd.ac.in/our-mission-and-vision/**
Upload any additional information	**View File**

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

Exam: - The Examination committee is an apex body of the Institute which is headed by Exam Committee Chairman. Exam committee ensures smooth and transparent conduction of exams in the institute as per the guideline issued by university from time to time.

Objectives

- **To monitor and execute the continuous evaluation process of students.**
- **To follow transparent and systematic way of conduction of examination.**
- **To conduct Internal Assessment and External Assessment Examination related work as per**

- **University notifications and ordinance.**

Roles and Responsibilities

- **Pre Examination Work –**
- **Preparation of Credit test Schedule & Conduction.**
- **Display of time table and Notices.**
- **Assigning duties of supervision.**
- **Seating arrangement.**
- **Arrangement of CAP.**
- **Syllabus completion report.**
- **Internal Backlog :-**
- **Maintain all record.**
- **Exam conduction and mark list collection.**
- **Post Examination Work –**

- **Mark list collection.**
- **Preparation of budget for external practical exam.**
- **Display of external exam time table on notice board.**
- **Solve issues related to hall ticket, seat no., Subject miss match etc.**
- **Duty allocation of lab expert, care taker etc.**
- **Maintaining record of External Practical / Project Attendance.**
- **Making of marks entry through university portal.**
- **Result analysis on declaration of result by University.**

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institute strategic plan focuses on good practices like, Bridge Course, Induction program, Seminar, Workshop, Industrial visit, curricular, co-curricular and extra-curricular activities.

Activity: - A National Level Webinar on "Outcome Based Education: Philosophy, Practices and Implications in Post Covid-19"

IQAC ensures continuous improvement in quality processes, which always has been one of its key agenda. By consider above agenda, IQAC organized A National Level Webinar on "Outcome Based Education: Philosophy, Practices and Implications in Post Covid-19" on 19th June 2020.The Webinar was organised with the aim of taking initiatives to reach out the Higher Education Institutions (HEIs) of India for quality enhancements and Outcome Based Education.

The webinar was conducted in online mode using Zoom App. For this webinar there was no registration fee. Total 305 persons from various colleges, institutes, from 25+ states & union territories (Maharashtra, Tamil Nadu, Uttar-pradesh, Karnataka, Jharkhand, Uttarakhand, Telangana, Jammu-Kashmir, Gujarat, Rajasthan, Andra-pradesh, Madhya-pradesh etc.) made registration in this webinar. For this webinar Dr. Umakant P. Kulkarni, Professor & Head of Department of Computer Science & Engineering, SDM College of Engineering and Technology, Dharwad, Karnataka was invited as a resource person.

Dr. B. V. Pawar, Officiating Registrar, KBCNMU, Jalgaon gave the inaugural speech. Sir appreciated the efforts taken by Director of Institute and her team. He told about an importance of accreditation, impact of accreditation, various criteria of National Board of Accreditation etc.

Dr. Kulkarni in his session spoke about Outcome based education (OBE), institutions' need to follow OBE, OBE philosophy, OBE practices, Indian perspective of OBE, examples of outcome based models, Program Outcomes (PO), Course Outcomes (CO), Writing POs, Writing COs, various assessment tools, Post Covid-19 scenarios etc.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**Nil**
Upload any additional information	**View File**

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

Organizational Structure

The institute is having well set of decision making processes. The Local Managing Committee (LMC) is the top body of the institute followed by IQAC. The Director is the Head of the Institution. Decisions made by LMC & IQAC are circulated by Director to all the faculty members and administrative staff. Director of Institute works with the five main sections i.e. office administration, academics, training & placement, extracurricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, grievance etc. The Extra-curricular activities like sports, cultural events, and various competitions are looked after by faculty members and students representative. Training and placement is independent cell for training and placement activities. The office is administered through registrar for accounts and establishment sections.

The institute have well defined Policies for various bodies, processes etc. and the Policy Document is available in office (It includes : Service Rules, Recruitment Policy, Probation Policy, Group Medi-claim & Accident Insurance Policy, Policy against Sexual Harassment, Leave Policy, Time and Attendance Management Policy, Anti-Ragging Policy, Consultancy Policy).

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**http://rcpimrd.ac.in/NAAC-Documents/Criterion-6/6.2/6.2.2-Oraganogram.pdf**
Upload any additional information	**View File**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**View File**
Screen shots of user inter faces	**View File**
Any additional information	**View File**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**View File**

6.3 - Faculty Empowerment Strategies

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

The Institute gives importance for effective welfare measures and is aware of taking various welfare measures for Teaching and Non-Teaching staff. The Institute recognizes all its employees as the most valuable resource and provides supportive working surroundings to all staff which empowers them to develop and optimize their full potential. Teaching and Non-Teaching staffs are expected to contribute and participate effectively in achieving Institute mission and vision.

The institution has set norms for professional development of Teaching and Non-Teaching staffs by motivating to pursue higher studies, financial assistance to attend FDP, Conferences, Workshops, Seminars in their field of specialization, encouraging attending and presenting research Papers in National / International conferences and publishing research papers in referred journals.

List of Welfare Measures

1. Medical Insurance

2. Accidental Insurance

3. Financial assistance to Conference and Workshops

4. Uniforms to all staff

5. Mobile & diesel allowances for senior staff

6. Laptops for HODs

7. Immediate availability of Personal Loans by the Co-operative Bank managed by the Management

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

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

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

5

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

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

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

18

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

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

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

94

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

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

6.3.5 Institution has Performance Appraisal System for teaching and nonteaching staff

Teaching Staff : Institution has well defined Performance Appraisal System for faculty members. Performance Appraisal is done annually by submission of API (Academic Performance Indicator) form of each faculty at the end of academic year. The annual assessment of faculty members on the basis of API form is done by HODs and Director, and the summary report is submitted to IQAC and necessary action is taken by director as per IQAC suggestions.

API system is divided into three categories for overall assessment of faculty members.

Category-I: Teaching, Learning And Evaluation Related Activities

Provides information regarding: Lectures, seminars, tutorials, practical, project. Lectures or other teaching duties performed in excess of defined norms. Preparation and imparting of knowledge / instruction as per curriculum. Use of participatory and innovative teaching-learning methodologies etc.

Category- II: Co-Curricular, Extension And Professional Development Related Activities

It includes: Student related co-curricular extension and field based activities, Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities, Professional Development activities.

Category -III: Research, Publications And Academic Contributions

It includes: Publications of Papers and Books, Seminar and Workshops attended, Research Projects & Grants received, Patent, Research Guidance etc.

Outcome: Performance Based Appraisal System helps in identifying the potential area of faculty. Through this each faculty member becomes aware about individual areas of improvement and accordingly efforts are taken by faculty members. The score obtained in the API contributes to the decision about faculty appreciation. Faculty with low score is personally counselled by the Director of Institute and if required suggested for attending FDP / training program for improvement.

Administrative Staff :

All administrative staff are assessed through annual confidential report by Registrar, HODs based on parameters like Documentation, Regularity, Sincerity, helping attitude, Capacity to do hard work, Discipline, Reliability, Co-operation with superiors, subordinates, colleagues, students and public, knowledge, innovations, upgradation of domain knowledge, initiative in work etc.

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

6.4 - Financial Management and Resource Mobilization

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

The prime objective of institutional financial audit is to review the income, expenditures and financial position of the Institute.

As a part of smooth administration of activities, the institution prepares its budget every year as per the recurring and non-recurring expenses. A pre-defined institutional procedure is followed by institute for various purchases and expenses. To ensure that, the allocated budget is properly utilized and to minimize any discrepancy, the Institution conducts internal checking as well as external audit at regular intervals.

Internal Check

Day-to-day financial transactions are checked by the Chief Finance Officer. The institute also has an internal checking mechanism by the authorized person appointed by the trust at every 6 months. Internal checking ensures that the financial transactions made are

transparent and are in accordance with the rules and regulations made by Government and Trust.

External Audit

External audit is done annually at the end of financial year by an external auditor who is registered CA under ICAI (The Institute of Chartered Accountants of India).

External auditor conducts audit to determine the quality of financial operations performed during the financial year. As a part of an audit, the auditor reviews financial transactions and expenditure record. The audit is conducted as per requirement of government and income tax department.

External audit is carried out on yearly basis. The recent external audit is conducted on 01.10.2021 (financial year 2020-21) by "Mr. Vijay M. Rathi".

Internal checking and external audit ensures accountability and minimizes the divergence. Minor errors of the financial transactions when pointed out by audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future.

Till now there are no objections from the external auditor.

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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded

Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

The institute is purely a self-financing institute. It does not receive any funding from any agency such as the UGC and other governmental bodies. The institute has to generate its own resources. Procedures of the Institution for Mobilization of Funds and optimal utilization of resources: The primary source of funds for the Institute is through the fees received from the students. The institute also received grant for development of staff and student. The Institute organizes various conferences and workshops every academic year in association with University, for which Institute receives funds from the North Maharashtra University, Jalgaon. The budgets and financial planning are prepared every year, in order to ensure optimal utilization of resources. The LMC approves budgets and forwards them to the Managing Committee of the R. C. Patel Educational Trust for further approval. The expenses incurred for day-to-day academic and administrative operations are under the powers of the Director of the Institute. A major amount is utilized on payment of the salaries of the staff. The other major expenses include maintenance and up-gradation of infrastructural facility. The Institute also provides funds to the faculty members for attending conferences, seminars and workshops organized at national and international levels by other institutions. To ensure the effective, transparent and fair utilization of the resources, the accounts of the Institute are audited by external auditor. The audited Income and Expenditure accounts and balance sheet are approved by the Local Management Committee.

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

6.5 - Internal Quality Assurance System

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

IQAC Practice 1:- Effective Online Teaching Learning during Covid -19

During Covid -19 pandemic, academics in online mode, in order to maintain quality, Institute focused on professional development programs and took efforts for efficient teaching learning process by motivating, facilitating and promoting staff to attend the online FDP, workshop, webinar and providing the training for online platform applications.

- Institute subscribed online platforms like ZOOM and MS TEAM applications and organized training for using these tools.
- Institute faculty members successfully completed 69 coursera courses. Faculty members not only completed the technical and professional courses but also attended online FDP, workshop and Webinar on the theme area like Online Content creation & Assessment Tools, Online FDP on Pedagogy, Assessment for Teaching and Learning, To Teach Online. Various Coursera - courses were completed by the faculty members and also attended online FDP, workshop and Webinar on Research Methodology, Quality Research Paper writing, IPR, advanced computing technique and Professional Development.

The efforts taken by IQAC, defines the outcome as an outstanding grade achieved by students, placement in IT companies with higher packages, proficiently upgraded staff and pleased Institute with overall improvement in staff and students.

Various Seminars, Workshops organized are:-

1. A National Level Webinar on "Outcome Based Education: Philosophy, Practices and Implications in Post Covid-19" on 19/07/2020, total 305 participants.
2. Online Entrepreneurship Awareness Program on 23/08/2020, total 445students participated.
3. Webinar on Intellectual Property Rights on 22/10/2020, 95students attended it.
4. Webinar on Cyber Security on 29/10/2020, in which 290 students and faculty members participated.

IQAC Practice 2:- Four Days Orientation Program

In order to maintain the quality through various aspects, IQAC suggested to train the new joining faculty members. Hence Orientation Program was designed and added as a regular practice from last 2 years. Through this newly joined staff members are introduced with various Good Practices (curriculum delivery, co-curricular and extracurricular activities etc.), Systems (Academic Diary, Academic Performance Indicator, Parent- Teacher – Student system, delegation of Authority through various committees, etc.) and culture of Institute. This helps to centralize the efforts at various level and directs to achieve the Central objective of the Institute.

As per guidance of IQAC, the Staff Welfare Committee organized four days orientation program for newly joined faculty members from 30th November 2020 to 3rd December 2020. The objectives of this program were to introduce different systems, committees, cells, best practices etc., of Institute. Total 12 faculty members participated in this program.

IQAC Coordinator addressed the gathering and briefed on the academic initiatives. Later on the Director, Assistant Director, Head of Department & Librarian addressed the following:-

- Institute Overview, Management Initiatives for Staff
- Academic Diary Contents and Record Keeping
- Introduction of different committees, objective of each committee, roles and responsibilities
- Introduction of performance assessment(API) of faculties
- Internal and External Examination System
- Leave Management System, Financial Assistance Scheme
- Professional Ethics
- Library Assets and Library Systems

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

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

Example 1: Training Programs for students overall development.

IQAC reviews academic progress at every semester, and one of the initiatives proposed by IQAC is the various Training Programs for students overall development. Training programs for students were organized by institution for enhancing the comprehensive skills of students to improve the quality of students. The program includes -

12 Days Skill Development Program by Infosys, Bangalore

Date: - 1/2/2021 to 16/2/2021.

Resource Person: - Ms. Apoorva Uke and Ms. Keerthi Chalakaran (Infosys, Bangalore)

Topics :- Communication Skills, Business Writing, Essay writing, Email writing, Grammar, Interview Skills, Resume Writing etc.

6 Days Online Python Training Program by Global Talent Track, Pune

Date: - 9/3/2021 to 15/3/2021.

Resource Person: - Mr. Somiron Mitra, Trainer, GTT, Pune

Topics :- Introduction to Python, Object oriented programming structure, Class, Objects, Data types, Stack, Queues, Python programming and interview questions.

Along with above training programs other webinars like – Career Guidance, Skills Development, Competitive Examinations Guidance, Technical Skills, Series on Soft Skills, Python Problem Solving, etc conducted.

By organizing such Training Programs for students overall development, it is observed that there is increase in the percentage of placement ratio.

Example 2: Modernization of ICT infrastructure to Support Online Teaching and Learning:-

The use of ICT tools has become an integral part in teaching -learning process. IQAC always contributed a lot in smooth conduction of Academics and always encouraged teachers to utilize different ICT tools in academic and laboratories. IQAC advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools like PC, LCD Projector, Wi-Fi, Web Camera, Pen Tab, Earphones with mike. As per IQAC suggestion Institute subscribed online platforms like ZOOM and MS TEAM applications, Periodically IQAC has trained teaching and non- teaching staff to use ICT by arranging different workshop i.e. Zoom, MS Teams, use of Pen Tab, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers like what's app groups and Google Classrooms. All this support proved very useful in effective online and offline teaching.

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

6.5.3 - Quality assurance initiatives of the institution

B. Any 3 of the above

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is a very prime factor to focus on the institute's policy towards girls and boys students during academic profiles in various programs. There is no discrimination between the sexes in any regulation or policy guidelines for admission, administrative and academic function. They always safeguard the interests of the students without any discrimination. As a matter of fact the true spirit of education is being practiced in the Institute i.e. no unfairness against caste, creed, religion and gender including third gender. Institute provides safety, security and counseling facilities to both male and female students through its well defined Equity, Diversity and Non-discriminatory policy guidelines. Safety and security for girl students is ensured by the institute through various committees. There is always timely medical assistance for girl students in the institute. There is always a security check at entrance for all persons while entering the campus that increases safety & security aspects. Institute has installed CCTV Cameras at different locations in & around the campus premises. Grievance Cell provides a convenient opportunity for girl students to raise the problems of harassment, if any. Separate rooms, toilets & hostel facilities are provided for male and female students in the Institute. Institute organized & celebrated National Girl Child Day, International Women's Day, Webinar on Female Health and Hygiene etc. this year. Institute has set up different committees like Yuvati Sabha, Anti-ragging committee, Women Anti Harassment committee, Grievances Committee

etc. **For effective mentoring and welfare of the students, a Parent Teacher System is formed for class.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

Institute's key operations have very little impact on the environment as its conscious efforts on generating less waste. It focuses on recycling the waste by passing it through a set system that enables the used material to be reused ensuring that less natural resources are consumed. The Institute has segregated waste into three parts:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Solid Waste Management: Use of Dust Bins: Institute takes all measures and precautions to ensure that the campus is free of plastic materials and other harmful wastes. Institute follows the policy of Reduce, Reuse and Recycle. Separate dustbins are provided on the campus for dry and wet garbage. Institute further takes precautions to maintain harmony in the campus. Institute does not generate any hazardous waste. Garbage from Institute areas,

hostels and office buildings is collected and lifted from the garbage dumps daily by the Shirpur Municipality vehicles.

Liquid Waste Management:

- Drinking water facility is available at every floor of the building.
- Save water posters are displayed at drinking water areas to avoid wastage of drinking water
- Proper drainage system is arranged in the Institute building.
- Institute does not use any chemicals and other liquids, so no chance for liquid waste.

E-Waste Management:

- Electronic goods are put to optimum use; the minor repairs are set right by the staff and the laboratory assistants and the major repairs by the professional technicians.
- UPS Batteries are recharged/ repaired /exchanged by the Institute from suppliers regularly.
- Institute has a policy 'Waste to Best'. Under this policy Institute donates the outdated computers to our parent educational trust so that they can provide these computers to the trust's schools in need of computers.

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

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

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

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	**View File**
Various policy documents / decisions circulated for implementation	**View File**
Any other relevant documents	**View File**

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons	A. Any 4 or all of the above

with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen
 reading

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

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

1. Tobacco free Collective E-pledge: Every year 'No Tobacco Day' is celebrated on 31stMay. This year NSS Unit of RECPT's IMRD, Shirpur, organize 'Tobacco free Collective E-pledge program on the occasion of World Population Day which was held on 11 July 2020. Thus to create awareness and making the institution tobacco free Pledge was taken by the NSS Volunteers , students of other courses BBA,BMS,MMS ,Teaching and Non-Teaching staff. In this activity staff, Volunteer and Student total 82.

2. National Youth Day: On the occasion of 158thSwami Vivekananda's birth anniversary, NSS unit of IMRD celebrated National Youth Day in the institute on 12th January 2021. On this occasion Dr. Vaishali B. Patil madam addressed to staff members about motive behind celebration of Swami Vivekananda's birth anniversary and National Youth Day. While addressing, madam gave many motivational examples of youth energy and capabilities and also felt sadness of Covid-19 pandemic and absence of students in such programs.

3. Netaji Subhash Chandra Bose Birth Anniversary: On 23rdJanuary 2021, NSS Unit of Institute celebrated 125thbirth anniversary of Netaji Subhash Chandra Bose. Total 69 participants were there. Sir had also highlighted the latest decision of Government of India to celebrate the birth anniversary of Netajias 'Parakram Divas- a day of courage to honor and remember the indomitable spirit and selfless service to the nation'. Afterwards all faculty members paid tribute to Netaji.

4. Marathi Bhasha Gaurav Divas: R C Patel Institute of Management Research and Development, Shirpur organized "Marathi Bhasha Gaurav Divas" for all IMCA students on 27th February 2021. Total 50 students were present for this event. For this event Mr. Manoj Behere sir was present. He delivered in his talk regarding -

- **Importance of "Marathi Bhasha Gaurav Divas".**
- **Why we celebrate?**
- **How was Marathi language development?**
- **What should we proud on it?**

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

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

Institute conducts various activities throughout the year to sensitize the students as well as employees for their constitutional rights and obligations. Following are the various initiatives taken during this year:

1. Webinar on Cyber Security: Dhule District Law Services Authority, Shirpur Taluka Law Services Committee, Shirpur Taluka Bar Association and IMRD jointly organized a webinar on Cyber Security on 29th October 2020. For this webinar Mr. Sambhaji S. Deshmukh, Civil Judge, Shirpur was invited as a resource person. An objective of this webinar was to make awareness about Cyber Security and to guide students about safe use of Social media, Online Banking etc. Initially, Mr. Nikhil S. Sonawane told about cyber laws, Information Technology Acts. Mr. S. K. Mahajan explained cyber-crimes, bank account security. Mr. Vijay B. Shitole spoke about cyber security, online transaction security etc.

2. Vigilance Awareness Week: As per the direction from Central Vigilance Commission (CVC) and KBC NMU, Jalgaon , the Vigilance Awareness Week was observed by NSS unit of the Institute from 27thOctober2020 to 2nd November 2020 with the theme of "Vigilant India, Prosperous India" to promote integrity, transparency and accountability in public life to

make a corruption free society. The observance of this week was commenced with the "Integrity Pledge" to spread awareness against corruption.

3. Constitution Day: RCPET's IMRD, Shirpur on the Occasion of Constitution Day 26thNov. 2020 organized program in order to create awareness on the Indian Constitution and its Preamble to NSS Volunteers. The program began with reading out the preamble in Institute which was read out by Mr.Manoj B Patel, HoD of MMS. Teaching and Non-teaching staff was present.

4. Road Safety Awareness Week and Slogan Competition: Institute celebrated Road Safety Awareness Week under NSS Unit in association with Nashik First, The Advantage Nashik Foundation, Nashik. It was from 28thDecember 2020 to 2ndJanuary 2021. During this week, road safety and traffic awareness training program and slogan competition was organized to bring more awareness among youth. There were 314 participants.

5. The National Voters' Day: The National Voters' Day was celebrated on 25th January 2021. This is the day of establishment of the Election Commission of India. This celebration was started on 25thJanuary 2011. The main objectives of this celebration were to create awareness about rights and duties of eligible voters of our democratic system, to spread awareness among voters for promoting informed participation in the electoral process.

6. Webinar on Cyber Safety Awareness: Webinar on Cyber Safety Awareness was organized by Yuvati Sabha Committee of Institute on 12th February 2021. Prof. Sweta Dargad, Assistant Professor, U. V. Patel College of Engineering, Ganpat University, Gujarat delivered the speech on this occasion. Total 136 Participants attended this program.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

Annual awareness programmes on Code of Conduct are organized

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

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

Following are the details of the various national and international commemorative days, events & festivals carried out in the institute.

1. Celebration of Sant Gadge Baba Jayanti: - IMRD"s NSS Unit celebrated Sant Gadge Baba Jayanti on 23rd February 2021. Total 95 participants were there. On this occasion Mr. Manoj Behere sir spoke on the life of the great social leader Sant Gadge Baba and said that Sant Gadge Baba used to travel village to village in Maharashtra and started cleaning the gutters and roads, through this he spread the message of cleanliness and values like service to humanity and compassion, Sant Gadge Baba is known for his work for the society and also known for 'Cleaning Village Mission'. In his honor, the Government of India has started the 'Sant Gadge Baba Swachata Abhiyan' in 2000-01. This program awards prizes to villagers, who maintain clean villages. First year students of MCA and NSS volunteers along with Institute's staff attended this program and came to know about the importance of sanitation and cleanliness.

2. Constitution day: - On the occasion of Constitution Day, NSS Unit of IMRD organized a program on 26th November 2020 in order to create awareness of the Indian Constitution and its preamble in NSS volunteers, students. The program began with reading of the preamble in Institute which was read by Mr. Manoj B. Patel, HOD of MMS Department. Teaching and Administrative staff were present there. Students and volunteers also read the preamble at https://pledge.mygov.in/constitution-india/ and got the certificates. Total 299 participants including staff, students and NSS volunteers took the online pledge and got E-Certificates for the same. NSS Unit also organized a talk on the significance of celebrating Constitution day as well as the importance of Constitution preamble.

3. Birth Anniversary of Savitribai phule: - Institute of Management Research and Development, Shirpur celebrated 189th Birth Anniversary of Savitribai Phule (3rd January 2021) on 2nd January 2021 in online mode. In this session total 60 participants including staff members were present. During this online session, Mr. Manoj N. Behere, Assistant Director, IMRD shared valuable thoughts on Savitribai Phule's contribution in social reform. Savitribai Phule was born on 3 rd January, 1831 in Maharashtra's Satara district. Savitribai Phule and Jyotirao Phule had opened India's first school for women at Pune in 1848. Savitribai Phule had set up care programs for widows, lead campaigns against caste-based discrimination, Sati tradition and child marriage. In her respect, the University of Pune was renamed as Savitribai Phule Pune University in 2014.

4. Birth Anniversary of Subhash Chandra Bose: - NSS Unit of Institute celebrated 125th birth anniversary of Netaji Subhash Chandra Bose on 23rd January 2021. Total 69 participants were there. Mr. Sachin S. Surana had initiated the program. Mr. Amit P. Patil, Assistant Professor, IMRD offered a garland to the photo of Netaji. Mr. Amit in his speech talked about the contributions of Netaji for the independence. Sir had also highlighted the latest decision of Government of India to celebrate the birth anniversary of Netaji as 'Parakram Divas'- a day of courage to honor and remember the indomitable spirit and selfless service to the nation.

5. Swami Vivekananda Birth anniversary as National Youth Day: - On the occasion of 158th Swami Vivekananda"s birth anniversary, NSS unit of IMRD celebrated National Youth Day in the institute on 12th January 2021. On this occasion garlanding a photo of Swami Vivekananda was done by the Director of Institute Dr. Vaishali B. Patil in presence of Assistant Director of Institute Mr. Manoj N. Behere and staff members. On this occasion Dr. Vaishali B. Patil madam addressed to staff members about the motive behind celebration of Swami Vivekananda"s birth anniversary and National Youth Day. While addressing, madam gave many motivational examples of youth energy and capabilities and also felt sadness of Covid-19 pandemic and absence of students in such programs. At this event, the Institute also organized "Online Best Message Competition" for the final year students of Arts, Commerce and Science streams of Institutes and Colleges of Jalgaon, Dhule and Nandurbar Districts. In this competition more than 350 students participated.

6. Birth Anniversary of Sardar Vallabhbhai Patel as Rashtriya Ekta Diwas: - NSS Unit of IMRD, celebrated the birth anniversary of the Iron Man of India Shri. Sardar Vallabhbhai Patel, the man behind National Integration of the Country as National Unity Day (Rashtriya Ekta Diwas) on 31st October 2020. Rashtriya Ekta Diwas (National Unity Day) was introduced by the Government of India and inaugurated by Indian Prime Minister Hon. Narendra Modi in 2014. The intent is to pay tribute to Shri. Sardar Vallabhbhai Patel, who was instrumental

in keeping India united. This day is to be celebrated on 31st October every year as an annual tribute to Shri. Sardar Vallabhbhai Patel. The aim of the program was to create awareness about National Unity among the staff, students etc. On this occasion the Integrity pledge was taken by Mr. Manoj N. Behere, Assistant Director of Institute followed by staff in Institute. Integrity pledge was also shared among students and NSS volunteers through WhatsApp groups of classes. Total 311 participants took the pledge.

7. Birth Anniversary of Dr. A.P.J. Abdul Kalam's Reading Inspiration Day: - Vachan Prerna Divas was celebrated by NSS Unit and Library of Institute on 15th October 2020 to pay homage to former President of India Dr. A.P.J. Abdul Kalam who loved reading and writing. The objectives were to encourage students to develop reading hobbies, to understand the importance of reading. For this, daily one article of the great leaders (Mahatma Gandhi, Martin Luther King, Rabindranath Tagore, Abraham Maslow, Dalai Lama, Dr. A.P.J. Abdul Kalam) along with Ebooks of Dr. A.P.J. Abdul Kalam was circulated on student's whatsapp groups from 8th October 2020 to 14th October 2020. Based on it, E-Quiz was organized on 15th October 2020. Total 235 students participated in this E-Quiz.

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

7.2 - Best Practices

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

Title of the Practice - 1 : Online Weeklong Induction Program

Objectives of the Practice:

• To introduce students to Institute's facilities which will support their educational and personal goals.

• To familiarize students with the campus environment and physical facilities.

• To create an atmosphere that minimizes nervousness, promotes positive attitudes, and encourage an excitement for learning.

• To provide a welcoming atmosphere for students and families to meet faculty, staff, and existing students, as well as other new students.

• To provide employment, leadership, and learning opportunities for existing students as pack leaders, through selection, training, and supervision.

The context:

• Online Induction program is specifically designed for a week long time with various creative innovative activities which are reframed as per feedback timely requirements of students and staff.

• Online Induction is designed to provide new students with the information he or she needs to function comfortably and effectively in the Institute.

• Online Induction helps to build up a two-way channel of communication between staff and students, seniors and juniors etc.

• Proper induction facilitates informal relations and team work among the students and the staff. • Involvement of senior students to welcome first year students is worth admiring throughout the program.

• Online Induction program is a primary stage of guidance and support provided to students at the Institute.

The practice:

Amid pandemic hit severe period world-wide, education did not get curtailed even for a single day at IMRD, and presently thousands of new students from different regions have got admissions for its new academic session 202-21. In order to make students start a uniquely designed online phase of their new academic journey conveniently; IMRD hosted one week online induction program for the fresh entrants to BCA, BBA,BMS, IMCA and MCA programs, in line with the AICTE requirements through Zoom meeting online platform. The objective of this program was to acclimatize the students to the new environment and get them acquainted with the Institution culture. The induction program comprised of activities like Welcome and Academic Orientation to the Discipline of Study, Introduction of Faculties, Library orientation, Online Teaching Learning, Presentation about Cultural and Sports Department, Presentation about Examination System and NSS, Presentation on Etiquettes and dressing sense for students, Career Oriented Certificate Courses and Vocational courses, Presentation about

AIMS, ED Cell, NPTEL, CSI, Career Enhancement Presentation, Brand and Tagline Guessing Games and English Diagnostic Test. The rationale for induction was to ensure a smooth transition for the students into the Institute system. Student volunteers from second year worked extensively to ensure that the induction was well organized. The event is concluded by the Vote of Thanks.

Evidence of Success:

• Students become familiar with the campus environment.

• Students have been aware about Institute staff and overall program content opted.

• Students have been familiar with their seniors and peers.

• Students gain confidence after participating in various innovative activities and games.

• Students learn various managerial skills like team building, time management, problem solving, effective communication etc.

Problems encountered:-

• The most important problem incurred is the mind-set of rural area students who do not get quickly adjusted to the change from their traditional based education to competitive and professional learning environment within a week. Resources required:

• Trainers and senior students

• Inclusion of online induction week and program in the academic time table.

Title of the Practice - 2 : Soft Skills and Personality Development Program among students (SSPDP)

Objectives of the Practice:

- To enhance employability of the student and prepare him/her to face competitive environment.
- To train the students in the fields of soft skills, communication skills, intrapersonal skills and preparing them to face interviews and get better placement.
- Involve the students' right from first year to final year to understand the importance of career building, industrial jobs and entrepreneurship.

The context:

In today's competitive age where a large number of professionals are passing out from various institutes and looking for the jobs, the recruiters have an upper hand in selecting the best people who fit their requirements. This competition for the jobs has given the recruiters a chance to filter the job aspirants by means of different interview techniques which enable them to test the other skills of the students along with the technical competency. Hence, it is necessary for the students to know the latest technical developments happening and work culture adopted in the industry. This helps to bridge the gap between Industry and academia.

The practice:

The Institute being located in rural area, has students with different educational and cultural background.Soft Skills and Personality Development Program (SSPDP) is for all courses at the Institute and designed by considering the needs of the students required to fulfill the demands of corporate world. The faculty members are professionally trained to deliver the same educational quality to the students through the GBFS (Global Business Foundation Skills) training by Infosys Ltd. Pune & TTT (Train The Trainer) by KBC NMU Jalgaon. There is a provision of GBFS training annually at Infosys campus, Pune where Institute sends faculties members to learn the current trends in management. The program is well designed, which enables students to develop different soft skills like Communication Skills (Listening, Speaking, Reading and Writing), Leadership, Team Work, Time Management etc. In addition, activities like role plays, group discussions, mock interviews etc. are also conducted for students in order to give themfirst-hand experience on recruitment techniques used by various renowned companies for recruitment purpose. We conduct special classes for the students from regional mediums in order to improve their knowledge of English language and to make them competent in using the language effectively and efficiently.

Institute gives a chance to the students to learn beyond the classrooms by engaging with various people on different platforms. We do not believe in learning only within the four walls of a classroom. Personality development is the skill which cannot be acquired just by learning in the class but more experience on the practical learning.

The following types of different activities develop the personality of students in a way so that they learn presentation skills, convincing and marketing skills. It is regular a movement of multi-dimensional personality development through innovative programmes arranged at various locations.

Chhatra Prabodhan Distribution - The basic objective of Jnana Prabodhini, Pune is to develop a magazine and other publications focusing youngsters, teachers and parents in order to provide continuous enrichment for the personality development. It publishes a very popular issue on occasion of Diwali, so our Institute is gladly engaged in the distribution of these magazines to reach out to the various students directly. Institute's students are involved whole heartedly in reaching out to the masses in the best possible way. They themselves purchase these magazines and learn various skills required for self development.

Online Teacher's Day Best Message Contest (5th September) - This is the activity conducted by Institute's students on every teacher's Day. The students groups are formed to reach out to the various remote junior colleges and express the gratitude of students towards their beloved teachers in the manner of written messages. Through this activity students learn skills like event management, team building, leadership, presentation, supervising which indirectly develop the overall personality of students.

Evidence of Success:

- Output is assessed through scrutiny of results, placement records and student's feedback.

- Improved communication skills and confidence among the students.
- Student performance in On Campus and Off Campus placement has been enhanced.
- Student performance in technical skill and HR interview has been improved.
- Participation of students has increased.
- Improving students' entrepreneurship skills.
- Association with industries has increased.
- Many companies are our placement partners as of date.
- Chhatra Prabodhan magazines distribution and Teacher's Day Best message contest: These both activities and their feedback always prove that our Institute's students are always performing these both activities with professional and serious approach.
- The Principals and teachers from the various colleges we approach during these activities always appreciated our students for their sincerity, dedication and professional attitude.

Problems Encountered:

- English communication and writing ability of the students from rural areas.
- Adjusting the trainings and workshops in regular schedule.
- Financial problem for arranging workshops and training programs.

Resources required:

- **Management support: Without Management's involvement and support, the best practices cannot be implemented.**
- **For success of such practices require attitude and willingness on the part of the facilitator without which it is difficult to motivate students which is the target audience of the Institute.**
- **Degree of motivation required in the minds of the students can result in success of such practices.**

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

Institute constantly practices innovative and interactive learning processes through quality and well recognized programs for 360 degree development of students to impart high quality education in Maharashtra. R.C. Patel Education Trust's Institute of Management Research and Development, Shirpur is a well-known Institute in the Khandesh area that comes under Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. Institute is well committed to the overall development of students irrespective of their origin, cast, culture or family background. Institute treats everyone equally when it comes to discipline and career development and their professional development. Institute majorly focuses on the following aspects:

- **Innovative and creative learning process**
- **Business ethics for Professionals**
- **Interactive learning curriculum**
- **Focus on employability skills**
- **Students grooming from rural to global level**
- **Outcome based learning during Covid19 Pandemic through online educational.**

Many students are clueless or confused at the time of taking admission in the Institute, but every member of Institute is well equipped with this unique skill to make him or her understand that discipline is a regular practice here in order to achieve career goal. The

overall journey of a student can be well explained from the first day when he or she starts attending the Induction activities in the Institute. These Induction activities will helpful for each and every student in all perspective way. All the students are treated on same parameters when it comes to self-development and their discipline. There are so many proven examples on this. Institute students have established themselves as the successful employees in India's top MNCs like TCS, Infosys, Hexaware, Wipro Sankey Solutions, Atos Global etc. Institute is accurately following innovative & creative learning processes for every student in unique way. Various skill development sessions are arranged for students like Career Guidance, Problem Solving Skills in analytical ways, Development Career Guidance on Technical Skills etc. The main focus of the institute is always on providing the employment to every deserving candidate through various corporate tie-ups. Interactive learning curriculum & delivery is the key to make it happen easily. Various efforts are showing the positive results for the students grooming in the right direction with keeping in mind the rural to global approach during Covid 19 pandemic also. The growing charts of placement of Institute in the multinational companies also show its efforts towards giving maximum job opportunities to students. Institute aims at creating a breeding ground for the students to grow and achieve success. Mentoring system ensures that every student is monitored personally by a distinct Parent Teacher assigned to their class who looks after their academic as well as personal issues and addresses them in the best possible way. It is well understood that many students are from poor family background; their parents are also not much educated, so naturally it is not the best environment for self-development. There are many workshops, seminars, events, competitions during the academic years for which students are always encouraged to participate. Institute always focus on providing the best library environment to the students by arranging competitions like Elocution or Best User award to impart the importance of reading among all. Students are provided with internet and Wi-Fi facility, latest national, international newspapers and journals to keep their knowledge abreast.

Greater understanding about the field or industry of their interest Enhancement of skills Greater confidence and self-esteem Seamless Transition from academics to real work life Placement or Job oriented attitude in students: Internal Training and Placement Cell makes students confident enough to face any questions in the interview by the human resource panel. Special lectures on Career Guidance, Soft skills, Technical aptitude, Mock Interviews are arranged for students to make them industry ready. Along with this professional assistance in the Resume making and group discussion, aptitude preparation is regularly arranged in the Institute where top coaching firms are invited in Institute to train students through classroom sessions. For giving practical knowledge about the industrial sector Institute arranges regular industrial study tours, internships from top associations. Students are kept in touch through the umbrella of alumni association where the achievements

of various alumni are celebrated. They share their success stories through electronic mediums like email, Zoom meetings, Whatsapp, SMS etc. to be an unending part of Institute's family. Communication, Soft Skills and Management subject teachers conduct the communication sessions along with the regular workload to improve soft skills like English communication and presentation skills of students. Faculty members in Institute have to follow certain norms in the form of API and maintain the annual faculty diary. This gives them a clear idea on the syllabus planning as well as yearly activities to be conducted for the academic as well as for extra co-curricular events. Through rigorous planning and management, Institute focuses at delivering the best of its abilities as per the defined vision.

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

7.3.2 - Plan of action for the next academic year

Nil